



BY-LAW 2020-2

TO GOVERN RECORDS RETENTION, STORAGE AND DESTRUCTION

1. PREAMBLE

- 1.1. Section 254 (1) of the *Municipal Act*, S.O. 2001, c. 25, as amended (hereinafter referred to as the *Municipal Act*) provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;
- 1.2. Sections 255 (1) and (2) of the *Municipal Act* state that a record of a municipality or a local board may be destroyed if a retention period has expired or the record is a copy of an original record;
- 1.3. Section 255(6) of the *Municipal Act* states that “record” in this section does not include a record of a police services board that is directly related to any law enforcement activity with respect to a person or a body;
- 1.4. Section 31 (6) of the Police Services Act, R.S.O. 1990, c. P.15, as amended (hereinafter referred to as the PSA) authorizes the Halton Regional Police Services Board (“the Board”) to create By-laws so as to make rules for the effective management of the police force, and Section 46 (1) of Community Safety and Policing Act, S.O. 2019 (hereinafter referred to as the CSPA) authorizes the Board to establish its own rules and procedures in performing its duties under this Act and the regulations.

THEREFORE, in accordance with the above stated law and with Section 30 (1) of the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c. M.56, (“*MFIPPA*”) section 5 of Regulation 823 to *MFIPPA* , and any other applicable federal, provincial or municipal law governing the collection, security, retention, use, disclosure and destruction of records, The Regional Municipality of Halton Police Services Board (“the Board”) enacts as follows:

2. All correspondence, documents and any information recorded in printed form, on tapes, film, by electronic means or otherwise on behalf of the Board are deemed to be Board records under this By-law. Records include but are not limited to:
 - (a) correspondence, memoranda, books, plans, maps, drawings, diagrams, pictorial or graphic works, photographs, films, microfilm, sound recordings, videotapes, machine readable records, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
 - (b) any record that is capable of being produced from a machine-readable record by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Board or the Halton Regional Police Service (“the Service”).
3. The Board Secretary shall ensure the efficient management of all records by maintaining an accurate and up-to-date document register and an electronic index of Board Minutes to facilitate quick document retrieval.
4. All Board specific records shall be maintained in compliance with Schedule “A” or otherwise determined by the Board.
5. All records that come into the possession of the Service that are directly related to a law enforcement activity with respect to a person or a body shall be retained in a secure and accessible manner at all times while those records are in the possession of the Service.

6. All records that do not fall into the description set out in section 5 shall be retained in accordance with the Service Records Retention Schedule (Halton Regional Police Service Directive SMO-007, as revised from time to time, hereinafter referred to as the “Retention Schedule”), set out as Schedule “B” to this By-law.
7. The Chief of Police is authorized to make appropriate updates and revisions to the Retention Schedule as required, and is directed to report such changes to the Board.
8. The Chief of Police is directed to ensure that the requirements set out in the Retention Schedule are audited on an annual basis, and shall report to the Board on the outcome of that audit.
9. All records set out in the Retention Schedule shall be retained for a period of no less than the periods set out in the Retention Schedule and stored as directed by Chief of Police and shall remain under the control and custody of the Chief of Police.
10. All records of the Board shall remain under control and custody of the Board Secretary or Board designate.
11. Destruction of any Board or Service records shall be by shredding or any other manner of permanent destruction. Board records shall be destroyed under the supervision of the Board Secretary and/or the Chair and Service records shall be destroyed under the supervision of the Chief of Police or designate. Every person in possession of In-Camera Board meeting records shall be responsible for their proper use, storage and destruction.
12. Minutes of public meetings are posted on the Board’s web page <https://www.haltonpoliceboard.ca/meetings/index.php> . Requests for other Board records shall be made to the Board Secretary or to the Freedom of Information Coordinator, Halton Regional Police Service. All In-Camera records are deemed to be confidential and shall not be disclosed except as may be required by law or by a Board Resolution waiving confidentiality.
13. Retention of a record, for historical reasons, beyond the time period specified in the Retention Schedule may be authorized by the Board or its designate.

14. The Regional Municipality of Halton Police Services Board By-Law 2017-001 is hereby repealed.
15. This By-law 2020-2 shall come into full force and effect on the 25th day of June, 2020.

APPROVED THIS 25th DAY OF JUNE, 2020.

CHAIR

BOARD SECRETARY



SCHEDULE "A"

TO THE BY-LAW 2020-2 RECORDS RETENTION AND STORAGE BY-LAW

Secretary's Notes/Tapes	3 months
By-Laws/Policies/Procedures	Permanent
Minutes of Meetings	Permanent
Annual Reports	20 years
Strategic Plans	CY + 7 years
Board Budget Material	CY + 5 years
Board Office Financial Materials	CY + 7 years
Working Agreements	Expiry of agreement + 25 years
Board Staff Human Resource	25 years after leaving Board
Contracts (including but not limited to Chief, Deputy Chief(s), Board staff)	Expiry of contract + 25 years
External Contracts	Vendors - expiry of contract + 2 years Government - expiry of contract + 5 years
Civil Actions	Close of file + 15 years
Financial Reports	CY + 5 years
Correspondence/Complaints	Resolution of complaint + 5 years
Tender Documents	Term of tender + 7 years Unsuccessful applicants -1 year after award



SCHEDULE "B"
TO THE BY-LAW 2020-2
RECORDS RETENTION AND STORAGE BY-LAW



Halton Regional Police Service

Trust & Respect

Integrity

Accountability

Excellence

Teamwork

Records Retention Schedule

One Vision, One Mission, One Team

HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

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HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Purpose

The Halton Regional Police Service's Records Retention Schedule exists to provide a clear guideline for retaining and purging records regardless of media. This is done to ensure all legislated requirements are fully complied with and to ensure operational requirements are met; balanced by a concern for efficiency by purging records which no longer have a value.

Definition of a Record

A Record is any information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

(i) correspondence, 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) any record that is capable of being produced from a machine readable record under the control of the Service by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service.

Process

The Retention Codes utilized for this schedule are as follows:

- CU – Continuously Updated – a record sequence that is added to or continues to occur (e.g. logs, plans etc.)*
- CY- Current Year- the calendar year in which the record was created*
- P – Permanent – a record that is never destroyed*
- S – Until Superseded – a record that is replaced by an updated record*
- OT- Other- used in specific circumstances only*
- E – Event- at the expiry of an agreement, a contract, or a specific occurrence*

Prior to destroying any records, a Records Disposal Notice EXE-0308 must be completed and approved.

The Executive Officer is responsible for the continuous review and revision of the Halton Regional Police Service's Record Retention Schedule as per policy EXE-030.

HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 1 – Transitory Records

Record Series No.	Record Group	Responsible Bureau	Retention Period	Remarks
n/a	Additional Duplicate Copies	Originating	OT	Includes but not limited to copies of minutes, reports, copies made of any document for ease of reference.
n/a	Telephone Messages and other messages	Originating	OT	Telephone messages recorded on paper or electronic voice-mail which do not record official decisions or future financial, operational, administrative, investigative, legal, vital or archival value.
n/a	Working Papers	Originating	OT	Includes but not limited to rough notes, work preparation materials, drafts, research notes, statistical tables that do not contain significant data on the preparation of a final document or do not record final decisions or future decisions of financial, operational, administrative, investigative, legal, vital or archival value.
n/a	Miscellaneous Notices or Memorandums	Originating	OT	Includes but is not limited to "all" emails, messages on special events, memos on minor administrative details.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 2 – General Administrative Records

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
AD01	Administration Files Includes records regarding routing administrative activities.	Originating		CY+1	Subject to archival review
AD02	Activity Logging Includes records regarding routing logging/tracking of administrative activities. (Excludes Communication logs)	Originating	2-3, 2-27	CY+3	
AD03	Annual Reports Excludes Annual Reports to Police Services Board or those required under Legislation/Regulation.	Originating		CY+10	
AD04	Association Memberships (Excludes police associations, unions & payment processing)	Originating		CY+1	Individual membership records may be placed in employee file
ADOS	Conferences, Conventions & Seminars Includes records regarding conferences and seminars attended by HRPS staff.	Originating	2-3, 2-27	CY+3	
ADOS	Correspondence – Municipalities Includes records regarding HRPS interaction with Municipal Governments	Originating		CY+4	
AD07	Correspondence – Provincial Government Includes records regarding HRPS interaction with Ministries or Agencies of the Government of Ontario	Originating		CY+2	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
ADOS	Correspondence – Other Police Services Includes records regarding HRPS interaction with other Police SeNices. Excludes Joint Forces Operations	Originating		CY+2	
AD09	Daily Rosters/Employee Schedules			CY+S	
AD10	External Meetings Includes records relating to meetings conducted outside agencies/public (Agendas, Notes, Minutes) Excludes Joint Forces Operations	Originating		CY+3	Subject to archival review
AD11	Fax Message Logs Excludes fax logs of Central Records.	Originating		30 days	
AD12	Incident Debriefings Excludes Major Incident Debriefings	Originating		CY+2	
AD13	Information Requests – Other Police Agencies	Planning and Research / Originator for Division, Bureau, Unit that responds individually.		CY+2	
AD14	Information Requests – External Agencies	Planning and Research / Originator for Division, Bureau, Unit that responds individually.		CY+2	
AD15	Manuals	Originator		S+2	Subject to archival review
AD16	Operational Guidelines	Originator		S+2	Subject to archival review



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
AD17	Speeches/Presentations Includes requests and Speeches/Presentations material conducted by HRPS staff.	Originating and Corporate Communications		CY+3	Requests logged through Corporate Communications.
AD18	Staff Committees Includes Meeting Agendas, Notes, Minutes)	Originating		CY+6	Subject to archival review
AD19	Staff Meetings Includes Agendas, Notes, Minutes	Originating		CY+1	
AD20	Standard Operating Procedures	Originator		S+2	Subject to archival review
AD21	Travel and Accommodation Bookings	Originating		CY+1	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 1 – Chief, Executive Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
EX01	All Chiefs Bulletins	Executive Services		P	
EX02	Appointment Recommendations	Executive Services		P	
EX03	Audits - Comprehensive	Executive Services		P	
EX04	Collective Agreements – Executed Agreements	Executive Services	2-3, 2-27, 2-29, 2-33	E+10	E = Agreement Expiry (Subject to archival review)
EX05	Collective Agreements - Negotiations	Executive Services		E+10	E = Agreement Expiry
EX06	Executive Orders	Executive Services		P	
EX07	Grant Applications and Files	Executive Services	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+6	
EX08	Internal Task Force – Reports/Plans/Mandate	Executive Services		CY+1	
EX09	Interprovincial Policing – Dual Authorization requests	Executive Services & Originating	2-26	E+10	E = Authorization Expiry. Copy also included in Joint Forces Operations Originating Bureau files.
EX10	Organizational Charts	Executive Services		S+1	One copy for Archives
EX11	Police Funerals Includes Planning, Administration, Communications Excludes financial records	Executive Services		E+2	
EX12	Personnel Status Reports	Executive Services		CY+2	
EX13	Police Service Board Meetings (Agendas, Minutes)	Executive Services		P	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
EX14	Police Service Board Submissions	Executive Services		CY+10	Subject to archival review
EX15	Secondary Employment Includes Requests and Approvals	Executive Services		E+1	E = expiration of term of secondary employment authorization. Copy also held in HR employee file.
EX16	Senior Leadership Team Meetings Includes Agendas, Notes, Minutes	Executive Services		CY+4	
EX17	Senior Management Team-Submissions	Executive Services		CY+10	Subject to archival review



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 2 – Corporate Communications

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
EX18	Corporate Templates Includes Letterheads, Memos, Logos.	Corporate Communications		S	
EX19	Crime Mapping	Corporate Communications		CY+10	Oversight by Corporate Communications. Data managed externally by contracted company.
EX20	External Publications – Development and Production	Corporate Communications		E+1	E = Design / production complete
EX21	External Publications	Corporate Communications		CY+2	Subject to archival review
EX22	Media Relations Includes records regarding relationship between HRPS and news media Includes media inquiries, news releases, press conferences, news clippings, emails and related correspondence	Corporate Communications	2-28	CY+2	Subject to Archival Review for historical value.
EX23	Website Content Management Includes records related to the management of information using HRPS website/social media	Corporate Communications	1-20, 2-3, 2-27, 2-28	CY+5	Permanent retention once posted to internet. Not within the Service's ability to control.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chiefs Staff, Executive Services

Part 3- Quality Assurance

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
QA01	Annual Audit Report - Police Services Board	Quality Assurance		CY+S	Subject to archival review
QA02	Compliance Audits <ul style="list-style-type: none"> • Audits • Quarterly Summaries • Monthly Summaries* • Quarterly Reports 	Quality Assurance		CY+2	Subject to archival review
QA03	Comprehensive Audits <ul style="list-style-type: none"> • Audit Plan • Audit Report • Audit Recommendation Review Report • Approved Audit Recommendation Action Timeline • Working Papers for all conducted audits (hard copy) 	Quality Assurance		CY+10	Subject to archival review Final Audit report to the Chief
QA04	Forms – Approved	Quality Assurance		p	Archived with associated policy
QA05	Forms Management-Working Files <ul style="list-style-type: none"> • Form Requests • Form Working Drafts • Revisions • Authorizations 	Quality Assurance		S+S	
QA06	Policies	Quality Assurance	2-54	p	
QA07	Policy Review Notices	Quality Assurance		CY+3	
QAOS	Policy Review Report	Quality Assurance		p	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

QA09	Record Retention	Quality Assurance	See subsection below		
	<ul style="list-style-type: none"> • Schedule 	Quality Assurance		5+2	
	<ul style="list-style-type: none"> • Records Destruction Authorization and Certificate 	Kept by individual unit completing the form		E+7	E= time of destruction
	<ul style="list-style-type: none"> • Records Transfer List 	Kept by individual unit completing the form		E+1	E=disposal of records



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief’s Staff, Executive Services

Part 4 – Professional Standards

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PS01	Awards Program Administration Includes Civilian & Sworn Members of HRPS	Professional Standards		CY+5	Includes criteria, list of recipients, related correspondence
PS02	External Investigations	Professional Standards		CY+7	Outside agency consulted prior to destruction
PS03	McNeil Disclosures	Professional Standards		p	No clear criteria established for McNeil report relevancy beyond expungement of discipline records or the granting of a records suspension/pardon for a criminal offence.
PS04	Public and Internal Complaints – No Charges Laid Includes records of Public Complaints received by the OIPRD & Internal Complaint Investigations	Professional Standards	2-21, 2-26, 2-29, 2-30, 2-32, 2-34, 2-36, 2-58, 2-60, 2-61, 2-62, 2-63, 2-64, 3-1	E+5	E=Investigation complete or date of OIPRD review and file closure
PS05	Public and Internal Complaints -With Hearing Includes records of Public Complaints received by the OIPRD and Internal Complaint Investigations disposed of through a hearing process	Professional Standards	2-21, 2-26, 2-29, 2-30, 2-32, 2-34, 2-36, 2-57, 2-58, 2-60, 2-61, 2-62, 2-63, 2-64, 3-1	p	If convicted, records held in Officer's Performance & Personnel File. Removed after 5 years from date of conviction if no further disciplinary action. If acquitted, records expunged.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PS06	Public and Internal Complaints – Without a Hearing Includes records of Public Complaints received by the OIPRD and Internal Complaint Investigations disposed of without a hearing	Professional Standards	2-21, 2-29, 2-30, 2-32, 2-34, 2-36, 2-58, 2-59, 2-60, 2-61, 2-62, 2-63, 2-64, 3-1	E+5	E=date of disposition. Records held in Officer's Performance & Personnel Files. Records expunged after 2 years from date of disposition if no further disciplinary action.
PS07	Public and Internal Complaints Investigations Tracking	Professional Standards		p	Information contained in PSB database
PS08	Special Investigations Unit (S.I.U.) Files	Professional Standards	2-65	p	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 5 – Legal Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LE01	Civil Litigation Files	Legal Services	1-31' 2-3, 2-27	E+7	E = decision reached, appeal period expired Subject to archival review
LE02	Contracts – Major Capital Projects Includes records related to Major Capital Projects including tenders and related records	Legal Services	1-31,2-3, 2-27	E+22	E =Contract completed.
LE03	Contracts – Other Includes Leases, Site Licence Agreements, Protocols, Memorandums of Understanding and Agreements	Legal Services	See subsections below		
	• Current Contracts		1-31' 2-3, 2-27	E+3	E = contract expiration
	• Executed Contracts		1-31,2-3, 2-27	E+3	E = contract expiration
	• Commercial Contracts		1-31, 2-3, 2-27	E+5	E = contract expiration
	• Memorandums of Understanding		1-31, 2-3, 2-27	E +7	E = memorandum expiration
	• Provincial Grant Agreements		1-31, 2-3, 2-27	E+7	E = agreement expiration
LE04	Coroner's Inquest Files	Legal Services	2-3, 2-27	E+5	E = end of inquest Subject to archival review



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LEOS	Court Motion Applications <ul style="list-style-type: none"> • Civil Court • Criminal Court • Family Court 	Legal Services		E+2	E = file closure by Legal Services
LEOS	Criminal Injuries Compensation Board	Legal Services		E+2	E = file closure by Legal Services
LE07	Human Resources Files Includes records related to Employee Grievances, Benefits Claims	Legal Services		E + 12	E = date of disposition *Subject to review prior to destruction
LEOS	Human Rights Complaints	Legal Services	2-8, 2-9, 2-10, 2-11, 2-12, 2-13, 2-14, 2-29, 2-31, 2-32, 2-33, 2-34, 2-35, 2-36, 2-60	E+S	E = date of disposition Subject to review prior to destruction
LE09	Legal Counsel – General Matters	Legal Services	1-31, 2-3, 2-27	E+7	E=Judgement satisfied and no possibility of appeal.
LE10	Legal Indemnification Requests	Legal Services		E+2	E = file closure by Legal Services
LE11	Legal Opinions- Miscellaneous	Legal Services		E + 10	E = closure of file/event Subject to lawyer-client confidentiality
LE12	Licences and Permits	Legal Services	2-3, 2-27	E+3	E = licence expiration



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LE13	Personal Information - Security and Confidentiality Breaches Refers to records relating to breaches of personal information	Legal Services	2-37	E+2.5	E =breach (2 year civil limitation period+ 6 months)
LE14	Waivers of Liability Includes Releases, Indemnifications, Authorizations, Consents	Legal Services	2-3, 2-27	E+5	E = expiration / execution of release or consent
LE15	Witness Requests Subpoenas, Summons <ul style="list-style-type: none">• Boards• Court• Tribunals	Legal Services		E+2	E = file closure by Legal Services



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Chief's Staff, Executive Services

Part 6 – Legal Services – Freedom of Information

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LE16	Compliance Investigations – Privacy Protection Complaints	Freedom of Information		E+S	E = privacy protection complaint issued / Information & Privacy Commissioner's order received
LE17	Freedom of Information Annual Reports Includes I.P.C and Chiefs annual report	Freedom of Information		CY+10	Hold for archival review
LE18	Freedom of Information Appeals	Freedom of Information		E+S	E = appeal abandoned or Information & Privacy Commissioner's order received
LE19	Freedom of Information Correction Requests	Freedom of Information		E+S	E = correction request received
LE20	Freedom of Information Logs	Freedom of Information	See subsections below		
	• F.O.I. Requests			CY+S	
	• F.O.I. Records Destruction			p	
	• Information Sharing Requests			CY+S	
	• Motions, Court Orders, Summons, Subpoenas			CY+S	
	• Office of the Children's' Lawyer			CY+S	
	• Notebooks			CY+S	
	• Notebook Destruction			p	
	• Reconstruction Requests			CY+S	
	• Third Parties			CY+2	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
LE21	Freedom of Information Requests	Freedom of Information	2-37	E+S	E = response to FOI request issued
LE22	Information Sharing Requests	Freedom of Information		E+2	E = request received
LE23	Nordat Tracking System	Freedom of Information		CY+S	
LE24	<p>Notebooks Includes notebooks of Constables, Special Constables and Auxiliary members</p>	Freedom of Information		E + 15	<p>E = member retirement, resignation or termination. Notebooks used in Major Cases investigations to be store with the case investigation files.</p> <p>Intelligence/Surveillance member notebooks retained by Intelligence.</p>
LE25	Office of the Children's Lawyer Requests	Freedom of Information		E+2	E = request received
LE26	Research Agreements	Freedom of Information		CY+S	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 1 – Traffic Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
TF01	Collision Reconstruction Unit- Investigative Files	Traffic Services	2-3, 2-27	E+25	E=Investigation completed, charges laid, trial completed and expiry of appeal period. Subject to archival review
TF02	Commercial Vehicle Unit - Inspection Files • Commercial Vehicle Inspection Reports • Complaint Log	Traffic Services		CY+S CY+3	
TF03	Commercial Vehicle Unit - Inspection Statistics/Reports & Enforcement Projects	Traffic Services		CY+10	Subject to archival review
TF04	Community ROAD WATCH Halton Citizen Report	Traffic Services		CY+1	
TF05	Gridlock/Road Closure Event Report	Traffic Services		CY+2	
TF06	Instrument Records – Testing, Maintenance & Repair Includes calibration/test records, certificates, audits, repair and maintenance	Traffic Services		E+S	E = Disposal of instrument



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
TF07	<p>Towing</p> <ul style="list-style-type: none"> • Audits • District Log • Pounds • Tow Trucks • Approved Companies & Drivers • Incident Tracking Reports 	Traffic Services		CY+7	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 2 – Drugs and Morality

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
DGR01	Acknowledgement of Receipt from Health Canada	Drug Bureau		CY+1	
DG02	Confidential Drug Investigation Files	Drug Bureau		E + 10	E=investigation complete, charge(s) laid, trial completed & expiration of appeal period if any.
DG03	Confidential Firearms Investigation Files	Drug Bureau		E + 10	E=investigation complete, charge(s) laid, trial completed & expiration of appeal period if any.
DG04	Confidential Gang Investigation Files	Drug Bureau		E + 10	E=investigation complete, charge(s) laid, trial completed & expiration of appeal period if any.
DGOS	Confidential Human Trafficking Investigation Files	Drug Bureau		E + 10	E=investigation complete, charge(s) laid, trial completed & expiration of appeal period if any.
DG06	Drug Operational Plans	Drug Bureau		CY+10	
DG07	Investigative and Expense Fund Ledger	Drug Bureau	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+10	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4- Operations

Part 3 – Intelligence

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
INOS	Authorizations to Intercept Private Communications	Intelligence		E+S0	E=investigation complete, charge(s) laid, trial completed and expiration of appeal period if any.
IN09	Closed Circuit TV Video Does not apply to covert surveillance	Intelligence		CY+1	If reviewed for LE purposes, otherwise dispose
IN10	Confidential Human Sources Records	Intelligence		E + 25	E = termination as Confidential Human Source
IN11	Confidential Intelligence Files	Intelligence		E+S0	E=investigation complete, charge(s) laid, trial completed and expiration of appeal period if any.
IN12	Confidential Surveillance Files	Intelligence		E+S0	E=investigation complete, charge(s) laid, trial completed and expiration of appeal period if any.
IN13	Criminal Intelligence Reports	Intelligence		CY+10	
IN14	Designated Public Officer	Intelligence		E+S	E =retirement, resignation or termination of employment.
IN15	High Risk/Other Offender Management	Intelligence		E+1	E = offender no longer high risk or decision made to cease monitoring the offender



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IN16	High Risk Release Notifications	Intelligence		CY+ 5	
IN17	Intelligence Bureau Surveillance Request forms	Intelligence		CY+2	
IN18	Intelligence Investigative Fund	Intelligence	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+10	
IN19	Intelligence Investigative Fund Float	Intelligence			
IN20	Intelligence/Surveillance Officer Notebooks	Intelligence		P	Notebooks held permanently by Intelligence
IN21	Law Enforcement Privacy Protection Program List	Intelligence		E	E=criteria no longer applies as per policy INT-012.
IN22	Sex Offenders	Intelligence	See subsections below		
	<ul style="list-style-type: none"> • Registrations 		2-4	CY	Registration receipts if offender continues to report
				E+1	E = removed from Registry. Last Registration receipt if offender ceases to report Originals housed on OPP server and subject to their Retention Policy
	<ul style="list-style-type: none"> • Non-Compliance Reports 			CY+5	
	<ul style="list-style-type: none"> • Living in Halton Region 			E+1	E = removed from Registry



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 4 – Emergency Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
ES01	Canine Handler-Home Kennel Inspection	Emergency Services – Canine Unit		E+1	E = retirement of police services dog from service
ES02	Ground Search Data (QB7 Software)	Emergency Services - S.I.R.T.		CY+7	
ES03	Logs	Emergency Services	See subsections below		
	<ul style="list-style-type: none"> Member Issue Equipment Log 	Emergency Services		CU	
	<ul style="list-style-type: none"> Explosives Inventory Log 	Emergency Services- E.D.U.	1-30	CY+2	
	<ul style="list-style-type: none"> Ammunition Inventory Log 	Emergency Services		CY+2	
	<ul style="list-style-type: none"> Weapons Maintenance Log 	Emergency Services		CY+3	
	<ul style="list-style-type: none"> Operational Call Log 	Emergency Services		CY+5	
ES04	Protective Equipment-Respirators Air-Purifying & SCBA	Emergency Services	See subsections below		
	<ul style="list-style-type: none"> Member Fit Tests 		1-18, 1-19	E+10	E =retirement, resignation or termination of employment. Original fit test records held by Training
	<ul style="list-style-type: none"> Equipment Records / Certificates 		1-18, 1-19	E+10	E=disposal of equipment



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
ESOS	Pyrotechnics Event Authorization Reports	Emergency Services- E.D.U.		CY+2	
ES06	S.I.R.T.- Located Person Questionnaire	Emergency Services- S.I.R.T.		CY+S	
ES07	Tactical Operational Plans	Emergency Services		CY+10	
ES08	Training	Emergency Services	See subsections below.		
	<ul style="list-style-type: none"> Individual Training 	Emergency Services	2-3, 2-27, 2-66	E+3	E =retirement, resignation or termination of employment Use of Force and weapons qualification training documents held by Training Unit. Duplicate copies at Unit level for evaluating, training and trending purposes to ensure best practices.
	<ul style="list-style-type: none"> Team Training 	Emergency Services	2-3, 2-27, 2-66	CY+S	
ES09	Vessel Tow Release Waiver	Emergency Services – Marine		CY+1	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4- Operations

Part 5 – Regional Investigative Services – Domestic Violence

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
DV01	810 Peace Bonds Compliance Program	Domestic Violence		E + 2	E = term of program completed or bond revoked Courts retains original 810 Peace Bond. Copy on file for compliance purposes
DV02	Domestic Violence Investigative Files	Domestic Violence		E+5 (charge laid)	E = investigation complete, charge(s) laid, trial completed & expiration of appeal period if any. Flagged / High Risk Offenders E+80
				E+15 (charge not laid)	E = Investigation completed
DV03	Domestic Violence - Quarterly Report	Domestic Violence		CY+2	
DV04	Domestic Violence - Risk Management Report	Domestic Violence		CY+10	
DVOS	Domestic Violence Statistics	Domestic Violence		CY+10	
DV06	Early Intervention Tracking	Domestic Violence		E + 10	E = subject tracking commencement
DV07	Halton Assessment and Risk Reduction Team Records (HARRT)	Domestic Violence		CY+10	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
DVOS	Logs	Domestic Violence		See subsections below	
	<ul style="list-style-type: none"> Charges 			CY+3	
	<ul style="list-style-type: none"> Offender Management 			E+15	E = offender charged
	<ul style="list-style-type: none"> Outstanding Warrants 			E	E = warrant executed or expired
DV09	Mobile Information Safety System (M.I.S.S.) Application Package	Domestic Violence		E+5	E = party no longer registered with the Mobile Information Safety System
DV10	Safety Planning	Domestic Violence		CY+5	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 6 – Regional Investigative Services – Forensic Identification Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FIS01	Automated Fingerprint Identification System (AFIS)	Forensic Identification Services		E+2	E = date of disposition
FIS02	Digital Photographs <ul style="list-style-type: none"> • Crime Scene Photos 	Forensic Identification Services		E	E = retention follows that of investigative file when charge(s) laid or not laid.
FIS03	<ul style="list-style-type: none"> • Photographic Comparisons D.N.A. Records <ul style="list-style-type: none"> • Officer workflow sheet • Original Order from Court 	Forensic Identification Services		E+S	E =date of disposition Subject to destruction by court order
FIS04	Exhibits Tracking	Forensic Identification Services		E+S	ViCLAS DNA Records = 50 years E = investigation completed, charge(s) laid, trial completed and expiration of appeal period if any.
FIS05	Fingerprints/ Palm Prints / Photographs – Charged Persons	Forensic Identification Services	1-37, 1-33 3-2	CY+80	Unless authorization for destruction received as per the legislated criteria identified in citation 3-2. Disposition of a young offender's fingerprints / palm prints / photographs is subject to the conditions in citation 1-37, YCJA.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FIS06	Fingerprints / Palm Prints / Photographs – Destruction Requests	Forensic Identification Services		CY+S	
FIS07	Fingerprints, Palm Prints, Photographs – Members	Forensic Identification Services		E+6	E = retirement, resignation or termination of employment
FIS08	Image/Photo Requests <ul style="list-style-type: none"> • Crime Scenes • Photo Line up 	Forensic Identification Services		CY+1	
FIS09	Lab Equipment Certification Testing	Forensic Identification Services		E+1	E = disposal of equipment
FIS10	Unmanned Aerial Vehicles (UAV) <ul style="list-style-type: none"> • Flight Logs • Maintenance • Licences 	Forensic Identification Services	1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, 1-8, 1-9, 1-10, 1-11, 1-12, 1-13, 1-14, 1-15, 1-16	E+1	E =disposal of UAV



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 7 – Regional Investigative Services- Homicide, C.A.S.A., I.C.E., Technological Crime, Major Case Support

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RIS01	Amber Alerts	CAS.A		CY+10	
RIS02	C.A.S. Child Abuse Referral Chart	CAS.A		CY+10	
RIS03	Coroner's Memos	Homicide		CY+10	
RIS04	Cybertip Reports	I.C.E.		CY+5	
RIS05	Investigation Files <ul style="list-style-type: none"> • Abductions and attempts • Child Abuse • Found Human Remains • Homicide • Internet Child Exploitation • Major Investigation • Missing Persons – after 30 days • Missing Persons- suspected foul play • Paediatric Death • Sexual Assault • Anonymous Sexual Assault • Technological Crime 	C.A.S.A., Homicide, I.C.E., Major Case Support, Tech. Crime	2-70, 2-73	E+50 (charge laid)	E = investigation completed, charge(s) laid, trial completed and expiration of appeal period if any. Subject to archival review
				E (charge not laid)	E = until charge laid. If charge(s) laid, file inherits retention method of investigation for which charge laid, otherwise, file retained permanently.
RIS06	Logs <ul style="list-style-type: none"> • Homicide Incident • ViCLAS • Technological Crime 	Homicide, Major Case Support, Tech. Crime		CY+10	
RIS07	Missing Children Society of Canada – Search Program Case Details	CAS.A			



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RIS0S	Missing Persons List – Quarterly Report/Annual Report	Homicide	2-73	E+25	E = investigation completed, person located
RIS09	Operational Plans	Homicide, C.A.S.A., I.C.E.	2-3, 2-27	CY+3	Subject to archival review
RIS10	Sexual Assault Kits- anonymous victims	C.A.S.A.		E+6 months	E = kit completed. Destroyed after retention period
RIS11	Sexual Assault Investigation Waivers	C.A.S.A.		E+1	E = investigation halted
RIS12	Statistics <ul style="list-style-type: none"> • Child Abuse • Homicide • Internet Child Exploitation • Sexual Assault • Technological Crime 	C.A.S.A., Homicide, I.C.E., Tech. Crime		CY+ 10	Subject to archival review
RIS13	ViCLAS Processing/ Reports	Major Case Support	2-73	E+50	Original hardcopies (pre-electronic) scanned then purged Electronic versions stored by Provincial ViCLAS Centre- subject to their retention schedule.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4-Operations

Part 8 – Regional Investigative Services – Regional Fraud

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RF01	Citizen Fraud Report	Regional Fraud		CY+1	
RF02	Fraud Investigative Files	Regional Fraud		E+S (charges laid)	E = investigation completed, charge(s) laid, trial completed, expiration of appeal period if any. Subject to archival review
				E+10 (charges not laid)	E =Investigation completed.
RF03	Fraud Investigations Tracking Log	Regional Fraud		CY+S	
RF04	Fraud Monthly Reports	Regional Fraud		CY+3	
RFOS	Fraud Operational Plan	Regional Fraud		CY+3	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 9- Regional Investigative Services -Polygraph

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PG01	Electronic Records of Polygraph Testing	Polygraph		E+25	E = polygraph examination completed. Homicide/Major Case examinations follow their retention schedule.
PG02	Polygraph Charts	Polygraph		E+25	E = polygraph examination completed
PG03	Polygraph Examination Notes	Polygraph		E+25	E = polygraph examination completed
PG04	Polygraph Original Notes	Polygraph		E+25	E =polygraph examination completed
PG05	VIEW Questionnaires	Polygraph		E+25	E = polygraph examination completed
PG06	Young Persons Polygraph Examination Consent	Polygraph		E+25	E = polygraph examination completed



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 4 – Operations

Part 10 – Districts 1, 2, 3

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
D001	A.V.L. Speed Management	Districts – Administration		CY+1	Includes record/reports used for evaluating, training and trending purposes to ensure best practices. Overall A.V.L. data collection and retention responsibility of IT.
D002	Commendations - Commendation Board	Districts		CY+1	Commendations can be included in individual officer performance files when removed from display if applicable.
D003	Community Event Notifications Includes but not limited to: <ul style="list-style-type: none">• A.G.C.O. Special Occasion Permits• Municipal/ Regional Permits & Plans	Districts		E	E =event completed.
D004	Community Room Bookings	District-Administration		CY	Refers to hardcopy bookings. Records retained on SharePoint.
DOOS	Debriefings	District		E+25	E = incident date
D006	District Goals	District-Administration		S	Ongoing until next business plan.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
D007	Investigative Files	District			See subsection below
	<ul style="list-style-type: none"> solved 			E+2	E = investigation completed, charge laid, trial completed and expiration of appeal period.
	<ul style="list-style-type: none"> unsolved 			p	
DOOB	Logs	District – Station Duty Clerks			See subsections below
	<ul style="list-style-type: none"> Sign-In Log (Parolees, Probations, Recognizances) 			E+1	E = reporting term completed Monitored by Court Services
0009	Operational Plans	District - Originating Bureau		CY+3	
0010	Ride-Along Applications and Waivers	District-Administration	2-3, 2-27	CY+5	
0011	Succession Plans	District-Originating Bureau		CU	
0012	Trespass Letters	Districts-Administration		E+1	E = authorization expiration
0013	Youth Diversion Reports	District- CIB		E	E = diversion contract expiration. Reports are attached to occurrence report(s) in NICHE system; deleted once subject turns 18 years of age.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 - Support

Part 1 – Regional Community Mobilization Bureau (RCMB)

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RCMB01	<p>Auxiliary Policing Unit</p> <p>Includes all records related to the activities performed by Auxiliary officers</p>	RCMB / District CMBs		CY+3	<p>Human Resources retains records held in personnel files</p> <p>Training records including Use of Force retained by Training Unit.</p> <p>Records relating to recruitment retained by Recruiting Unit</p>
RCMB02	<p>B.R.A.V.O.</p> <p>(Building Respect, Attitudes and Values with Others)</p> <p>Includes all records related to the administration and planning of B.R.A.V.O. events</p>	RCMB		S+1	<p>Presentation/Lesson plans subject to Training Lesson Plan retention</p>
RCMB03	<p>Children's Safety Village</p> <p>Includes all records related to the administration and planning of Children's Safety Village sessions</p>	RCMB		CY+S	
RCMB04	<p>Citizens Police Academy</p> <p>Includes all records related to the administration and planning of the Citizens' Police Academy</p>	RCMB		CY+2	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RCMB05	Crime Prevention Includes records relating to Crime Prevention programs, campaigns and projects	RCMB / District CMBs		CY+5	Files may be held at District CMB level Presentation/Lesson Plans subject to Training Lesson Plan retention.
RCMB06	Crime Stoppers	RCMB		N/A	Separate entity from HRPS and reports to their own Board of Directors. Not subject to HRPS records retention
RCMB07	Diversity-Equity-Inclusion Includes all records related to the administration and planning of diversity events and committee participation	RCMB / District CMBs		CY+5	Member lists updated electronically as individuals leave or join. Presentation/Lesson Plans subject to Training Lesson Plan retention.
RCMB08	Give Respect Get Respect Includes all records related to the administration and planning of GR-GR activities and events	RCMB		CY+5	
RCMB09	P.E.A.C.E. Program (Police Ethnic and Cultural Education Youth Leadership Program)	RCMB		E+5	E = completion of program
RCMB10	Police Organized Community Events Includes all records related to the administration and planning of HRPS community events	RCMB		CY+3	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
RCMB11	Special Olympics Events Includes all records related to the administration and planning of Special Olympics events	RCMB / District CMBs		CY+3	
RCMB12	Toys for Tots Includes all records related to the administration and planning of the Toys for Tots campaign	RCMB		CY+3	
RCMB13	Volunteer Services Includes records regarding the relationship between HRPS and volunteers/unpaid student placements and their activities	RCMB / Originating		E+2	E =no longer volunteering Presentation/Lesson Plans subject to Training Lesson Plan retention Records of selection / performance held by HR and subject to their retention schedule.
RCMB14	Y.I.P.I. (Youth in Policing Initiative) Includes all records related to the administration and planning of Y.I.P.I programs	RCMB / District CMBs		E+3	E = completion of program Human Resources retains employee files, background checks in participant's personnel files. Presentation/Lesson Plans subject to Training's Lesson Plan retention



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 2 – Victim Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
VS01	Call Log	Victim Services		CY+3	
VS02	Client database	Victim Services		CY+2	
VS03	Reports (Nova Brain)	Victim Services		CY+S	
VS04	Volunteers	Victim Services		E+2	E =no longer volunteering
VS05	Mobile Tracking System	Victim Services		E+2	E= no longer in use



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 3 – Corporate Services – Facilities

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FA01	As Built Drawings	Facilities		E+1	E = building sold or demolished
FA02	Fire Protection Equipment Testing	Facilities	2-15, 2-16	E+2	E = inspection / testing completed
FA03	Key Management	Facilities		CY+S	
FA04	Locker Assignment List	Facilities		CU	
FA05	Log – Building Maintenance, includes towers and substations	Facilities	2-3, 2-27	CY+3	
FA06	Proxy Card Access Management	Facilities		CY+S	
FA07	Service Requests - Internal	Facilities		CY+2	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 4 – Corporate Services – Finance

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FN01	Accounts Payable, includes expense reports	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+2	Originals housed with Region of Halton and subject to their Retention Schedule.
FN02	Accounts Receivable, invoices and reports	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN03	Alarm Program	Finance		CY+3	Registrations
				CY+6	Payment records
FN04	<p>Auctions</p> <ul style="list-style-type: none"> • Control Reports • Revenues 	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23, 2-68	CY+7	
FN05	Bank Reconciliations and Statements	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	Subject to archival review
FN06	Budgets	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+5	Subject to archival review



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FN07	Cash Receipt – Books, Tapes	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN08	Cheque Requisitions	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+2	Originals housed with Region of Halton and subject to their Retention Schedule.
FN09	Cleaning Chits	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+2	
FN10	Daily Clothing Reimbursement Claim	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	Originals housed with Region of Halton and subject to their Retention Schedule.
FN11	Donation Revenues	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	7	
FN12	Ledger- Revenues Cash, VISA, Interac, MasterCard, Cheques	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN13	Pay Duties	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FN14	Personal Expense Claims	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	Originals housed with Region of Halton and subject to their Retention Schedule.
FN15	Petty Cash Receipts	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+1	
FN16	Purchasing Cards (VISA)	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN17	Receipts	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FN18	Reimbursement Claims	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+1	Originals housed with Region of Halton and subject to their Retention Schedule.
FN19	Revenue and Expenditure Reports	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+2	
FN20	Tangible Capital Asset Documentation	Finance	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 5 – Corporate Services – Fleet Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FL01	Commercial Vehicle (C.V.O.R.)	Fleet Services, Originating	See subsections below		
	<ul style="list-style-type: none"> Daily Inspection Reports 		2-18	CY+1	Each unit with a CVOR vehicle retains their own records.
	<ul style="list-style-type: none"> Identification and Maintenance Records 		2-19	CY+3	
FL02	Damage to Service Vehicle Reports	Fleet Services		CY+6	
FL03	Fleet Insurance Records	Fleet Services	2-24, 2-29, 2-30, 2-31, 2-32, 2-33, 2-34, 2-35, 2-36	CY+10	Provided by Region
FL04	Monthly Vehicle Expense Submission	Fleet Services	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	Region of Halton retains own records and subject to their retention schedule.
FL05	Pool Vehicle Use Log	Fleet Services		CY+3	
FL06	Retail Fuel Access Card Transactions	Fleet Services	1-27, 1-28, 1-29, 1-34, 1-35, 1-36, 2-20, 2-21, 2-22, 2-23	CY+7	
FL07	Safe Driving Review Committee Records	Fleet Services		CY+5	
FL08	Service Vehicle Collision Reports	Fleet Services		CY+6	
FL09	Vehicle Amendment to Fleet Records	Fleet Services		CY+10	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
FL10	Vehicle Files	Fleet Services		CY+10	
FL11	Vehicle Inspection / Maintenance & Repair (SAP)	Fleet Services		CY+10	
FL12	Weekly Mileage Reports	Fleet Services		E+1	E = disposal of service vehicle



Retention Codes:

CU – Continuously Update

CY- Current Year

P – Permanent

S – Until Superseded

E- Event

OT- Other

HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 6 – Corporate Services-Purchasing

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PU01	Acquisition Reports	Purchasing		E	E =contract expiration. Includes all supporting documentation (successful/ unsuccessful)
PU02	Acting Budget Manager Authority – Designated Service Representative	Purchasing		E+6	E = authorization expiration
PU03	Appointed Designated Official	Purchasing		E+6	E = end of appointment
PU04	Awarded Term Contracts – Goods	Purchasing		E+6	E = end of contract
PU06	Awarded Term Contracts- Services	Purchasing		E+6	E = end of contract
PU06	Contract Extension Negotiation – Correspondence	Purchasing		E+6	E = end of contract
PU07	Contractor Health and Safety Checklist	Purchasing		E+6	E = end of contract
PUOS	Delegation of Signing Authority	Purchasing		E+6	E = end of delegation
PU09	Designated Service Representative	Purchasing		E+6	E = end of delegation
PU10	Disposal Records	Purchasing		E+6	E = approval for de-acquisition
PU11	Emergency Purchases	Purchasing		E+6	E = purchase date Includes all supporting documentation.
PU12	Fingerprinting of Contracted Employees – Term Contract	Purchasing		E+6 months	E = contract expiration or termination.
PU13	Hardware Maintenance Agreements	Purchasing		E+6	E = agreement expiration



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
PU14	Insurance Certificates – One Time Service	Purchasing		E+6	E = completion of work
PU15	Insurance Certificates- Term Contractors	Purchasing		E+6	E = completion of work
PU16	New Product Testing and Evaluation	Purchasing		E+1	E = product evaluation complete
PU17	Professional Services Agreements	Purchasing		E+6	E = project completion or end of term
PU18	Purchase Orders	Purchasing		E+6	E = placement of order Includes all supporting documentation.
PU19	Purchase Orders – Fleet	Purchasing		E+6	E = vehicle delivery date Includes all supporting documentation
PU20	Purchase Requisitions	Purchasing		E+6 (approved)	E = purchase date
				CY+1 (denied)	
PU21	Release Orders	Purchasing		E+6	E = contract expiration Includes all supporting documentation
PU22	Rental/Lease Agreements	Purchasing		E+6	E = agreement expiration
PU23	Software Maintenance Agreements	Purchasing		E+6	E = agreement expiration



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PU24	Tenders and Quotations	Purchasing		E+6	E = contract expiration
	Includes all records and documentation related to: <ul style="list-style-type: none"> • Information Request for Quotes (IRFQ) • Request for Information (RFI) • Request for Pre-Qualification (RFP-Q) • Request for Proposal (RFP) • Request for Quotation (RFQ) • Request for Tender (RFT) 				
PU25	Unissued Dry Cleaning Chits	Purchasing		E	E = expiration date
PU26	Unsolicited Proposals	Purchasing	See subsections below		
	• Successfully Awarded Contracts			E+6	E = contract expiration
	• Unsuccessful Proposals	Purchasing		E+6	E =proposal submission
PU27	Waiver Release Forms	Purchasing	See subsections below		
	• One Time Service			E+6	E = completion of work
	• Term Contracts			E+6	E = end of term
	• Denied			E+6	E = date of denial
PU28	Workplace Safety and Insurance Board (W.S.I.B.) Standing/Certificate	Purchasing	See subsections below		
	• One Time Service Contractors			E+6	E = completion of work
	• Term Contractors			E+6	E = end of term



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 7 – Information Technology

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IT01	Automatic Name Indicator/Automatic Location Indicator (ANI ALI911)	Information Technology		E+3 months	E = date of capture
IT02	Automatic Vehicle Location (AVL) Speed Management Data	Information Technology		E+16 months	E = date of capture
IT03	Closed Circuit Television (CCTV)- Digital Recordings Includes digital recordings in HRPS facilities (Lobbies, Cells, Holding Rooms, Booking Rooms, Parking Lots)	Information Technology		CY+1	CCTV recordings related to an incident are recorded to DVD and form part of the investigative / incident file.
IT04	Client Service Requests- Statistics and Reports	Information Technology		CY+10	
IT05	Communications Recordings	Information Technology	2-3, 2-27	CY+3	Recordings seized as evidence form part of the investigative file and subject to its retention.
IT06	Computer Aided Dispatch (.CAD) Includes automated recordings regarding CAD calls for service. <ul style="list-style-type: none"> • Unit History / Rosters • MWS Messages 	Information Technology	2-3, 2-27	E+3	E = date of capture CAD data transferred to NICHE and Business Intelligence and subject to their retention schedules.
IT07	Computer /Internet Usage Reports	Information Technology		CY+3	
IT08	Data Backup Procedures	Information Technology		S	Intelligence to house own data backup



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IT09	E-Mails	Information Technology	2-3, 2-27		Until obsolete
IT10	Hardware-Equipment & Cell Phones Includes but is not limited to records pertaining to the issuance, tracking, maintenance, deactivation and destruction of equipment	Information Technology		E+2	E = disposal of equipment
IT11	Ministry of Transportation Inquiry Service System – Access Logs	Information Technology		CY+3	
IT12	NCACR Audits (RCMP)	Information Technology		CY+10	
IT13	Network Infrastructure	Information Technology		S+2	Subject to archival review
IT14	Project Documentation	Information Technology		E+S	E = project completion Subject to archival review
IT15	Radio System Configuration	Information Technology		S+2	
IT16	Records Management System (RMS) -NICHE Includes but is not limited to Calls for Service, Occurrence Reports, FIS Reports, Scanned documents	Information Technology	2-3, 2-27	P	All RMS data is stored permanently unless there is a Record of Suspension or YCJA application NICHE-includes all data/records from 2007 to present. Pre-NICHE data/records from H.E.A.R.T. system stored permanently in Legacy



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
IT17	Servers	Information Technology		E+1	E = server replaced
IT18	Software Licences	Information Technology		CY+2	
IT19	Software Licence Inventory	Information Technology		CU	
IT20	Software Standards Includes records regarding the maintenance of software systems	Information Technology		8+1	
IT21	Source Codes	Information Technology		E	E = source code revised or termination of contractual obligation to provide source code
IT22	Systems Documentation	Information Technology		8+2	Subject to archival review
IT23	Systems Logs	Information Technology		CY+2	
IT24	Unauthorized Security Events / System Breaches	Information Technology		CY+3	
IT25	Work Order Requests	Information Technology		CY	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 8 – Human Resources and Training-Health and Safety

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HS01	Annual Asbestos Survey	Health and Safety		E+7	E= building is demolished or sold
HS02	Building Inspections	Health and Safety	2-38	CY+5	
HS03	Communicable Diseases Program	Health and Safety		CY+5	
HS04	Critical Injuries Report	Health and Safety		6	Original to Ministry of Labour
HS05	Employers Report of Safety Related Refusal to Work	Health and Safety		E+5	E = retirement, resignation or termination of employment
HS06	Fire Safety	Health and Safety	2-3, 2-15, 2-16, 2-27, 2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47	E+2	E=inspection completed
HS07	Health and Safety Policy Statement	Health and Safety	2-50	S	
HS08	Hearing Conservation Program	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	Region keeps all personnel medical records



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HS09	Industrial Hygiene Program	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	
HS10	Joint Health and Safety Committee – Workplace Inspections	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	
HS11	Lead Control Program	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	Region keeps all personnel medical records
HS12	Material Safety Data Sheets (MSDS)	Health and Safety		S	
HS13	Ministry of Labour Orders	Health and Safety		E+5	E = order issued
HS14	Qualified First Aid Log	Health and Safety		S	
HS15	Refusal to Work 2 ^d Worker Assignment	Health and Safety		E+5	E = retirement, resignation or termination of employment
HS16	Employer's Report of Safety Related Refusal to Work and related documentation	Health and Safety		E+5	E = retirement, resignation or termination of employment



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HS17	Respiratory Protection Program	Health and Safety	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	
HS18	Safety Concern Hazard Reports	Health and Safety	2-50	CY+2	Subject to review prior to destruction



Retention Codes:

CU – Continuously Update

CY- Current Year

P – Permanent

S – Until Superseded

E- Event

OT- Other

HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 9 – Human Resources and Training – Human Resources

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HR01	Auxiliaries	Human Resources		E+10	E= termination
HR02	Cadets - Request for Services	Human Resources		CY+1	
HR03	Civilian Competition Files	Human Resources		CY+5	
HR04	Compensation and Benefits	Human Resources	1-17, 1-23, 1-24, 1-25, 1-26	CY+6	
	<ul style="list-style-type: none"> • Payroll (acting authorization forms) • Payroll (all annual payments) Payroll Registers <ul style="list-style-type: none"> • Pay Periods 1-25 • Pay Period – Year End 		2-5, 2-6, 2-7, 2-12, 2-13, 2-79		
	Competition Summary Files – civilian and sworn	Human Resources		p	Retained in applicant tracking system.
HR05	Cooperative Students	Human Resources		E+10	E = end of placement
HR06	Discipline (sworn)	Human Resources	See subsection below		
	<ul style="list-style-type: none"> • Informal 			E+2	E = disposition of last discipline incident
	<ul style="list-style-type: none"> • Formal 			E+5	E = disposition of last discipline incident
HR07	Employment Applications – Sworn	Human Resources	See subsection below		
	<ul style="list-style-type: none"> • Successful Applicants 			E	E = recruitment completed
	<ul style="list-style-type: none"> • Unsuccessful Applicants 			E+1	E = recruitment completed



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HR0S	Employment Resumes – Civilian (unsolicited)	Human Resources	See subsection below		
	• Successful Applicants			E	E= hiring date
	• Unsuccessful Applicants			E+1	E= not hired
HR09	Fitness PIN Records	Human Resources		E	E=length of employment
HR10	Fitness Rooms	Human Resources	See subsection below		
	• Fitness Room Use Medical Consent -Retirees			CY+1	
	• Annual Inspections			CY+5	
HR11	Grievances	Human Resources	2-2, 2-3, 2-27, 2-29, 2-33	E+6	E = grievance resolved & completion of terms/conditions of settlement, if any
HR12	Job Descriptions	Human Resources		S+1	
HR13	Job Evaluation/Pay Equity	Human Resources		S+7	
HR14	Job Postings – civilian	Human Resources	2-3, 2-27	E+3	E= position posting complete
HR15	O.S.L. Timekeeping	Human Resources		P	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HR16	<p>Personnel Files – which includes but is not limited to:</p> <ul style="list-style-type: none"> • Application • Awards, commendations and recognition • Benefit Information • Board Approved Appointments • Chief's Commendations • Exit Interviews • Job Sharing Proposals • Job Sharing Agreements • Orientation and Onboarding • Oath of Office • Oath of Secrecy • Offers of Employment • Performance Appraisals • Performance Improvement Plans • Notification of Pregnancy/Parental Leave • Termination Clearance Forms • Training Certificates 	Human Resources	<p>1-17, 1-26, 1-34</p> <p>2-3, 2-5, 2-6, 2-7, 2- 8, 2-9, 2- 10, 2-11, 2-12, 2-13, 2-14, 2-22, 2-23, 2-27, 2-53, 2-76</p>	P	
HR17	Peer Support Team	Human Resources	See subsection below		
	<ul style="list-style-type: none"> • Member Agreement 			E+1	E = member leaves the team
	<ul style="list-style-type: none"> • Individual Report and Group Report 			CY+6	
HR18	Promotional Competition Files	Human Resources	2-3, 2-27	CY+3	
HR19	Psychological Wellness Program Schedules	Human Resources		S+5	
HR20	Recruitment Package	Human Resources	2-3, 2-27	CY+3	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
HR21	Return to Work Program	Human Resources	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48, 2-50 2-51' 2-52	P	
HR22	Temporary Employee Time Sheets	Human Resources		CY	Original goes to Region
HR23	Work Place Violence and Harassment Program <ul style="list-style-type: none"> • Workplace Coordinator Investigations • Workplace Harassment Complaints • Workplace Violence Incident Reports • Workplace Violence Risk Assessments 	Human Resources	2-3, 2-27	P	
HR24	W.S.I.B. Files	Human Resources	2-49, 2-76, 2-77, 2-78, 2-80	E+10	E = Claim filed – claim resolved and expiration of appeal period, if any
				E+2	E = Claim not filed – date of accident report



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 10 – Human Resources and Training – Training

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
TR01	Authorizations for Special Purpose Firearms	Training	2-70	E+2	E = authorization revoked
TR02	Block Training Calendars, Documents	Training		CY+1	
TR03	Class Attendance Sheets	Training	2-3, 2-27, 2-66	CY+10	
TR04	Coach Officer Program	Training		CY+10	
TROS	Command Training/Incident Records	Training	See subsections below		
	• Commander			CY+10	
	• Negotiator			CY+10	
	• Scribe			CY+10	
TR06	Conducted Energy Weapons	Training	See subsection below		
	• CEW Log Sheet			CY+5	
	• CEW Deployment Reports			E+2	E=date of deployment
TR07	Course Evaluations	Training		CY+10	
TR08	Course Tuition Reimbursement	Training		CY+1	
TR09	Crown Quarterly (Updates in Case Law)	Training		CU	
TR10	Driver Training	Training		E+2	E= Training completed
TR11	Equipment Inventory	Training		E+1	E= duration item is in service
TR12	External Training Requests	Training		C+2	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
TR13	Firearms	Training	See subsection below		
	<ul style="list-style-type: none"> Firearms Range Release, Waiver and Indemnity Forms (adult and youth) 			E+5	E = expiration, execution of release or consent
	<ul style="list-style-type: none"> Firearms Range Log Book 			CY+5	
TR14	Firearms Range Inspections (internal and external)	Training	2-38, 2-39, 2-40, 2-41, 2-42, 2-43, 2-44, 2-45, 2-46, 2-47, 2-48	S+5	
TR15	Firearm Registrations	Training	2-69	E+2	E= firearm no longer issued to officer
TR16	Firearms Training	Training	2-3, 2-27, 2-66	E+3	E= duration of service
TR17	Training Manuals	Training		S+3	
TR18	Skills Development and Learning Plan <ul style="list-style-type: none"> Positional Training Requisite charts, including regulatory legislative training and developmental training 	Training		p	
TR19	Shotgun/Carbine Log	Training		CY+5	
TR20	Surrender and Return of Use of Force Equipment	Training		E+3	E= item surrendered or returned
TR21	Training Records- Members and Volunteers	Training		p	
TR22	Training News Letters	Training		CY+5	
TR23	Training Lesson Plans <ul style="list-style-type: none"> includes videos 	Training	2-66	CY+10	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
TR24	Use of Force Reports – Part A	Training	2-3, 2-27, 2-67	C+3	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Support

Part 11 - Office of Continuous Improvement and Strategic Management (O.C.I.S.M.)- Planning and Research

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PL24	Annual Reports - Police Services Board	Planning and Research	1-20	p	
PL25	Corporate Business Plans	Planning and Research	2-71	p	
PL26	Emergency Plans (External) Includes Emergency / Disaster Planning Assessments, SPEAR	Planning and Research		CY+5	
PL27	Emergency Plans (Internal) Includes records regarding Emergency Planning by HRPS as part of the Region's Emergency Plan	Planning and Research	2-15, 2-16, 2-17, 2-26	S+1	
PL28	Research Reports	Planning and Research		CY+10	Subject to archival review
PL29	Statistical Data Includes statistics and statistical reports	Planning and Research		CY+10	
PL30	Strategic Planning Activities Includes Strategic plans, Environmental Scans	Planning and Research	2-71	E+S	E = term of plan
PL31	Surveys- Completed by HRPS members	Planning and Research		CY+4	Subject to archival review
PL32	Surveys – Conducted by HRPS	Planning and Research		E+1 (survey responses)	E = survey responses compiled and analyzed
				E+S (written report)	E = written report submission (Subject to archival review)



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 - Support

Part 12- Office of Continuous Improvement and Strategic Management (O.C.I.S.M.)- Crime Analysis

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
CA33	Crime Alerts	Crime Analysis		CY+10	
CA34	Crime Analysis Databases	Crime Analysis		CU	
CA35	Crime Analysis Report	Crime Analysis	See subsections below		
	• Weekly	Crime Analysis		CY	
	• Monthly	Crime Analysis		CY+1	
	• Quarterly	Crime Analysis		CY+2	
	• Annual	Crime Analysis		CY+5	Subject to archival review
	• Investigative Support / Ad Hoc	Crime Analysis		CY+2	

COLLECTION 3 – Support

Part 13- Office of Continuous Improvement and Strategic Management (O.C.I.S.M.)- Police Analytics

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PA36	Business Intelligence Monthly Reports	Police Analytics		CY+1	
PA37	Reports upon Request	Police Analytics		CY+2	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 3 – Support

Part 14- Office of Continuous Improvement and Strategic Management (O.C.I.S.M.)- Projects

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PR38	In Car Camera Systems – Video	OCISM		18 months	
PR39	Projects Includes Business cases, Charters, Research Documents, Statement of Work, all related project documents	Projects		E+5	E = Project Completion



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 15- O.C.I.S.M.-Information and Records Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IRS01	Access ControlList (A.C.L.) Runs – Y.C.J.A.	Records		E+2	E = offender turns 18 years of age
IRS02	Canadian Centre for Justice Statistics – Reports and Corrections			CY+10	Statistics Canada retains their records for 99 years
IRS03	Canadian Police Applications and Certificates	Records		CY+1	
IRS04	C.G.I. (Teleglobe) <ul style="list-style-type: none"> • Log • Insurance Reports • Usage 	Records		3 months	
IRS05	Confirmation of Occurrence	Records		CY+1	
IRS06	Court Orders	Records		E+2	E = term of Court Order completed Youth orders are subject to non-disclosure dates and will be deleted when non-disclosure criteria is met.
IRS07	C.P.I.C. Audit Reports	Records		CY+10	Last audit completed in 2008. As of 2018, will no longer apply.
IRS08	C.P.I.C. Message Log	Records		CY	
IRS09	C.P.I.C. Narrative Messages	Records		3 months	
IRS10	C.P.I.C. Offline Search Authorizations	Records		CY+1	
IRS11	C.P.I.C. Purge List	Records		2 months	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IRS12	C.P.I.C. Retention Schedule	Records		OT	Retain current plus one previous
IRS13	Criminal Dossiers	Records	See subsections below		
	<ul style="list-style-type: none"> Adult Offenders 		1-21	E+2	E = adults 80th birthday provided no activity in past 5 years
	<ul style="list-style-type: none"> Deceased Persons 		1-21	E+2	E = date of death if person becomes deceased before aoth birthday If identity not confirmed by fingerprints retain until person would have reached aoth birthday.
	<ul style="list-style-type: none"> Record Suspensions (Formerly Pardons) 		1-21,1-22	E+S	E = date record suspension received or conditional/ absolute discharge If retainable offence, retain until adult's aoth birthday unless re-offends.
	<ul style="list-style-type: none"> Young Persons 		1-37, 1-38, 1-39	E	E = date as specified in YCJA depending on method by which charges disposed of
IRS14	Digital Dictation System – FUSION	Records	See subsections below		
	<ul style="list-style-type: none"> Job Log 			CY+3	
	<ul style="list-style-type: none"> Statistics 			CY+10	Subject to archival review



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
	<ul style="list-style-type: none"> Voice Recordings 			E+2 months	E = transcription completed
IRS15	D.V.T. Runs	Records		8+1	
IRS16	Hazard Location List	Records		CY+1	
IRS17	Interpol Messages	Records		CY+1	
IRS18	Local Records Checks - Record Suspensions	Records		CY+2	
IRS19	Motor Vehicle Collisions	Records	2-3, 2-27	CY+2	MVC reports and statements uploaded into NICHE Retention applies to hardcopy reports/statements only
IRS20	Occurrence Templates and Hybrid Reports	Records		E+3 months	E = report uploaded to NICHE Includes Occurrence Reports completed by members and sent to Records for uploading to NICHE
IRS21	Occurrence Reports – Paper and Microfilmed	Records		CY+25	Retention applies only to paper/hardcopy or microfilmed reports. Uploaded NICHE reports retained permanently
IRS22	Peace Bonds	Records		E+1	E = term of Peace Bond completed or revoked
IRS23	Police Records Checks	Records		E+2	E = application processed



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
IRS24	Record Logs <ul style="list-style-type: none"> • Data Entry Clerk Cancellation Log • Deceased Person Notifications • Open Custody Orders • Probation Orders • Restraining Orders • Temporary Absence Passes- Youth only • Vulnerable Sector Hit 	Records		CY+3	
IRS26	Validation- Automatic Purge List	Records		1 month	
IRS27	Validation – Intelligence SIP/SURV forms with C.P.I.C. attachment	Records		E+2	E= the record is removed from C.P.I.C. or a subsequent validation has occurred
IRS28	Validation – Monthly Cover Page	Records		CY	
IRS29	Warrants	Records		E	E = warrant execution or expiration Upon execution / expiration, warrants are returned to originating court.
IRS30	Zone Alerts	Records		CY+1	Includes both zone alerts issued and received



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 16- O.C.I.S.M.-Property and Evidence Management Unit (PEMU)

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PEMU01	CCTV Recordings - Property Room	PEMU		CY+1	
PEMU02	Property Auctions	PEMU	2-68	CY+7	
PEMU03	Property Destruction Firearms	PEMU		25	
PEMU04	Property Destruction General	PEMU		10	
PEMUOS	Property Manual	PEMU		S	
PEMU06	Property Tags	PEMU		CY+27	Records uploaded to occurrence report(s) in NICHE
PEMU07	Property Tracking – NICHE	PEMU		p	
PEMU08	Return of Government Documents	PEMU		CY+5	
PEMU09	Sign-In Log Book	PEMU		CY+3	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5- Support

Part 17- O.C.I.S.M.- Quartermaster Stores

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
QM01	Member Files	Quartermaster Stores	See subsections below		
	<ul style="list-style-type: none"> • Current 			E	E = retirement, resignation or termination of employment
	<ul style="list-style-type: none"> • Retired 			E+6	
QM02	Inventory Audit Count Sheets	Quartermaster Stores		CY+2	
QM03	Purchase Requisitions	Quartermaster Stores		CY+6	
QM04	Repair Orders	Quartermaster Stores		CY	
QMOS	Shipping and Receiving - Bill of Lading	Quartermaster Stores		CY+1	
QM06	Supply Requisitions	Quartermaster Stores		CY+2	
QM07	Work Orders	Quartermaster Stores		CY+7	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 18- Support Services-Communications

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
COM01	Communication Bureau Statistics	Communications		CY+10	Subject to archival review
COM02	Hazard Addresses - CAD	Communications		E+1	Record reviewed and renewed if necessary
COM03	Mobile Command Unit Log	Communications		CY+3	
COM04	Operational Guidelines	Communications		S+7	Subject to archival review
COM05	Standard Operating Procedures	Communications		S+2	Subject to archival review
COM06	Voice Logging System (NICE)	Communications		30 months	

COLLECTION 5 – Support

Part 19- Support Services-Communications-Headquarters Front Desk/Reception, Switchboard

Record Series No.	Record Group	Responsible Bureau	Applicable Citations	Retention Period	Remarks
COM07	Master Key Log	Front Desk- Reception, Switchboard		CY+3	
COM08	Visitor Pass Log	Front Desk- Reception, Switchboard		CY+3	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 20 – Support Services – Court Services

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
CS01	Affidavit for Notice of Motion for Adjournment POA	Court Services		E	E = Court date then destroyed
CS02	Bail Hearing List (Monday to Friday)	Court Services		CY+1	
CS03	Commissioner of Oath Appointments	Court Services		E+3	E = term of appointment
CS04	Court Calendar Template	Court Services		CY+1	
CS05	Court Dispositions	Court Services		CY+2	
CS06	Court Security Concern Tracking	Court Services		CY+2	
CS07	Court Security Plan	Court Services		S+10	
CS08	Court Security Request	Court Services		CY+1	
CS09	Fail to Appear- Charge Notification and Notice	Court Services		CY+1	
CS10	Individual Officer Court Calendars	Court Services		CY+ 1	
CS11	Judges Order- Adult <ul style="list-style-type: none"> • Affidavit • Order 	Court Services		E+1	E= term of Court order completed
CS12	Judges Order- Youth (Y.C.J.A.) <ul style="list-style-type: none"> • Affidavit • Order 	Court Services		E+1	E= term of Court order completed



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
CS13	Peace Bonds	Court Services		E+1	E- term of peace bond completed or bond revoked
CS14	Request for Records Check	Court Services		CY+1	
CS15	Sworn Information Tracking List	Court Services		CY+2	
CS16	W.A.S.H. Court-Bail List	Court Services		CY+1	

COLLECTION 5 – Support

Part 21 – Support Services – Court Services – Central Lock-Up

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
CLU01	Medical Incident Records	Central Lock-Up		p	Records uploaded into NICHE
CLU02	Medication Records	Central Lock-Up		p	Records uploaded into NICHE
CLU03	Prisoner Custody Reports	Central Lock-Up	2-3, 2-27	p	Records uploaded into NICHE
CLU04	Prisoner Custody Record-Supplementary Log	Central Lock-Up		p	Records uploaded into NICHE
CLUOS	Prisoner Custody Record for Level III Searches of Transsexual or Intersexed Prisoners	Central Lock-Up		p	Records uploaded into NICHE
CLU06	Prisoner Property Record	Central Lock-Up		p	Records uploaded into NICHE
CLU07	Video SO Cards from Court Escort Vans	Central Lock-Up		CY+1	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 22 – Support Services – Court Services – Prisoner Escort Officers

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
PE01	Bail Court Disposition Sheet	Prisoner Escort Officers		CY+2	
PE02	Cell Management Sheet	Prisoner Escort Officers		CY+2	
PE03	Escort Van Detail Sheet	Prisoner Escort Officers		CY+2	
PE04	Escort Van Load List	Prisoner Escort Officers		CY+2	
PE05	<p>Logs</p> <ul style="list-style-type: none"> • Daily • Cell – Physical Check • Prisoner Custody Record Observation for Burlington Court Prisoners 	Prisoner Escort Officers		- CY+3	
PE06	New Inmate Admission Information form			CY+2	
PE07	Vehicle Inspection Reports	Prisoner Escort Officers		CY+2	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

COLLECTION 5 – Support

Part 23- Support Services- Court Services -Summons Servers

Record Series No.	Record Group	Responsible Bureau	Applicable Citation	Retention Period	Remarks
SS01	Electronic Summons Tracking Information	Summons Servers		CY+2	
SS02	Notice of Summons on Subpoena	Summons Servers		CY+2	
SS03	Summons or Subpoena Disposition Sheet	Summons Servers		CY+2	
SS04	Summons or Subpoena Log Book	Summons Servers		CY+3	



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Appendix#1

Citation Table- Federal Jurisdiction

No.	Citation	Record Type	Retention/Limitation Period
1-1	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 103.02	Aviation Documents	103.02. (1) The owner or operator of an aircraft shall, on reasonable notice given by the Minister, make the aircraft available for inspection in accordance with the notice. (2) Every person who (a) is the holder of a Canadian aviation document, (b) is the owner, operator or pilot-in-command of an aircraft in respect of which a Canadian aviation document, technical record or other document is kept, or (c) has in possession a Canadian aviation document, technical record or other document relating to an aircraft or a commercial air service shall produce the Canadian aviation document, technical record or other document for inspection in accordance with the terms of a demand made by a peace officer, an immigration officer or the Minister.
1-2	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 401.08	Flight Crew Personal Logs	401.08.(1) Every applicant for, and every holder of, a flight crew permit, licence or rating shall maintain a personal log in accordance with subsection (2) and with the personnel licensing standards for the documentation of (a) experience acquired in respect of the flight crew permit, licence or rating; and (b) recency.
1-3	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 602.60(1)(a), (b)	Power Driven Aircraft Checklists	602.60.(1) No person shall conduct a take-off in a power-driven aircraft, other than an ultra-light aeroplane, unless the following operational and emergency equipment is carried on board: (a) a checklist or placards that enable the aircraft to be operated in accordance with the limitations specified in the aircraft flight manual, aircraft operating manual, pilot operating handbook or any equivalent document provided by the manufacturer; (b) all of the necessary current aeronautical charts and publications covering the route of the proposed flight and any probable diversionary route, if the aircraft is operated in VFR OTT, night VFR flight or IFR flight; (2) A checklist or placards referred to in paragraph (1)(a) shall enable the aircraft to be operated in normal, abnormal and emergency conditions and shall include (a) a pre-start check; (b) a pre-take-off check; (c) a post-take-off check; (d) a pre-landing check; and (e) emergency procedures. (3) Emergency procedures referred to in paragraph (2)(e) shall include (a) emergency operation of fuel, hydraulic, electrical and mechanical systems, where applicable; (b) emergency operation of instruments and controls, where applicable; (c) engine inoperative procedures; and (d) any other procedure that is necessary for aviation safety.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-4	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.92, as am., SOR/2002-112, s. 14	Aircraft Technical Records	605.92.(1) Every owner of an aircraft shall keep the following technical records in respect of the aircraft: (a) a journey log; (b) subject to subsections (2) and (3), a separate technical record for the airframe, each installed engine and each variable-pitch propeller; and (c) except where otherwise provided under the terms of a fleet empty weight and balance program referred to in subsection 706.06(3), an empty weight and balance report that meets the applicable standards set out in Chapter 571 of the Airworthiness Manual.
1-5	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.94(3)	Aircraft Journey Logs	605.94. (3) The owner of an aircraft shall retain every entry in a journey log for a period of not less than one year.
1-6	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.96 (4)	Aircraft Technical Records	605.96 (4) Except in the case of the journey log, the owner of an aircraft shall retain each technical record for the applicable period set out in the Aircraft Equipment and Maintenance Standards.
1-7	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.77(1)	Ground/Flight Training Program Training/Qualification Records	702.77.(1) Every air operator shall, for each person who is required to receive training under this Subpart, establish and maintain a record of (a) the person's name and, where applicable, personnel licence number, type and ratings; (b) if applicable, the person's medical category and the expiry date of that category; (c) the dates on which the person, while in the air operator's employ, successfully completed any training, pilot proficiency check, competency check or examination required under this Subpart or obtained any qualification required under this Subpart; (d) information relating to any failure of the person, while in the air operator's employ, to successfully complete any training, pilot proficiency check, competency check or examination required under this Subpart or to obtain any qualification required under this Subpart; and (e) the type of aircraft or flight training equipment used for any training, pilot proficiency check, competency check or qualification required under this Subpart.
1-8	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.77(3)	Pilot Examinations	702.77. (3) An air operator shall retain a copy of the most recent written examination completed by each pilot for each type of aircraft for which the pilot has a qualification.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-9	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.81(1)	Air Operator Company Operations Manual	702.81.(1) Every air operator shall establish and maintain a company operations manual that meets the requirements of section 702.82.
1-10	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.84	Air Operator Standard Operating Procedures	702.84.(1) Every air operator shall, for each of its aircraft that is required to be operated by two or more pilots, establish and maintain standard operating procedures that enable the crew members to operate the aircraft within the limitations specified in the aircraft flight manual and that meet the Commercial Air Service Standards, (2) An air operator that has established standard operating procedures for an aircraft shall ensure that a copy of the standard operating procedures is carried on board the aircraft.
1-11	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 704.123	Aircraft Operating Manual	704.123.(1) An air operator may establish and maintain an aircraft operating manual for the use and guidance of crew members in the operation of its aircraft. (2) An aircraft operating manual shall contain (a) the aircraft operating procedures; and (b) where the aircraft flight manual is not carried on board the aircraft, the aircraft performance data and limitations specified in the aircraft flight manual, which shall be clearly identified as aircraft flight manual requirements. (3) An air operator that has established an aircraft operating manual shall ensure that a copy of the manual is carried on board each aircraft to which it relates.
1-12	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 704.124	Aircraft Standard Operating Procedures	704.124.(1) Every air operator shall, for each of its aircraft that is required to be operated by two or more pilots, establish and maintain standard operating procedures that enable the crew members to operate the aircraft within the limitations specified in the aircraft flight manual and that meet the Commercial Air Service Standards, (2) An air operator that has established standard operating procedures for an aircraft shall ensure that a copy of the standard operating procedures is carried on board the aircraft. (3) Where an air operator has established an aircraft operating manual, the standard operating procedures for the aircraft shall form part of that manual.
1-13	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-4 3, s. 706.08(1)	Air Operator Maintenance Control Manual	706.08.(1) An air operator shall establish, maintain and authorize the use of a maintenance control manual (MCM) that contains information to ensure the efficiency of the maintenance control system, as set out in the Commercial Air Service Standards.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-14	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 706.13(1)(a)	Air Operator Personnel Appointments	706.13.(1) An air operator shall establish, maintain and retain for at least two years after an entry is made, for each affected person, a record of (a) all personal qualifications in respect of any appointment made pursuant to section 706.03.
1-15	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 706.13(1)(a)	Air Operator Personnel Training Records	706.13.(1) An air operator shall establish, maintain and retain for at least two years after an entry is made, for each affected person, a record of (a) all personal qualifications in respect of any appointment made pursuant to section 706.03.
1-16	Aeronautics Act, Canadian Aviation Regulations under, the SOR/96-433, s. 605.97	Aircraft Records	605.97. Every owner of an aircraft who transfers title of an aircraft, airframe, engine, propeller or appliance to another person shall, at the time of transfer, also deliver to that person all of the technical records that relate to that aeronautical product.
1-17	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24(1)	Canada Pension Plan — Records	24.(2) Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.
1-18	Canadian Standards Association, CAN/CSA-294.4-11, Approved May 2012. S. 9.1.2	Respirator Fit Testing	No person shall use or be assigned to use a tight-fitting respirator until a satisfactory fit has been verified by a qualitative or quantitative fit test.
1-19	Canadian Standards Association, CAN/CSA-21610-11, March 2011. S. 8.1 – 8.1.5	Protection of first responders from chemical, biological, radiological and nuclear (CBRN) events	8.1 Employer responsibilities 8.1.1 Provision of equipment 8.1.2 Sizing 8.1.3 Life-cycle management 8.1.4 Systems integration 8.1.5 Training



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-20	Copyright Act, R.S.C. 1985, c. C-42, s. 43.1(1), as amended	Copyright-Limitation	<p>43.1 (1) Subject to subsection (2), a court may award a remedy for any act or omission that has been done contrary to this Act only if</p> <p>(a) the proceedings for the act or omission giving rise to a remedy are commenced within three years after it occurred, in the case where the plaintiff knew, or could reasonably have been expected to know, of the act or omission at the time it occurred; or</p> <p>(b) the proceedings for the act or omission giving rise to a remedy are commenced within three years after the time when the plaintiff first knew of it, or could reasonably have been expected to know of it, in the case where the plaintiff did not know, and could not reasonably have been expected to know, of the act or omission at the time it occurred</p>
1-21	Criminal Code, R.S.C. 1985, c. C-46, ss. 717.4.(1), 717.4.(5); as am. S.C. 1995,c. 22,s. 6	Police Criminal Records	<p>717.4.(1) Any record that is kept pursuant to section 717.2 or 717.3 may be made available to</p> <p>(a) any judge or court for any purpose relating to proceedings relating to offences committed or alleged to have been committed by the person to whom the record relates;</p> <p>(b) any peace officer</p> <p>(i) for the purpose of investigating any offence that the person is suspected on reasonable grounds of having committed, or in respect of which the person has been arrested or charged, or</p> <p>(ii) for any purpose related to the administration of the case to which the record relates;</p> <p>(c) any member of a department or agency of a government in Canada, or any agent thereof, that is</p> <p>(i) engaged in the administration of alternative measures in respect of the person, or</p> <p>(ii) preparing a report in respect of the person pursuant to this Act; or</p> <p>(d) any other person who is deemed, or any person within a class of persons that is deemed, by a judge of a court to have a valid interest in the record, to the extent directed by the judge, if the judge is satisfied that the disclosure is</p> <p>(i) desirable in the public interest for research or statistical purposes, or</p> <p>(ii) desirable in the interest of the proper administration of justice.</p> <p>(5) A record kept pursuant to section 717.2 or 717.3 may not be introduced into evidence, except for the purposes set out in paragraph 721.(3)(c), more than two years after the end of the period for which the person agreed to participate in the alternative measures.</p>
1-22	Criminal Records Act, R.S.C. c. C-47, s. 4.	Application for Record Suspension	<p>4. A person is ineligible to apply for a Record Suspension until the following period has elapsed after the expiration according to law of any sentence, including a sentence of imprisonment, a period of probation and the payment of any fine, imposed for an offence:</p> <p>(a) 10 years, in the case of an offence that is prosecuted by indictment or is a service offence for which the offender was punished by a fine of more than five thousand dollars, detention for more than six months, dismissal from Her Majesty's service, imprisonment for more than six months or a punishment that is greater than imprisonment for less than two years in the scale of punishments set out in subsection 139(1) of the National Defence Act; or</p> <p>(b) 5 years, in the case of an offence that is punishable on summary conviction or is a service offence other than a service offence referred to in paragraph (a).</p>



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-23	Employment Insurance Act, S.C. 1996, c. 23, ss. 39 (1), 47	Employer Benefit Penalties- Limitation Period	<p>39.(1) The Commission may impose on an employer, or any other person acting for an employer or pretending to be or act for an employer, a penalty for each of the following acts if the Commission becomes aware of facts that in its opinion establish that the employer or other person has</p> <p>(a) made, in relation to any matter arising under this Act, a representation that the employer or other person knew was false or misleading;</p> <p>(b) being required under this Act or the regulations to provide information, provided information or made a representation that the employer or other person knew was false or misleading;</p> <p>(c) in relation to any matter arising under this Act, made a declaration that the employer or other person knew was false or misleading because of the non-disclosure of facts;</p> <p>(d) imported or exported a document issued by the Commission, or had it imported or exported, for the purpose of defrauding or deceiving the Commission; or</p> <p>(e) participated in, assented to or acquiesced in an act mentioned in paragraphs (a) to (d).</p> <p>47.(1) All amounts payable under section 38, 39 . . . are debts due to Her Majesty and are recoverable in the Federal Court or any other court of competent jurisdiction or in any other manner provided by this Act.</p> <p>(2) If benefits become payable to a claimant, the amount of the indebtedness may be deducted and retained out of the benefits.</p> <p>(3) No amount due under this section may be recovered more than 72 months after the day on which the liability arose.</p> <p>(4) A limitation period established by subsection (3) does not run when there is pending an appeal or other review of a decision establishing the liability.</p>
1-24	Employment Insurance Act, S.C. 1996, c. 23, ss. 46.(1), 47	Employer Benefits Returns – Limitation Period	<p>46.(1) If under a labour arbitration award or court judgment, or for any other reason, an employer, a trustee in bankruptcy or any other person becomes liable to pay earnings, including damages for wrongful dismissal or proceeds realized from the property of a bankrupt, to a claimant for a period and has reason to believe that benefits have been paid to the claimant for that period, the employer or other person shall ascertain whether an amount would be repayable under section 45 if the earnings were paid to the claimant and if so shall deduct the amount from the earnings payable to the claimant and remit it to the Receiver General as repayment of an overpayment of benefits.</p> <p>47.(1) All amounts payable under section 38, 39, 43, 45 or 46.1 are debts due to Her Majesty and are recoverable in the Federal Court or any other court of competent jurisdiction or in any other manner provided by this Act.</p> <p>(2) If benefits become payable to a claimant, the amount of the indebtedness may be deducted and retained out of the benefits.</p> <p>(3) No amount due under this section may be recovered more than 72 months after the day on which the liability arose.</p> <p>(4) A limitation period established by subsection (3) does not run when there is pending an appeal or other review of a decision establishing the liability.</p>



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-25	Employment Insurance Act, S.C. 1996, c. 23, ss. 85.(1), (3)	Employment Insurance Assessment - Limitation Period	<p>85.(1) The Minister may assess an employer for an amount payable by the employer under this Act, or may reassess the employer or make such additional assessments as the circumstances require, and the expression "assessment" when used in this Act with reference to any action so taken by the Minister under this section includes a reassessment or an additional assessment.</p> <p>(3) No assessment, reassessment or additional assessment of an amount payable by an employer under this Act may be made by the Minister under this section after three years have elapsed after the end of the year in which any premium in relation to which that amount is payable should have been paid, unless the employer has made a misrepresentation or committed fraud in filing a return or in supplying information about the return under this Part.</p>
1-26	Employment Insurance Act, S.C. 1996, c.23, s.87, as am., S.C. 1998, c. 19, s. 267	Books of Account	<p>87.(3) The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister.</p> <p>(4) If the employer or one of their employees is subject to a ruling under section 90 or has made an appeal to the Minister under section 91, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.</p>



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-27	Excise Tax Act, R.S.C. 1985, c. E-15, s. 98(1), as am., R.S.C. 1985 (1st Supp.), c. 15, s. 36; R.S.C. 1985 (2nd Supp.), c. 7, s. 45.(1)	Books of Account	<p>98.(1) Every person who</p> <p>(a) is required, by or pursuant to this Act, to pay or collect taxes or other sums or to affix or cancel stamps, or</p> <p>(b) makes an application under any of sections 68 to 70,</p> <p>shall keep records and books of account in English or French at that person's place of business in Canada in such form and containing such information as will enable the amount of taxes or other sums that should have been paid or collected, the amount of stamps that should have been affixed or cancelled or the amount, if any, of any drawback, payment or deduction that has been made or that may be made to or by that person, to be determined.</p> <p>(2) Every person required by subsection (1) to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the calendar year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.</p> <p>(2.01) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period set out in subsection (2).</p> <p>(2.02) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection (2.01).</p> <p>(2.1) Notwithstanding subsection (2), where a person required by subsection (1) to keep records and books of account serves a notice of objection under section 81.15 or 81.17 or is a party to an appeal under this Part, he shall retain those records and books of account and every account and voucher necessary to verify the information therein until the objection or appeal has been finally disposed of by appeal or otherwise.</p> <p>(3) Every person required by subsection (1) to keep records and books of account shall, at all reasonable times, make the records and books of account and every account and voucher necessary to verify the information therein available to officers of the Agency and other persons thereunto authorized by the Minister and give them every facility necessary to inspect the records, books, accounts and vouchers.</p>
1-28	Excise Tax Act, R.S.C. 1985, c. E-15, ss. 313.(2), (2.2) to (2.8); as amended	GST Recovery Limitation	<p>313.(2) The Minister may not commence a proceeding in a court to collect a tax debt of a person in respect to an amount that may be assessed under this Part, unless when the proceeding is commenced the person has been or may be assessed for that amount.</p> <p>(2.2) The limitation period for the collection of a tax debt of a person</p> <p>(a) begins</p> <p>(i) if a notice of assessment or a notice referred to in subsection 322(1), in respect of a tax debt, was sent or served on the person after March 3, 2004, on the last day on which one of those notices is sent or served.</p> <p>(ii) if no notice referred to in subparagraph (i) in respect of the tax debt was sent or served and the earliest day on which the Minister can commence an action to collect that tax debt is after March 3, 2004, on that earliest day, and</p>



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
1-28	Excise Tax Act, R.S.C. 1985, c. E-15, ss. 313.(2), (2.2) to (2.8); as amended	GST Recovery Limitation	<p>(iii) if subparagraphs (i) and (ii) do not apply and the tax debt was payable on March 4, 2004, or would have been payable on that date but for a limitation period that otherwise applied to the collection of the tax debt, on March 4, 2004; and</p> <p>(b) ends, subject to subsection (2.6), on the day that is 10 years after the day on which it begins.</p> <p>(2.3) The limitation period described in subsection (2.2) for the collection of a tax debt of a person restarts (and ends, subject to subsection (2.6), on the day that is 10 years after the day on which it restarts) on any day, before it would otherwise end, on which</p> <p>(a) the person acknowledges the tax debt in accordance with subsection (2.4);</p> <p>(b) a remittance in respect of the tax debt is deemed under subsection 228(6) to have been made;</p> <p>(c) a reduction of the offset in respect of the tax debt is made under subsection 228(7);</p> <p>(d) the Minister commences an action to collect the tax debt; or</p> <p>(e) the Minister, under paragraph 296(1)(e) or subsection 317(9), 323(4), 324(2) or 325(2) assesses another person in respect of the tax debt.</p> <p>(2.4) A person acknowledges a tax debt if the person</p> <p>(a) promises, in writing, to pay the tax debt;</p> <p>(b) makes a written acknowledgement of the tax debt, whether or not a promise to pay can be inferred from the acknowledgement and whether or not it contains a refusal to pay; or</p> <p>(c) makes a payment including a purported payment by way of a negotiable instrument that is dishonoured, on account of the tax debt.</p> <p>(2.5) For the purpose of this section, an acknowledgement made by a person's agent or legal representative has the same effect as if it were made by the person.</p> <p>(2.6) In computing the day on which a limitation period ends, there shall be added the number of days on which one or more of the following is the case:</p> <p>(a) the Minister has postponed collection action against the person under subsection 315(3) in respect of the tax debt;</p> <p>(b) the Minister has accepted and holds security in lieu of payment of the tax debt;</p> <p>(c) if the person was resident in Canada on the applicable date described in paragraph (2.2)(a) in respect of the tax debt, the person is a non-resident; or</p> <p>(d) an action that the Minister may otherwise take in respect of the tax debt is restricted or not permitted under any provision of the Bankruptcy and Insolvency Act, of the Companies' Creditors Arrangement Act or of the Farm Debt Mediation Act.</p> <p>(2.7) Despite any law of Canada or a province, Her Majesty in right of Canada is not liable for any claim that arises because the Minister collected a tax debt after the end of any limitation period that applied to the collection of the tax debt and before March 4, 2004.</p> <p>(2.8) Despite any order or judgment made after March 3, 2004 that declares a tax debt not to be payable or remittable by a person, or that orders the Minister to reimburse to a person a tax debt collected by the Minister, because a limitation period that applied to the collection of the tax debt ended before royal assent to any measure giving effect to this section, the tax debt is deemed to have become payable or remittable on March 4, 2004.</p>



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No.	Citation	Record Type	Retention/Limitation Period
1-29	Excise Tax Act, R.S.C. 1985, c. E-15, s. 332(4), as am., S.C. 1990, c. 45, s. 12	GST Offences — Limitation	332.(4) An information or complaint under the provisions of the Criminal Code, relating to summary convictions, in respect of an offence under this Part, may be laid or made on or before the day that is eight years after the day the matter of the information or complaint arose.
1-30	Explosives Act, R.S.C., 1985, c. E-17. Regulations, 2013. SOR/2013-211 s. 156	Storage Record	156. A record for each magazine must be kept for two years after the date on which it is made. The record must include: (a) each type of explosive that is stored; (b) the quantity of each type of explosive that is stored; and (c) the dates on which each explosive was placed in and removed from the magazine.
1-31	Federal Court Act, R.S.C. 1985, c. F-7, s. 39(2) as amended	Federal Court Litigation	39.(2) A proceeding in the Federal Court of Appeal or the Federal Court in respect of a cause of action arising otherwise than in a province shall be taken within six years after the cause of action arose.
1-32	Firearms Act, Firearms Records Regulations under, SOR/98-213, s. 2	Canadian Firearms Registry	4.(1) Subject to subsection (2), for the purpose of section 84 of the Act, a record kept in the Canadian Firearms Registry shall not be destroyed until after the expiration of 10 years after the date of the last administrative action taken regarding the information in the record. (2) A record, kept in the Canadian Firearms Registry under paragraph 83(1) (a) of the Act, of a registration certificate that is issued or revoked shall not be destroyed.
1-33	Identification of Criminals Act, R.S.C. 1985, c. 1-1, s. 4; as am. S.C. 1992, c. 47, s. 76; S.C. 1996, c. 7, s.40	Destruction of Fingerprints and Photographs	4. Where a person charged with an offence that is designated as a contravention under the Contraventions Act is fingerprinted or photographed and the Attorney General of Canada, within the meaning of that Act, makes an election under section 50 of that Act, the fingerprints or photographs shall be destroyed.
1-34	Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(4)	Taxation Records Retention	230.(4) Every person required by this section to keep records and books of account shall retain (a) the records and books of account referred to in this section in respect of which a period is prescribed, together with every account and voucher necessary to verify the information contained therein, for such period as is prescribed; and (b) all other records and books of account referred to in this section, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate. (4.1) Every person required by this section to keep records who does so electronically shall retain them in an electronically readable format for the retention period referred to in subsection (4). (4.2) The Minister may, on such terms and conditions as are acceptable to the Minister, exempt a person or a class of persons from the requirement in subsection (4.1).



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No.	Citation	Record Type	Retention/Limitation Period
1-35	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800(1)(a), as am., SOR/82-879, s. 2	Corporate Books and Records Tax Requirements	5800.(1) For the purposes of paragraph 230(4)(a) of the Act, the required retention periods for records and books of account of a person are prescribed as follows: (a) in respect of (i) any record of the minutes of meetings of the directors of a corporation, (ii) any record of the minutes of meetings of the shareholders of a corporation, (iii) any record of a corporation containing details with respect to the ownership of the shares of the capital stock of the corporation and any transfers thereof, (iv) the general ledger or other book of final entry containing the summaries of the year-to-year transactions of a corporation, and (v) any special contracts or agreements necessary to an understanding of the entries in the general ledger or other book of final entry referred to in subparagraph (iv), the period ending on the day that is two years after the day that the corporation is dissolved.
1-36	Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c. 945, s. 5800(2), as am., SOR/82-879, s.2	Income Tax Books of Account – Limitation	5800.(2) For the purposes of subsection 230.1(3) of the Act, with respect to the application of paragraph 230(4)(a) of the Act, the required retention period for records and books of account that are required to be kept pursuant to section 230.1 of the Act is prescribed to be the period ending on the day that is two years after the end of the last calendar year to which the records or books of account relate.
1-37	Youth Criminal Justice Act, 2002, c.1, s. 115(1)	Young Person Offence Records	115.(1) A record relating to any offence alleged to have been committed by a young person, including the original or a copy of any fingerprints or photographs of the young person, may be kept by any police force responsible for or participating in the investigation of the offence.



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No.	Citation	Record Type	Retention/Limitation Period
1-38	Youth Criminal Justice Act, 2002, c. 1, s. 119(2).	Youth Criminal Justice Act Access Periods	<p>(2) The period of access referred to in subsection (1) is</p> <p>(a) if an extrajudicial sanction is used to deal with the young person, the period ending two years after the young person consents to be subject to the sanction in accordance with paragraph 10(2)(c);</p> <p>(b) if the young person is acquitted of the offence otherwise than by reason of a verdict of not criminally responsible on account of mental disorder, the period ending two months after the expiry of the time allowed for the taking of an appeal or, if an appeal is taken, the period ending three months after all proceedings in respect of the appeal have been completed;</p> <p>(c) if the charge against the young person is dismissed for any reason other than acquittal, the charge is withdrawn, or the young person is found guilty of the offence and a reprimand is given, the period ending two months after the dismissal, withdrawal, or finding of guilt;</p> <p>(d) if the charge against the young person is stayed, with no proceedings being taken against the young person for a period of one year, at the end of that period;</p> <p>(e) if the young person is found guilty of the offence and the youth sentence is an absolute discharge, the period ending one year after the young person is found guilty</p> <p>(f) if the young person is found guilty of the offence and the youth sentence is a conditional discharge, the period ending three years after the young person is found guilty;</p> <p>(g) subject to paragraphs (i) and U) and subsection (9), if the young person is found guilty of the offence and it is a summary conviction offence, the period ending three years after the youth sentence imposed in respect of the offence has been completed;</p> <p>(h) subject to paragraphs (i) and U) and subsection (9), if the young person is found guilty of the offence and it is an indictable offence, the period ending five years after the youth sentence imposed in respect of the offence has been completed;</p> <p>(i) subject to subsection (9), if, during the period calculated in accordance with paragraph (g) or (h), the young person is found guilty of an offence punishable on summary conviction committed when he or she was a young person, the latest of (i) the period calculated in accordance with paragraph (g) or (h), as the case may be, and (ii) the period ending three years after the youth sentence imposed for that offence has been completed; and</p> <p>U) subject to subsection (9), if, during the period calculated in accordance with paragraph (g) or (h), the young person is found guilty of an indictable offence committed when he or she was a young person, the period ending five years after the sentence imposed for that indictable offence has been completed.</p>
1-39	Youth Criminal Justice Act, 2002, c. 1, s. 128(2).	Youth Criminal Justice Act Disposal of Records	<p>(2) Subject to paragraph 125(7) (c), any record kept under sections 114 to 116, other than a record kept under subsection 115(3), may, in the discretion of the person or body keeping the record, be destroyed or transmitted to the Librarian and National Archivist of Canada or the archivist for any province, at any time before or after the end of the applicable period set out in section 119.</p>



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Appendix #2

Citation Table – Ontario Jurisdiction

No.	Citation	Record Type	Retention/Limitation Period
2-1	Accessibility for Ontarians with Disabilities Act, S.O. 2005, c. 11, s. 13, 14 (1)	Compliance with Standards and Review of Reports	<p>13. A person or organization to whom an accessibility standard applies shall comply with the standard within the time period set out in the standard. 2005, c. 11, s. 13.</p> <p>14. (1) A person or organization to whom an accessibility standard applies shall file an accessibility report with a director annually or at such other times as the director may specify. 2005, c. 11, s. 14 (1).</p>
2-2	Arbitration Act 1991, S.O. 1991' c. 17, s. 52	Arbitrations - Limitation	<p>52.(1) The law with respect to limitation periods applies to an arbitration as if the arbitration were an action and a claim made in the arbitration were a cause of action.</p> <p>(2) If the court sets aside an award, terminates an arbitration or declares an arbitration to be invalid, it may order that the period from the commencement of the arbitration to the date of the order shall be excluded from the computation of the time within which an action may be brought on a cause of action that was a claim in the arbitration.</p> <p>(3) An application for enforcement of an award may not be made more than two years after the day on which the applicant receives the award.</p>
2-3	Courts of Justice Act, Rules of Civil Procedure, R.R.O. 1990, Reg. 194, s. 14.08 (1) and (2)	Time for Service in Actions	<p>14.08 (1) Where an action is commenced by a statement of claim, the statement of claim shall be served within six months after it is issued. R.R.O. 1990, Reg. 194, r. 14.08 (1). (2) Where an action is commenced by a notice of action, the notice of action and the statement of claim shall be served together within six months after the notice of action is issued.</p>
2-4	Christopher's Law (Sex Offender Registry), 2000, General Regulation under, O. Reg. 69/01, s. 2	Sex Offender Registry	<p>2.(3) Subject to subsection 9 (3) of the Act, the sex offender registry shall be a cumulative and permanent record of all the information described in paragraphs 1 to 10 of subsection (1) that were ever contained in the sex offender registry.</p>
2-5	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12, as am., S.O. 1994,c.8,s. 13	Employer Health Tax Act Offences – Limitation	<p>37. Proceedings for an offence under this Act or the regulations shall not be commenced after six years after the date on which the offence was, or is alleged to have been, committed.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-6	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12, as am., S.O. 1994, c.8,s. 13	Employer Health Tax Accounting Records	12.(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account.
2-7	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 8(1), as am., S.O. 1994, c. 8, s. 8(1	Health Tax-Limitation	8(1) The Minister may assess the tax, interest or penalties payable in respect of a year under this Act, (b) with-in four years from the later of the day on which the return required under this Act to be delivered was received by the Minister and the day the return was required to be delivered to the Minister.
2-8	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 96(3) and 139.	Employment Standards Act, 2000 Prosecution — Limitation	96(3) A complaint regarding a contravention that occurred more than two years before the day on which the complaint was filed shall be deemed not to have been filed. 139. No prosecution shall be commenced under this Act more than two years after the date on which the offence was committed or alleged to have been committed.
2-9	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15.	Employee Records	15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homeworker... 1. The employee's name and address. 3. The date on which the employee began his or her employment. 15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.
2-10	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15.	Employee Records	15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homeworker. 2. The employee's date of birth, if the employee is a student and under 18 years of age. 15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th birthday, or ii. three years after the employee ceased to be employed by the employer.



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No.	Citation	Record Type	Retention/Limitation Period
2-11	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15	Employment Records	<p>15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker.</p> <p>4. The number of hours the employee worked in each day and each week.</p> <p>15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates...</p>
2-12	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 12, 12.1, 15 and 36(3) (b).	Employee Work Hours	<p>12.(1) On or before an employee's pay day, the employer shall give to the employee a written statement setting out,</p> <p>(a) the pay period for which the wages are being paid;</p> <p>(b) the wage rate, if there is one;</p> <p>(c) the gross amount of wages and, unless the information is provided to the employee in some other manner, how that amount was calculated;</p> <p>(d) Repealed: 2002, c. 18, Sched. J, s. 3 (3).</p> <p>(e) the amount and purpose of each deduction from wages;</p> <p>(f) any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23 (2); and</p> <p>(g) the net amount of wages being paid to the employee.</p> <p>12.1 On or before the day on which the employer is required to pay wages under subsection 11 (5), the employer shall provide the employee with a written statement setting out,</p> <p>(a) the gross amount of any termination pay or severance pay being paid to the employee;</p> <p>(b) the gross amount of any vacation pay being paid to the employee;</p> <p>(c) unless the information is provided to the employee in some other manner, how the amounts referred to in clauses (a) and (b) were calculated;</p> <p>(d) the pay period for which any wages other than wages described in clauses (a) or (b) are being paid;</p> <p>(e) the wage rate, if there is one;</p> <p>(f) the gross amount of any wages referred to in clause (d) and, unless the information is provided to the employee in some other manner, how that amount was calculated;</p> <p>(g) the amount and purpose of each deduction from wages;</p> <p>(h) any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23(2); and</p> <p>(i) the net amount of wages being paid to the employee.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-12	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 12, 12.1, 15 and 36(3) {b}.	Employee Work Hours	<p>15.(1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker...</p> <p>5. the information contained in each written statement given to the employee under subsection 12(1), section 12.1 and clause 36(3) (b).</p> <p>15.(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>.....</p> <p>1. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates.</p> <p>4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.</p> <p>36.(3) The employer may pay the employee vacation pay that accrues during a pay period on the pay day for that period if the employee agrees that it may be paid in that manner and...</p> <p>(b) a separate statement setting out the amount of vacation pay that is being paid is provided to the employee at the same time that the statement of wages is provided under subsection 12 (1).</p>
2-13	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(1), par. 5, as am. S.O. 2002, c. 18, Sched. J, s. 3(6)and 15.1 (1), (2).	Wage Statements and Vacation Time	<p>15.1(1) An employer shall record information concerning an employee's entitlement to vacation time and vacation pay in accordance with this section.</p> <p>Content of record (2) The employer shall record the following information:</p> <p>1. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken before the start of the vacation entitlement year.</p> <p>2. The amount of vacation time that the employee earned during the vacation entitlement year.</p> <p>3. The amount of vacation time, if any, taken by the employee during the vacation entitlement year.</p> <p>4. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken as of the end of the vacation entitlement year.</p> <p>5. The amount of vacation pay paid to the employee during the vacation entitlement year.</p> <p>6. The amount of wages on which the vacation pay referred to in paragraph 5 was calculated and the period of time to which those wages relate.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-14	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(7).	Pregnancy, Parental or Emergency Leave	15.(7) An employer shall retain or arrange for some other person to retain all notices, certificates, correspondence and other documents given to or produced by the employer that relate to an employee taking pregnancy leave, parental leave, family medical leave, organ donor leave, family caregiver leave, critically ill child care leave, crime-related child death or disappearance leave, personal emergency leave, emergency leave during a declared emergency or reservist leave for three years after the day on which the leave expired.
2-15	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 388/97, s. 1.1.2.1	Fire Code Tests and Corrective Measures	1.1.2.2. (1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates (a) for a period of at least two years after being prepared, and (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained. (2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code .
2-16	Fire Protection and Prevention 1997, Fire Code under, O. Reg. 388/97, s. 2.8.3.2	Fire Drill Records	2.8.3.4. (1) A record shall be prepared of every fire drill conducted under Article 2.8.3.2. (2) The record shall be kept for at least 12 months after the fire drill.
2-17	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 48(10)	Drivers Licences	48.(11) Every officer who asks for the surrender of a licence under this section shall, (a) notify the Registrar of that fact, or cause the Registrar to be so notified, in the form and manner and within the time prescribed by the regulations; (b) keep a record of the licence received with the name and address of the person and the date and time of the suspension; and (c) as soon as practicable after receiving the licence, provide the licensee with a notice of suspension showing the time from which the suspension takes effect and the period of time for which the licence is suspended.
2-18	Highway Traffic Act, R.S.O. 1990, c. H.8. O. Reg. 199/07, s. 15.	Commercial Motor Vehicle Inspections-Daily Inspection Reports	15. An operator shall keep the daily inspection reports submitted by drivers for at least six months. O. Reg. 199/07, s. 15.



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No.	Citation	Record Type	Retention/Limitation Period
2-19	Highway Traffic Act, R.S.O. 1990, c. H.8. O. Reg. 199/07, s. 16 (2)	Commercial Motor Vehicle Inspections- Other Records	16.(2) An operator shall retain the records described in subsection (1) for at least two years or, if a record relates to a vehicle that ceases to be operated by the operator, for six months after the vehicle ceases to be operated by the operator, whichever period is shorter. O. Reg. 199/07, s. 16 (2).
2-20	Income Tax Act, R.S.O. 1990, c. 1.2, s. 8(18) (part); as am. S.O. 1998, c. 5, s 3; as am. S.O. 2004, c. 16, s.3	Income Tax Deductions – Limitation	8.(18) The Provincial Minister may allow a deduction or an additional deduction under this section to an individual for a taxation year after 1984, (a) if the individual makes a claim to the Provincial Minister that he or she is entitled to the deduction or additional deduction in excess of the amount of any deduction previously allowed under this section for the taxation year; (c) if the Provincial Minister is satisfied that the individual is entitled to the deduction or additional deduction
2-21	Income Tax Act, R.S.O. 1990, c. 1.2, s. 38.(1), (4); as am. S.O. 2004, c. 16, s. 3	Income Tax- Limitation	38.(1) Where a corporation has failed to deduct or withhold an amount as required by subsection 153(1) of the Federal Act, as it applies for the purposes of this Act, or has failed to remit such amount, the directors of the corporation at the time the corporation was required to deduct or withhold the); as am. S. O. 2004, c. 16, s. 3 amount, or remit the amount, are jointly and severally liable, together with the corporation, to pay any amount that the corporation is liable to pay under this Act in respect of that amount, including any interest or penalties related thereto. (4) No action or proceeding to recover any amount payable by a director under subsection (1) shall be commenced more than two years after the director last ceased to be a director of that corporation.
2-22	Income Tax Act, R.S.O. 1990, c. 1.2, s. 39, as am., S.O. 1999,c.9,s. 129	Income Tax Accounting Records	39.(1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined.
2-23	Income Tax Act, R.S.O. 1990, c. 1.2, s. 48(3)	Income Tax Offences- Limitation	48.(3) An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.
2-24	Insurance Act, R.S.O. 1990, c. 1.8 s. 259.1 as amended Justice Statute Law Amendment Act, Schedule 8, Limitations Act, 2002, S.O. 2002, c. 39(3).	Insurance Act Proceeding-- Limitation	259.1 A proceeding against an insurer under a contract in respect of loss or damage to an automobile shall be commenced within one year after the happening of the loss or damage.



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No.	Citation	Record Type	Retention/Limitation Period
2-25	Insurance Act, Statutory Accident Benefits Schedule Accidents on or after the day section 29 of the Automobile Insurance Rate Stability Act 1996 comes into force under, O. Reg. 403/96, s. 51(1)	Insurance Act Proceeding/ Evaluation — Limitation	51.(1) A mediation proceeding or evaluation under section 280 or 280.1 of the Insurance Act or a court proceeding or arbitration under clause 281(1)(a) or (b) of the Act in respect of a benefit under this Regulation shall be commenced within two years after the insurer's refusal to pay the amount claimed.
2-26	Interprovincial Police Act, S.O. 2009, c. 30, s. 4(1), (2)	Standard Appointment Procedure	4. (1) An extra-provincial commander may request that a police officer under his or her command be appointed under this Part as a police officer in Ontario so that the officer has the powers and protections of a police officer while performing police duties in Ontario. 2009, c. 30, s. 4 (1). (2) The request must be made in writing to an appointing official using a form approved by the Minister. 2009, c. 30, s. 4 (2).
2-27	Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 4.	Basic Limitation Period	4. Unless the Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.
2-28	Libel and Slander Act, R.S.O. 1990, c.L.12, s.6.	Libel and Slander Limitation	6. An action for a libel in a newspaper or in a broadcast shall be commenced within three months after the libel has come to the knowledge of the person defamed, but, where such an action is brought within that period, the action may include a claim for any other libel against the plaintiff by the defendant in the same newspaper or the same broadcasting station within a period of one year before the commencement of the action.
2-29	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 4	General Limitation Period	4. Unless this Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered
2-30	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 6	Limitation Period For Minors	6. The limitation period established by section 4 does not run during any time in which the person with the claim, (a) is a minor; and (b) is not represented by a litigation guardian in relation to the claim.



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No.	Citation	Record Type	Retention/Limitation Period
2-31	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 7	Limitation Period For Incapable Persons	7.(1) The limitation period established by section 4 does not run during any time in which the person with the claim, (a) is incapable of commencing a proceeding in respect of the claim because of his or her physical, mental or psychological condition; and (b) is not represented by a litigation guardian in relation to the claim.
2-32	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 10	Limitation Period For Assault And Sexual Assaults	10.(1) The limitation period established by section 4 does not run in respect of a claim based on assault or sexual assault during any time in which the person with the claim is incapable of commencing the proceeding because of his or her physical, mental or psychological condition.
2-33	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s. 15.(2)	Ultimate Limitation Period	15.(2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
2-34	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, ss 16.(1), 16.(4), (17)	No Limitation Period	<p>16.(1) There is no limitation period in respect of,</p> <p>(a) a proceeding for a declaration if no consequential relief is sought;</p> <p>(b) a proceeding to enforce an order of a court, or any other order that may be enforced in the same way as an order of a court;</p> <p>(c) a proceeding to obtain support under the Family Law Act or to enforce a provision for support or maintenance contained in a contract or agreement that could be filed under section 35 of that Act;</p> <p>(d) a proceeding to enforce an award in an arbitration to which the Arbitration Act, 1991 applies;</p> <p>(e) a proceeding under section 8 or 11.2 of the Civil Remedies Act, 2001;</p> <p>(f) a proceeding by a debtor in possession of collateral to redeem it;</p> <p>(g) a proceeding by a creditor in possession of collateral to realize on it;</p> <p>(h) a proceeding arising from a sexual assault if at the time of the assault one of the parties to it had charge of the person assaulted, was in a position of trust or authority in relation to the person or was someone on whom he or she was dependent, whether financially or otherwise;</p> <p>(i) a proceeding to recover money owing to the Crown in respect of,</p> <p>(i) fines, taxes and penalties, or</p> <p>(ii) interest that may be added to a tax or penalty under an Act;</p> <p>(j) a proceeding described in subsection (2) that is brought by,</p> <p>(i) the Crown, or</p> <p>(ii) a delivery agent under the Ontario Disability Support Program Act, 1997 or the Ontario Works Act, 1997;</p> <p>or</p> <p>(k) a proceeding to recover money owing in respect of student loans, medical resident loans, awards and grants made under the Ministry of Training, Colleges and Universities Act, the Canada Student Financial Assistance Act or the Canada Student Loans Act.</p> <p>(4) This section and section 17 prevail over anything in section 15.</p> <p>17. There is no limitation period in respect of an environmental claim that has not been discovered.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-35	Limitations Act, 2002, S.O. 2002, c. 24, Schedule 8, s 19	Limitation Section in Another Act	19.(1) A limitation period set out in or under another Act that applies to a claim to which this Act applies is of no effect unless, (a) the provision establishing it is listed in the Schedule to this Act; or (b) the provision establishing it, (i) is in existence on the day this Act comes into force, and (ii) incorporates by reference a provision listed in the Schedule to this Act. (2) Subsection (1) applies despite any other Act.
2-36	Limitations Act, 2002, S.O. 2002, c. 24, Schedule 8, ss 22.(1), (3) to (5); as am. S.O. 2006, c. 21, ScheduleD, s.2	Agreements Affecting Ultimate Limitation And Other Limitation Periods	22.(1) A limitation period under this Act applies despite any agreement to vary or exclude it, subject only to the exceptions in subsections (2) to (6). (3) A limitation period under this Act, other than one established by section 15, may be suspended or extended by an agreement made on or after the effective date. (4) A limitation period established by section 15 may be suspended or extended by an agreement made on or after the effective date, but only if the relevant claim has been discovered. (5) The following exceptions apply only in respect of business agreements: 1. A limitation period under this Act, other than one established by section 15, may be varied or excluded by an agreement made on or after October 19, 2006. 2. A limitation period established by section 15 may be varied by an agreement made on or after the effective date, except that it may be suspended or extended only in accordance with subsection (4).
2-37	Municipal Freedom of Information and Protection of Privacy Act, General Regulation under, the R.R.O. 1990, Reg. 823,s. 5	Personal Information	5. An institution that uses personal information shall retain it for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, except if, (a) the individual to whom the information relates consents to its earlier disposal; or (b) the information is credit or debit card payment data.
2-38	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 69	Health and Occupational Safety Prosecutions — Limitation	69. No prosecution under this Act shall be instituted more than one year after the last act or default upon which the prosecution is based occurred.



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No.	Citation	Record Type	Retention/Limitation Period
2-39	Occupational Health and Safety Act, Designated Substance-Acrylonitrile Regulation under, R.R.O. 1990, Reg. 835, s. 12(a), (c)	Airborne Acrylonitrile Monitoring Records	12. The results of monitoring the concentrations of airborne acrylonitrile in the workplace and the exposure of a worker thereto as provided by the control program shall be, (a) posted forthwith by the employer, as soon as the results are available, in a conspicuous place or places at the workplace where they are most likely to come to the attention of the workers affected thereby, and the employer shall keep the results posted for a period of at least fourteen days; (c) kept by the employer for a period of at least five years.
2-40	Occupational Health and Safety Act, Designated Substance -Arsenic Regulation, under, R.R.O. 1990, Reg. 836,s. 12	Airborne Arsenic Monitoring Records	12. The results of the monitoring of concentrations of airborne arsenic in the workplace and the exposure of a worker thereto as provided by the control program shall be (c) kept by the employer for a period of at least five years.
2-41	Occupational Health and Safety Act, Designated Substance-Asbestos Regulation, under the R.R.O. 1990, Reg. 837, s. 12(a), (c)	Airborne Asbestos Monitoring Records	12. The results of monitoring the concentrations of airborne asbestos in the workplace and the exposure of a worker thereto as provided by the asbestos control program shall be (c) kept by the employer for a period of at least five years.
2-42	Occupational Health and Safety Act, Designated Substance-Benzene Regulation, under the R.R.O. 1990, Reg. 839, s. 12(a), (c)	Airborne Benzene Monitoring Records	12. The results of monitoring the concentrations of airborne benzene in the workplace and the exposure of a worker thereto as provided by the control program shall be (c) kept by the employer for a period of at least five years.



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No.	Citation	Record Type	Retention/Limitation Period
2-43	Occupational Health and Safety Act, Designated Substance- Ethylene Oxide Regulation, under the R.R.O. 1990, Reg. 841, s. 13(a), (c)	Airborne Ethylene Oxide Monitoring Records	13. The results of monitoring the concentrations of airborne ethylene oxide in the workplace and the exposure of a worker thereto as provided by the control program shall be (c) kept by the employer for a period of at least five years.
2-44	Occupational Health and Safety Act, Designated Substance- Isocyanates Regulation under, R.R.O. 1990, Reg. 842, s. 13(a), (c)	Airborne Isocyanates Monitoring Records	13. The results of monitoring the concentrations of airborne isocyanates in the workplace and the exposure of a worker thereto as provided by the isocyanates control program shall be, (c) kept by the employer for a period of at least five years.
2-45	Occupational Health and Safety Act, Designated Substance — Lead Regulation, under, R.R.O. 1990, Reg. 843, s. 12(a), (c)	Airborne Lead Monitoring Records	12. The results of monitoring the concentrations of airborne lead in the workplace and the exposure of a worker thereto as provided by the lead control program shall be, (c) kept by the employer for a period of at least five years.
2-46	Occupational Health and Safety Act, Designated Substance- Mercury Regulation under, R.R.O. 1990, Reg. 844, s. 12(a),	Airborne Mercury Monitoring Records	12. The results of monitoring the concentrations of airborne mercury in the workplace and the exposure of a worker thereto as provided by the mercury control program shall be, (c) kept by the employer for a period of at least five years.



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No.	Citation	Record Type	Retention/Limitation Period
2-47	Occupational Health and Safety Act, Designated Substance-Silica Regulation, under, Occupational Health and Safety Act, R.R.O. 1990, Reg. 845, s. 12(a), (c)	Airborne Silica Monitoring Records	12. The results of monitoring the concentrations of airborne silica in the workplace and the exposure of a worker thereto as provided by the silica control program shall be (c) kept by the employer for a period of at least five years.
2-48	Occupational Health and Safety Act, Designated Substance-Lead Regulation, under, R.R.O. 1990, Reg. 843, s. 7(1), (2)(c), (e)	Lead Exposure Records	7.(1) Where the assessment discloses or would, if made in conformity with section 6, disclose that a worker is likely to inhale, ingest or absorb lead and that the health of the worker may be affected thereby, the employer shall develop, establish, put into effect and maintain measures and procedures to control the exposure of the worker to lead and shall incorporate the same into a lead control program. (2) The lead control program shall include provisions for. (c) personal records of the exposure of a worker to lead at the workplace to be maintained by the employer; (e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the clinical tests have been performed.
2-49	Occupational Health and Safety Act, Industrial Establishments Regulation under, the R.R.O. 1990, Reg. 851' s. 5(3), (4)	Industrial Establishment Accident Records	6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for, (a) a period of at least one year; or (b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.



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No.	Citation	Record Type	Retention/Limitation Period
2-50	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 25(2)	Health/Safety Postings	<p>25.(2) Without limiting the strict duty imposed by subsection (1), an employer shall, (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;</p> <p>(b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;</p> <p>(c) when appointing a supervisor, appoint a competent person;</p> <p>(d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;</p> <p>(e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;</p> <p>(f) only employ in or about a workplace a person over such age as may be prescribed;</p> <p>(g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;</p> <p>(h) take every precaution reasonable in the circumstances for the protection of a worker;</p> <p>(i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;</p> <p>U) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;</p> <p>(k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;</p> <p>(l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and</p> <p>(m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.</p>
2-51	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 9(22)	Joint Health & Safety Committee Minutes	9.(22) A committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector.



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No.	Citation	Record Type	Retention/Limitation Period
2-52	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32)	Health/Safety Committee	9.(32) A constructor or an employer required to establish a committee under this section shall post and keep posted at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers.
2-53	Pension Benefits Act, R.S.O. 1990, c. P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2)	Pension Benefits -Limitation	110.(6) No prosecution for an offence under this Act shall be commenced after five years after the date when the offence occurred or is alleged to have occurred.
2-54	Police Services Act R.S.O. 1990 c. P.15, s. 31 (1) (C)	Police Services Board Responsibilities	31.(1) A board is responsible for the provision of adequate and effective police services in the municipality and shall, (c) establish policies for the effective management of the police force;
2-55	Police Services Act R.S.O.1990c. P.15, s. 35 (1)	Police Services Board Responsibilities	35.(1) The board shall hold at least four meetings each year.
2-56	Police Services Act R.S.O.1990c. P.15, s. 31 (1) (A)	Police Services Board Responsibilities	31.(1) A board is responsible for the provision of adequate and effective police services in the municipality and shall, (a) appoint the members of the municipal police force.
2-57	Police Services Act R.S.O.1990c. P.15, s. 85 (9)	Employment Records	85.(9) The chief of police or board, as the case may be, may cause an entry concerning the matter, the action taken and the reply of the chief of police, deputy chief of police or other police officer against whom the action is taken, to be made in his or her employment record, but no reference to the allegations of the complaint or the hearing shall be made in the employment record, and the matter shall not be taken into account for any purpose relating to his or her employment unless, (a) misconduct as defined in section 80 or unsatisfactory work performance is proved on clear and convincing evidence; or (b) the chief of police, deputy chief of police or other police officer resigns before the matter is finally disposed of. 2007, c. 5, s. 10.
2-58	Police Services Act, R.S.O. 1990, c. P.15, s. 65.(18)	Complaints About Chiefs, Deputy Chiefs Conduct-Employment Record Expunged	69.(14) An entry made in the chief of police's or deputy chief of police's employment record under paragraph 2 of subsection (12) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.



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No.	Citation	Record Type	Retention/Limitation Period
2-59	Police Services Act, R.S.O. 1990, c. P.15, s. 66 (10)	Disposition Without a Hearing if Informal Resolution Fails	66.(10) If consent to the informal resolution of a matter is not given or is revoked under subsection (8), the following rules apply: 1. The chief of police shall provide the police officer with reasonable information concerning the matter and shall give him or her an opportunity to reply, orally or in writing. 2. Subject to paragraph 3, the chief of police may impose on the police officer a penalty described in clause 85 (1) (d), (e) or (f) or any combination thereof and may take any other action described in subsection 85 (7) and may cause an entry concerning the matter, the penalty imposed or action taken and the police officer's reply to be made in his or her employment record. 3. If the police officer refuses to accept the penalty imposed or action taken, the chief of police shall not impose a penalty or take any other action or cause any entry to be made in the police officer's employment record, but shall hold a hearing under subsection (3). 2007, c. 5, s. 10.
2-60	Police Services Act, R.S.O. 1990, c. P.15, s. 64.(16, 66.(12))	Complaints About Police Officer's Conduct- Employment Record Expunged	66.(12) An entry made in the police officer's employment record under paragraph 2 of subsection (10) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.
2-61	Police Services Act, R.S.O. 1990, c. P.15, s. 66.(12)	Complaints About Police Officer's Conduct- Referred by Independent Police Review Director- Employment Record Expunged	66.(12) An entry made in the police officer's employment record under paragraph 2 of subsection (10) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.
2-62	Police Services Act, R.S.O. 1990, c. P.15, s. 69.(14)	Complaints About Chiefs, Deputy Chiefs Conduct- Referred By Independent Police Review Director- Employment Record Expunged	69.(14) An entry made in the chief of police's or deputy chief of police's employment record under paragraph 2 of subsection (12) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.



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No.	Citation	Record Type	Retention/Limitation Period
2-63	Police Services Act, R.S.O. 1990, c. P.15, s. 76.(13)	Internal Complaints- Complaints By Chief-Employment Record Expunged	76.(13) An entry made in the police officer's employment record under paragraph 2 of subsection (12) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.
2-64	Police Services Act, R.S.O. 1990, c. P.15, s. 77.(10)	Internal Complaints – Complaints By Board-Employment Record Expunged	77.(10) An entry made in the chief of police's or deputy chief of police's employment record under paragraph 2 of subsection (9) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.
2-65	Police Services Act, Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit under, O. Reg. 673/98, s. 10(4)	Police Investigation Notes	<p>10.(1) The SIU shall, before requesting an interview with a police officer or before requesting a copy of his or her notes on the incident, advise the chief of police and the officer in writing whether the officer is considered to be a subject officer or a witness officer.</p> <p>(3) If, after interviewing a police officer who was considered to be a witness officer when the interview was requested or after obtaining a copy of the notes of a police officer who was considered to be a witness officer when the notes were requested, the SIU director decides that the police officer is a subject officer, the SIU shall</p> <p>(c) give the chief of police the original and all copies of the police officer's notes.</p> <p>(4) The chief of police shall keep the original and all copies of the police officer's notes returned under clause (3) (c) for use in his or her investigation under section 11.</p>
2-66	Police Services Act, Equipment and Use of Force Regulation under, R.R.O. 1990, Reg. 926, s. 14.3(1), (4), as am., O. Reg. 552/92, s. 9(part)	Police Training Course Records	<p>14.3.(1) Subject to subsection (2), every police force shall ensure that, at least once every twelve months,</p> <p>(a) every member of the police force who may be required to use force on other persons receives a training course on the use of force;</p> <p>(b) every member of the police force who is authorized to carry a firearm receives a training course on the use of firearms.</p> <p>(4) The police force shall maintain written records of the training courses taken by members of the police force on the use of force and the use of firearms, and or any grants of additional time to take a training course given under subsection (2).</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-67	Police Services Act, Equipment and Use of Force Regulation under, R.R.O. 1990, Reg. 926, s. 14.5(1), (2), as am., O. Reg. 552/92, s. 9(part); O. Reg. 751/92, s. 1(1)	Police Use of Force Reports	<p>14.5(3.1) If the report is submitted to the chief of police or Commissioner, the chief of police or Commissioner, as the case may be, shall ensure that Part B of the report is destroyed not later than thirty days after the report is submitted.</p> <p>(3.2) Despite subsection (3.1), Part B of the reports submitted under subsection (1) may be retained for an additional period specified by the board or the Commissioner, as the case may be, if the board or the Commissioner is of the opinion that the additional period is necessary for the purpose of determining whether members of the police force should receive additional training.</p> <p>(3.3) The additional period specified under subsection (3.2) shall not extend past the second anniversary of the date the report is submitted.</p>
2-68	Police Services Act, R.S.O. 1990, c. P.15, s. 132(6)	Police Force Property Register	<p>132.(6) The chief of police shall ensure that the police force keeps a register of property and that the following rules are followed:</p> <ol style="list-style-type: none"> 1. The description and location of every item of property shall be recorded. 2. If the property is sold, full particulars shall be recorded. 3. If the property is returned to its owner, his or her name, address and telephone number shall be recorded.
2-69	Police Services Act, R.S.O. 1990, c. P.15, s. 134(8), as am., S.O. 1997,c.8,s. 39	Police Firearms Register	<p>134.(8) The chief of police shall ensure that the police force keeps a register of firearms and that the following rules are followed;</p> <ol style="list-style-type: none"> 1. Every firearm's description and location shall be recorded. 2. When a firearm ceases to be in the possession of the board or of a member of the police force, full particulars shall be recorded, including the name of the person who disposed of it and the date and method of disposal. 3. If the firearm is returned to its owner, his or her name, address and telephone number shall also be recorded. 4. On or before the 31st day of January in each year, a statement shall be filed with the Solicitor General listing their firearms that have come into the possession of the police force during the preceding calendar year, indicating which firearms are still being retained and which have been disposed of, and giving the particulars of disposition.
2-70	Police Services Act- Ontario Reg. 354/04 s. 1	Major Case Management System	<p>Ontario Major Case Management Manual to govern investigations of major cases</p> <p>1. (1) Every board shall establish policies with respect to major cases in accordance with the Ontario Major Case Management Manual.</p> <p>(2) In developing and maintaining procedures on and processes for undertaking and managing general criminal investigations under subsection 12 (1) of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the Act, every chief of police shall develop and maintain procedures on and processes for undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual.</p> <p>(3) For the purpose of undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual, every police force shall use the software approved by the Minister of Community Safety and Correctional Services.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-71	Police Services Act – Ontario Reg. 3/99 s.30	Strategic Planning/Business Plans	<p>30.(1) Every board shall prepare a business plan for its police force at least once every three years. O. Reg. 3/99, s. 30 (1).</p> <p>(2) The business plan shall address,</p> <p>(a) the objectives, core business and functions of the police force, including how it will provide adequate and effective police services;</p> <p>(b) quantitative and qualitative performance objectives and indicators relating to, (i) the police force's provision of community-based crime prevention initiatives, community patrol and criminal investigation services,</p> <p>(ii) community satisfaction with police services,</p> <p>(iii) emergency calls for service,</p> <p>(iv) violent crime and clearance rates for violent crime,</p> <p>(v) property crime and clearance rates for property crime,</p> <p>(vi) youth crime and clearance rates for youth crime,</p> <p>(vii) police assistance to victims of crime and re-victimization rates, and</p> <p>(viii) road safety; (c) information technology;</p> <p>(d) resource planning; and</p> <p>(e) police facilities. O. Reg. 3/99, s. 30 (2).</p>
2-72	Police Services Act – Ontario Reg. 266/10	Suspect Apprehension Pursuits	<p>14.(1) If a police officer engages in a suspect apprehension pursuit and the officer is a member of an Ontario police force as defined in the Interprovincial Policing Act, 2009, the police force of which the officer is a member shall ensure that the particulars of the pursuit are recorded on a form and in a manner approved by the Solicitor General.</p> <p>(2) If a police officer engages in a suspect apprehension pursuit and the officer is appointed under the Interprovincial Policing Act, 2009, the officer shall report the particulars of the pursuit to the appointing official or local commander who appointed the officer under that Act and that person shall ensure that the particulars are recorded on a form and in a manner approved by the Solicitor General.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-73	Police Services Act – Ontario Reg. 550/96 s. 2 (1), (2), (3), (4)	ViCLAS Reports	<p>2.(1) Every police officer who is in charge of an investigation shall, within 30 days of the start of the investigation, complete and submit one or more ViCLAS Crime Analysis Reports, in the form approved by the Manager of the Provincial ViCLAS Centre and in accordance with the established standards of ViCLAS.</p> <p>(2) Every police officer who is in charge of an investigation shall update a ViCLAS Crime Analysis Report that was submitted under subsection (1) within 30 days of a material change or of acquiring information that is significant to the investigation, in accordance with the established standards of ViCLAS.</p> <p>(3) Subsections (1) and (2) apply only to the following types of investigations:</p> <ol style="list-style-type: none"> 1. Homicide or attempted homicide, solved or unsolved. 2. Sexual assault, solved or unsolved that is not familial or domestic. 2.1 Familial or domestic sexual assault, if the victim is under 16 years of age at the time of the assault or the assault includes unique or significant physical, sexual or verbal behaviour. 3. Missing person, where the circumstances indicate a strong possibility of foul play and the person remains missing. 4. Unidentified body, where the manner of death is known, or suspected, to be homicide. 5. Non-parental abduction or attempted non-parental abduction 5.1 Luring of a child or attempted luring of a child, solved or unsolved. 6. A type of investigation that is added to the submission criteria of ViCLAS and is designated by the Minister of Community Safety and Correctional Services. <p>(4) The ViCLAS Crime Analysis Reports shall be submitted to any ViCLAS centre that is designated by the Minister of Community Safety and Correctional Services.</p>
2-74	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 17(1), as amended, Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 26(2).	Rent Arrears – Limitation	<p>17.(1) No arrears of rent, or of interest in respect of any sum of money charged upon or payable out of land or rent, or in respect of any legacy, whether it is or is not charged upon land, or any damages in respect of such arrears of rent or interest, shall be recovered by any distress or action but within six years next after the same respectively has become due, or next after any acknowledgment in writing of the same has been given to the person entitled thereto or the person's agent, signed by the person by whom the same was payable or that person's agent.</p>



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No.	Citation	Record Type	Retention/Limitation Period
2-75	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 4, as amended, Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 26{2).	Recovery of Land -Limitation	4. No person shall make an entry or distress, or bring an action to recover any land or rent, but within ten years after the time at which the right to make such entry or distress, or to bring such action, first accrued to some person through whom the person making or bringing it claims, or if the right did not accrue to any person through whom that person claims, then within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to the person making or bringing it.
2-76	Workers' Compensation Act, First-Aid Requirements Regulation under, R.R.O. 1990, Reg. 1101,s.5	Accident Reports	5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
2-77	Workers' Compensation Act, 1994, S.O. 1994, c. 24, s. 161; as am., S.O. 1995, c.5,s.27	Workers' Compensation Prosecution – Limitation	157.1{1) A prosecution for an offence under this Act shall not be commenced more than two years after the date on which the most recent act or omission upon which the prosecution is based came to the knowledge of the Board.
2-78	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A, s. 22	Limitation- Accident Claims	22.{1) A worker shall file a claim as soon as possible after the accident that gives rise to the claim, but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease. {3) The Board may permit a claim to be filed after the six-month period expires if, in the opinion of the Board, it is just to do so.
2-79	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Schedule A, s. 80.{1); as am., S.O. 2001, Schedule I, s. 4.{2)	Wages Record	80.{1) A Schedule 1 employer shall keep accurate records of all wages paid to the employer's workers and shall keep the records in Ontario. {2) The employer shall produce the records referred to in subsection {1) when the Board or any of its officers requires the employer to do so.



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

No.	Citation	Record Type	Retention/Limitation Period
2-80	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Schedule A, ss. 157.1(1); as am. S.O. 2001, c. 9, Schedule I, s. 4.(5)	Offences-Limitation Period	157.1(1) A prosecution for an offence under this Act shall not be commenced more than two years after the day on which the most recent act or omission upon which the prosecution is based comes to the knowledge of the Board. (2) Despite subsection (1), there is no limitation period for prosecuting an offence under section 149



HALTON REGIONAL POLICE SERVICE RECORDS RETENTION SCHEDULE

Appendix#3

Miscellaneous Retention References

No.	Citation	Record Type	Retention/Limitation Period
3-1	Collective Agreement, Uniform: Halton Regional Police Services Board and Halton Regional Police Association	Disciplinary Notifications	<p>Article 19.02- Personnel Files</p> <p>Where an employee has been documented or informally disciplined, all records of such discipline shall be purged from the employee's personal file after a discipline free period of two (2) years.</p> <p>All Police Services Act convictions shall be purged from the employee's personnel file after a discipline free period of five (5) years or earlier at the discretion of the Chief of Police.</p>
3-2	Guidelines with Respect to the Destruction of Photographs and Fingerprints, September 2004: prepared by The Law Enforcement and Records Manager's Network (LEARN)	Local criminal records (including fingerprints and photo-images) - Adult	<p>Eligible for Destruction if:</p> <p>(1) The following suggested time frames have elapsed since disposition; & (2) the requestor is a first-time offender; & (3) the type of offence does not raise serious concerns about public safety.</p> <p>Stayed Charges: At least one (1) year has elapsed from the date the stay was imposed</p> <p>Absolute Discharge: For criminal files that meet the individual police service criteria- Purge after one (1) year from the date of the disposition.</p> <p>Conditional Discharge: Destroy three (3) years from the date of completion of sentence, if circumstances meet the police service's criteria.</p> <p>Where Absolute or Conditional Discharge was received prior to July 24, 1992, the Police Service may close the local criminal file if eligible criteria met.</p> <p>Acquittal: Destroy on the expiration of two (2) months after the expiration of the time allowed for the taking of an appeal or where an appeal is taken, on the expiration of three (3) month after all proceedings in respect of an appeal have been completed (For acquittal other than by reason of a verdict of not criminally responsible on account of mental disorder.)</p> <p>Withdrawal or Dismissed: Other than by acquittal- at least thirty (30) days (appeal period) must have elapsed from disposition date.</p> <p>Withdrawn – Peace Bond: The Bond must have expired, which is normally one (1) year from disposition date.</p>

