



Thunder Bay Police Service Schedule

Police Service

May 05, 2022

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Schedule Number Series Title

PS001 Chief's Office Files

To document the administration and coordination of Police functions.

COPIES: Dep. Chief's Off. & other Sen. Off.

MEMO:
This series covers a variety of subjects including administration, other police forces, community events and groups, planning and research, finance, race relations, human resources, newsletters, associations/institutions, policing-general, policing-special projects, complaints, crime prevention and government (federal, provincial, municipal).

Records to be reviewed by Police when total retention reached.

Under the 2021 By-law, the department retention was changed from 3 years to 7 years, and the total retention was changed from 7 years to 50 years.

Department Retention:	7 Years
Total Retention - Permanent:	50 Years

Final Disposition:	Permanent
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS002 Notices

To provide a record of all notices and orders issued.

COPIES: Throughout the Department

MEMO:
The series includes broadcasts of vacancies, competitions, appointments, transfers, postings, resignations, as well as new and modified directives, policy, and procedures. Electronic and hard copies. Electronic as of January 1, 2015. Upon final disposition, these records are subject to Police review.

Records to be reviewed by Police when total retention reached.

Under By-Law 14-2003 the retention period for this series was 3 years in the department, the total retention was 5 years and the final disposition was permanent.

Under the 2021 By-law, the total retention was changed from 4 years to 50 years.

Department Retention:	2 Years
Total Retention - Permanent:	50 Years

Final Disposition:	Permanent
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS003 Administration Building Plans

To serve as a record of the design and construction of the addition to the Balmoral St. station.

COPIES: Public Works

MEMO: Prior to the 2015 By-law this series had a total retention of 3 years and a final disposition of permanent.

Department Retention:	2 Years
Total Retention - Permanent:	75 Years

Final Disposition:	Permanent
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS004 **Routine Orders**

To serve as a record of all routine orders which have been issued.

Series Closed: 01-01-2015

COPIES: Throughout the Department

MEMO:

The orders cover a variety of subjects including appointments, transfers, training, promotions, procedures, resignations and postings. The orders will become superceded/obsolete after they have been suspended.

This series was closed under the 2021 By-law. Routine Orders are now electronic and included with PS002 Notices as of January 1, 2015.

Department Retention: 2 Years
Total Retention - Permanent: 4 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Permanent

PS005 **Standing Orders**

To serve as a record of all standing orders which have been issued.

Series Closed: 01-01-2015

COPIES: Throughout the Department

MEMO:

This series consists of standing orders which cover policies, procedures and directives.

This series was closed under the 2021 By-law. Standing Orders are now electronic and included with PS002 Notices as of January 1, 2015.

Department Retention: 2 Years
Total Retention - Permanent: 4 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Permanent



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PS009 Police Services Board Agendas

To provide a record of the agendas of all Police Services Board meetings.

COPIES: Board Members, Board Secretary

MEMO:

Under By-Law 14-2003 the retention period for this series was 2 years in the department, the total retention was 4 years and the final disposition was permanent.

Under the 2021 By-law, the department retention changed from 3 years to 10 years, and the total retention changed from 7 years to 10 years.

Department Retention: 10 Years
Total Retention - Destruction: 10 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS010 Complaints Files

To maintain a record of complaints lodged against members of the Police.

COPIES: Chief's Office Files

MEMO:

Information collected includes investigative logs, correspondence, complaints investigation reports, memoranda, officers' notebooks (photocopies), replies, subpoenas, notices of court appearance, notices of intention to conduct a review and requests for reviews. Audio and video recordings, report copies, charge sheets, pictures, transcripts and hearing reports, opinions, statements, medical reports, etc. Includes electronic files. File closed after "applicable disposition free time period."

Users: Professional Standards Office, Legal Counsel, Chief, Deputy Chief, Superintendent Individuals in Bank: Official
Responsible: Superintendent

Under By-Law 19-2002, the retention period for this series was 1 year in the department, the total retention was 10 years, the condition was duration of service and the final disposition was destroy. Under By-Law 14-2003 the final disposition for this series was destroy. Under the 2013 By-Law the final disposition of these records was changed from Destroy Archives Review to Straight Destruction as these records will be reviewed by Police prior to disposition.

Under the 2017 By-law, the department retention changed from 7 years to 5 years and the total retention changed from 7 years to 5 years.

Department Retention: 5 Years
Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PS013A Use of Force Reports - Part A

To provide a record of all incidents where officers have used force.

MEMO:

This series consists of Part A of the report which indicates the date of the incident, the times of commencement and termination, nature of the report, i.e. individual or team, assignment type, incident type, police presence details, number of subjects involved, type and effectiveness of force used, reasons for using force, use of alternative strategies, firearm use, distance between officer and subject, details re subject(s)' weapons, incident location, weather conditions, lighting conditions, details of any injuries, review details and recommendations. Under the 2018 By-law the total retention changed from 7 years to 2 years.

Department Retention: 2 Years
 Total Retention - Destruction: 2 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS013B Use of Force Reports - Part B

To provide a record of any recommend. re use of force training as a result of the incident in ques.

MEMO:

This series consists of Part B of the report which indicates the officer's name, rank and badge number, the date of last use of force refresher training, decision re interview with trainer and recommendations for additional training. These records will become superceded/obsolete when a decision has been made on the issue by the Police Services Board.

Department Retention: 1 Month
 Total Retention - Destruction: 1 Month

Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS014 Community Supervisor's Office Files

To document the activities of the Community Services Branch.

COPIES: Chief's Office Files

MEMO:

This series includes information regarding the Traffic Unit, Community Response Team, School Resource Unit, Aboriginal Liaison Unit, Training, Beat Patrol, etc. Includes electronic records.

Under the 2021 By-law, the title was changed from "Administration Supervisor's Office Files" to "Community Supervisor's Office Files".

Under the 2021 By-law the department retention changed from 3 years to 5 years, and the final disposition changed from Permanent to Destroy.

Department Retention: 5 Years
 Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS016 **Freedom of Information Files**

To document the handling of Freedom of Information enquiries.

MEMO:
 This series consists of reports, correspondence, third party notices re personal information, third party responses, exemption applications, memoranda, copies of released information and third party control sheets. Under By-Law 14-2003, the retention period for this series was 2 years in the department, the total retention was 3 years and the final disposition was destroy subject to review. Prior to the 2012 By-Law the department retention for this series was 5 years, the total retention was 5 years and the final disposition was destroy subject to review.
 Under the 2013 By-Law the final disposition of these records was changed from Destroy Archives Review to Straight Destruction as these records will be reviewed by Police prior to disposition.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS017 **Miscellaneous Freedom of Information Files**

To maintain a record of sundry issues relating to Freedom of Information.

MEMO:
 This material consists of correspondence, memoranda and reports. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 3 years and the final disposition was destroy except for material deemed to have permanent value. Under By-Law 14-2003, the retention period for this series was 3 years in the department, the total retention was three years and the final disposition was destroy. Prior to the 2012 By-Law, the department retention for this series was 5 years, the total retention was 5 years and the final disposition was destroy.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS018 **Freedom of Information Tracking System**

To expedite the handling of Freedom of Information requests.

MEMO:
 This series contains the dates of the receipt of requests, the categories of requests, the date responded and a record of any charges levied. Under By-Law 14-2003, the retention period for this series was 3 years in the department, the total retention was 3 years and the final disposition was destroy. Prior to the 2012 By-Law, the department retention for this series was 5 years, the total retention was 5 years and the final disposition was destroy.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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PS021 Promotional Competition Files

To document promotional competitions.

MEMO:

These files contain examinations, texts, evaluations, candidate lists, intentions to compete and examination results.

Department Retention: 5 Years

Total Retention - Destruction: 30 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS024 False Alarm Billings and Accounts Receivable

To maintain a record of charges levied for false alarms.

COPIES: Finance

MEMO:

The invoices indicate the name and address of the account, the amount, the description and the account centre. This series also includes correspondence, supporting documents and reports relating to the collection of overdue accounts. Under By-Law 14-2003, the title for this series was False Alarm Billings.

Department Retention: 2 Years

Total Retention - Destruction: 2 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS025 Civilian Competition Files

To maintain a record of competitions for civilian positions on the Police Force.

MEMO:

These files include documentation on training, competitions, evaluations, application forms, resumes and references as well as correspondence. Under By-Law 14-2003, the retention for this series was 3 years in the department with a total retention of 7 years. Under the 2013 By-Law the final disposition of these records was changed from Destroy Archives Review to Straight Destruction as these records will be reviewed by Police prior to disposition.

Department Retention: 5 Years

Total Retention - Destruction: 10 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS026 Student Files

To document the Police Department's participation in student employment programs.

MEMO:

Information collected includes applications, oaths of secrecy, interview material, screening reports, work education agreements, correspondence, resumes and grant requests. Users: Individuals in Bank: Official Responsible:

Under By-Law 19-2002, the retention period for this series was 3 years in the department, the total retention was 11 years and the final disposition was destroy.

Department Retention: 5 Years

Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PS027 **Recruitment Files**

To document Police recruitment.

MEMO:

These files contain testing materials, security checks, interviews, waiting lists, etc. for the recruitment process.

Under By-Law 19-2002, the title for this series was Recruitment Files, the retention period was 3 years in the department, the total retention was 7 years and the final disposition was destroy subject to review. Under the 2018 By-law the department retention changed from 4 to 6 years.

Under the 2021 By-law, the title changed from "Recruitment Files and Policies" to "Recruitment Files".

Under the 2021 By-law the department retention changed from 6 years to 8 years, and the total retention changed from 10 years to 14 years.

Department Retention: 8 Years
Total Retention - Destruction: 14 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS028 **Uniform Competition Files**

To maintain a record of competitions for uniformed personnel positions.

MEMO:

Information collected includes action sheets, candidate assessment forms, applications, personal history forms, correspondence, test materials, evaluations, authorizations, assessment guides, interviewer's notes and references. Users: Individuals in Bank: Official Responsible: Under By-Law 14-2003, the retention for this series was 3 years in the department with a total retention of 7 years.

Department Retention: 5 Years
Total Retention - Destruction: 10 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS032 **Recruitment Policy Records**

To document Recruiting Policies.

MEMO:

This series includes reference material, recruitment practices documentation, recruitment histories, minutes, agendas, memos, and correspondence regarding the recruiting process.

Under the 2021 By-law, the title changed from "Recruitment Policies Sub-Committee Records" to "Recruitment Policy Records".

Under the 2021 By-law the department retention changed from 5 years to 2 years, and the total retention changed from 10 years to 50 years.

Records to be reviewed by Police when total retention reached.

Department Retention: 2 Years
Total Retention - Permanent: 50 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS037 **Absence Reports**

To provide a statistical record of absences.

Series Closed: 12-31-2013

The information collected includes reports which provide statistical absence information on the three components of Police Services, i.e. civilian, senior officers and uniforms. The categories of information expressed in hours include the following: no absence, casual sick paid, vested sick, sick no pay, short term disability, long term disability and WSIB - Adv.. Averages for the various categories are also provided. Users: Human Resources, Dept. Heads, Supervisors, Individuals in Bank: Civilian & Uniform Personnel, Official Responsible: Human Resources Manager. Under By-Law 14-2003, the retention for this series was 2 years in the department with a total retention of 2 years. This series was closed under the 2018 By-law. Information is entered directly into another database, and city database is used for reports.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS040 **School Resource Officer's Files**

To document the operation of the School Resource Unit.

MEMO:

The major categories in this series include: administration, correspondence, drugs, education resources, laws, personal, reports, safety topics, school board policies, drug lessons and school lessons.
Includes electronic records. Note: No files 1993-2003.

Under the 2021 By-law, the title changed from "Safety Education Officer's Files" to "School Resource Officer's Files".

The department retention changed from 3 years to 5 years.

Department Retention:	5 Years
Total Retention - Review:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS044 **Community Response Team Files**

To document the activities of the Community Response Team.

MEMO:

This series documents various crime prevention plans and related project based initiatives. Includes electronic records.

Under By-Law 14-2003 the title for this series was Crime Prevention Miscellaneous Files.

Under the 2021 By-law, the title changed from "Community Policing-Miscellaneous Files" to "Community Response Team Files".

Under the 2021 By-law the department retention changed from 4 years to 5 years, and the total retention changed from 6 years to 5 years.

Department Retention:	5 Years
Total Retention - Review:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS046 **Training Files**

To document the operation of the Police Department's training program.

MEMO:
This series consists of correspondence, memoranda and reports regarding all aspects of police training. Includes mandatory training files. Consists of both hardcopy and electronic files.

Under By-Law 1996-68, the retention period for this series was 5 years in the department, the total retention was 10 years and the final disposition was destroy. Under By-Law 14-2003, the retention period for this series was 5 years in the department, the total retention was 10 years and the final disposition was destroy subject to review.

Department Retention:	5 Years
Total Retention - Destruction:	10 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS047 **Provincial Offences Tickets**

To maintain a record of all Provincial Offences tickets issued by the Police.

MEMO:
Each ticket indicates the time and date of the offence, name and address of individual charged, driver's licence number, the date of birth, the plate number, vehicle make, nature of the offence, specific statute contravened, police officer's signature, officer's number, date of court appearance, amount of fine and signature of person charged.

Prior to the 2015 By-law this series had a departmental retention of 2 years, total retention of 7 years, and final disposition of destruction.

Under the 2021 By-law, the department retention changed from 1 year to 2 years.

Department Retention:	2 Years
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS051 **Court Dockets**

To maintain a record on court cases.

COPIES: Provincial Court

MEMO:
The dockets indicate the court identification, location, date, court time, information number, accused's age/date of birth and appearance type number, complainant's badge number/dept., date of offence/arrest, defendant's name, offence description, action, plea and court action. Under By-Law 19-2002, the retention period for this series was 2 years in the department, the total retention was 6 years and the final disposition was destroy. Prior to the 2013 By-law this series also included Provincial Offences Act dockets, now held under PS278.

Under the 2018 By-law the total retention was changed from 15 years to 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS053 **Certificate Control Lists**

To control handling of Provincial Offences tickets.

MEMO:
The lists indicate case numbers, number of certificates, the date of preparation, the date received by the Court Office and the signature of the individual verifying the receipt. Under By-Law 19-2002, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy.

Department Retention: 1 Year
Total Retention - Destruction: 1 Year

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS054 **Suspension Request Forms**

To document requests for drivers' licence suspensions.

Series Closed: 03-01-2017

MEMO:
The forms indicate the name and address of the requester, the driver's name and address, the sex, age, date of birth of the driver, the driver's licence number, the court date, the type of search requested, certification of the suspension, the date of the offence, the suspension number and the type of suspension. Under By-Law 19-2002, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy.

This series was closed under the 2021 By-law. Files are now ordered online through MTO.

Department Retention: 1 Year
Total Retention - Destruction: 1 Year

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS055 **Vehicle Registration Certificates**

To ascertain ownership of vehicles.

Series Closed: 03-01-2017

MEMO:
These records indicate the plate number, the infraction date, the parking tag number and the vehicle make. Under By-Law 19-2002, the title for this series was Vehicle Registration Certification, the retention period was 3 years in the department, the total retention was 7 years and the final disposition was destroy.

This series was closed under the 2021 By-law. Files are now ordered online through MTO.

Department Retention: 1 Year
Total Retention - Destruction: 1 Year

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS058 **Victim/Witness Assistance Program Files**

To document the operation of the Victim/Witness Assistance Program.

Series Closed: 12-31-2013

MEMO:

The files contain the date of the occurrence, the name, address and telephone number of the victim/witness, the name of the suspect/accused/charged, the charge, the court date, a summary of the occurrence, the steps taken and a copy of the police report. Under By-Law 56-2004, the retention period for this series was 4 years in the department, the total retention was 7 years and the final disposition was destroy. Prior to 2008 the retention period for this series was 4 years in the department, with 10 years total retention and final disposition of destruction.

Under the 2017 By-law, this series has been closed.

Under the 2021 By-law, the department retention changed from 2 years to 5 years, and the total retention changed from 10 years to 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS059 **Victim/Witness Statistics**

To provide a record of the administration of the Victim/Witness Assistance program.

Series Closed: 12-31-2013

MEMO:

This series consists of statistical reports. Under By-Law 56-2004, the title for this series was Victim/Witness Assistance Miscellaneous Files, the retention period was 4 years in the department, the total retention was 7 years and the final disposition was destroy.

Under the 2017 By-law, this series has been closed.

Under the 2021 By-law, the department retention changed from 15 years to 5 years, and the total retention changed from 15 years to 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

Retention Condition: AFEXP - AFTER EXPIRY

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS060 **Criminal Records**

To maintain a record of criminal dispositions.

MEMO:

Each dossier may consist of: a criminal dossier number, photographs, personal descriptions and detailed information regarding charges, copies of fingerprints, letters regarding amendments, and copy of criminal record. Since August 1990 some of this information is retained on the Records Management System. Under By-law 56-2004, the title for this Series was Criminal Dossiers.

Records are kept until pardoned, deceased, and/or subject to administrative or legislative purging.

Department Retention:	Permanent In Office
Total Retention - Permanent:	Permanent In Office
Final Disposition:	Permanent In Office

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS061 **Criminal Dossier Index Cards**

To facilitate access to criminal dossiers.

MEMO:

Information collected includes the individual's name, date of birth, address, criminal dossier number, fingerprint number and photograph number. Users: Individuals in Bank: Official Responsible:

Records are kept until pardoned, deceased, and/or subject to administrative or legislative purging.

Department Retention:
Total Retention - Permanent:

Final Disposition: Permanent In Office

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS062 **Deceased Persons Cards**

To provide a concise record of deceased criminals and to facilitate access to the criminal dossier.

Series Closed: 08-21-1990

MEMO:

Information collected includes the name, date of birth, address, criminal dossier number, photograph number, fingerprint number, charges, dispositions and type of incident. Under By-Law 14-2003, the retention period for this series was 5 years in the department, the total retention was 10 years and the final disposition was destroy. Users: Individuals in Bank: Official Responsible:

This series was closed under the 2021 By-law.

Department Retention: 25 Years
Total Retention - Destruction: 25 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS065 **Motor Vehicle Accident Reports**

To maintain a record of motor vehicle accidents.

COPIES: Engineering Division

MEMO:

This series consists of completed accident report forms, requests for information vouchers and correspondence. Following the review process, any selected files will be reclassified as PS085A. Under By-Law 56-2004, the retention for this series was 2 years in the department, the total retention was 7 years and the final disposition was destroy subject to review.

Under the 2013 By-Law the final disposition of these records was changed from Destroy Archives Review to Straight Destruction as these records will be reviewed by Police prior to disposition.

Department Retention: 5 Years
Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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PS068 Liquor Seizure and Disposal Reports

To maintain a record of the seizure and disposal of liquor.

MEMO:
 This series consists of Form D 16 - 11/77. The reports contain details of the seizures as well as remarks and the disposal receipt. Under the 2018 By-law the department retention was changed from 2 years to 1 month and the total retention was changed from 2 years to 1 month. The final disposition changed from destroy to integration. After disposal of property reports are filed in PS085 A or PS085B.

Department Retention:	1 Month
Total Retention - Destruction:	1 Month
Final Disposition:	Integration

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS069 Duty Rosters - Central Records

To maintain a record of days and hours worked.

MEMO: This series consists of a record of the days and hours worked by Central Records staff.

 Under the 2018 By-law, the title was changed from "Duty Rosters/Duty Officer Schedules" to "Duty Roster - Central Records". Under the 2018 By-law, the retention was changed from 7 years total to 3 years total. Under the 2018 By-law, the purpose was changed from "To maintain a record of the days and hours worked by both uniform & civilian members of the Police."to "To maintain a record of days and hours worked."

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS073 Index Cards

To serve as a comprehensive index for occurrence reports and criminal dossiers.

Series Closed: 08-21-1990
 MEMO:
 Information collected includes the individual's name, date of birth, address, criminal dossier number, photograph number, charges, dispositions and type of incident. Users: Individuals in Bank: Official Responsible: Under By-Law 1996-68, the retention period for this series was 20 years in the department, the total retention was 20 years and the final disposition was destroy. Under By-Law 19-2002, the retention period for this series was 20years in the department, the total retention was 20 years and the final disposition was destroy subject to review. Series closed in 1990.

Department Retention:	25 Years
Total Retention - Destruction:	25 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PS074 **Transcriber Reports**

To provide a record of the transcription of officer's reports.

MEMO:

This series consists of various reports including production reports, status reports, includes report numbers, officer and transcriber identifiers, length of call, and transcription. Electronic as of June 28, 2017. Under By-Law 19-2002, the retention period for this series was 1 year in the department, the total retention was 2 years and the final disposition was destroy. Under the 2018 By-law, the title was changed from "Transcriber Logs" to "Transcriber Reports."

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS080 **Special Interest Police Files - CPIC**

To alert the Police regarding the presence of individuals requiring close observation.

MEMO:

Information collected includes observation flysheets, CPIC flysheets, copies of police reports, message preparation forms and correspondence. Users: Individuals in Bank: Official Responsible: Under By-Law 1996-68, the retention period for this series was 1 year in the department, the total retention was 1 year, the condition was after removal from CPIC and the final disposition was destroy. These files will become superceded/obsolete after their removal from CPIC. Under By-Law 19-2002, the title for this series was Observation Files - CPIC.

Department Retention:	2 Months
Total Retention - Destruction:	2 Months

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS082 **Custody Files**

To serve as a back-up for CPIC entries.

MEMO:

Information collected includes CPIC fly sheets, OMPPAC/CPIC printouts, requests for temporary release, open custody police notifications and fingerprint identification records. Users: Individuals in Bank: Official Responsible: Under By-Law 1996-68, the retention period for this series was 1 year in the department, the total retention was 1 year and the final disposition was destroy. Under By-Law 19-2002, the retention period for this series was 1 year in the department, the total retention was 1 year, the condition was after removal from CPIC and the final disposition was destroy subject to review. These files will become superceded/obsolete after their removal from CPIC or until a subsequent validation has occurred.

Department Retention:	2 Months
Total Retention - Destruction:	2 Months

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number Series Title

PS083 Arrest Warrants Files

To maintain a record of arrest warrants.

MEMO:
 After execution, arrest warrant is to be transferred to occurrence files - Series PS085. Information collected includes warrant flysheets, OMPPAC/CPIC printouts, arrest warrants, promises to appear, personal details, physical descriptions, undertakings and fingerprint records. After execution, the arrest warrant is transferred to either PS085 A or PS085B. The flysheet becomes PS101.
 Users: Individuals in Bank: Official Responsible: Under By-Law 1996-68, the retention period for this series was 3 years in the department, the total retention was 3 years, the condition was after execution of warrant and the final disposition was destroy. These files will become superceded/obsolete after the execution of the warrants.

Department Retention: 2 Months
 Total Retention - Destruction: 2 Months

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: PIB - PERSONAL INFORMATION BANK

PS084 Committal Warrant Files

To maintain a record of warrants for committal.

MEMO:
 Committal warrant returned to court after execution or recall. Information collected includes warrant of committal flysheets, OMPPAC/CPIC print-outs, warrants of committal on conviction and related correspondence. The warrant is returned to the Provincial or General Division Court after execution or recall. The warrant of committal flysheet becomes PS102. Users: Individuals in Bank: Official Responsible: Under By-Law 1996-68, the retention period for this series was 3 years in the department, the total retention was 3 years, the condition was after execution of warrant and the final disposition was destroy. These files will become superceded/obsolete after the execution of the warrants.

Department Retention: 2 Months
 Total Retention - Destruction: 2 Months

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: PIB - PERSONAL INFORMATION BANK

PS085A Occurrence Reports - Major

To provide a record of occurrences involving homicide, armed robberies, miss. persons & sudden deaths.

MEMO:
 The occurrence reports include filed reports, arrest reports, correspondence, security reports and court disposition records. Destruction of these files is subject to review in order to comply with any requirement for outstanding warrant backup or young offender non-disclosure file backup and is also subject to the selection of any files deemed to have permanent value. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 20 years, the condition was after completion and the final disposition was destroy except for material deemed to have permanent value. These reports will become superceded/obsolete after the completion of the investigation of the occurrence.

Records to be reviewed by Police when total retention reached.

Under the 2021 By-law, the final retention was changed from Destroy, Subject to Review, to Destroy.

Department Retention: 1 Year
 Total Retention - Destruction: 25 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number	Series Title
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PS085B Occurrence Reports - Minor

To maintain a record of routine occurrences.

MEMO:

The occurrence reports include filed reports, arrest reports, correspondence, security reports and court disposition records. Subject to requirement for outstanding warrant backup and young offender non-disclosure file backup. Also subject to CPIC Regulations. Under By-Law 19-2002, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy subject to review.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years

Final Disposition:	Destruction
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS087 Probation Files

To provide record of individuals on probation.

COPIES: Orig. in Probation & Parole Office

MEMO:

Information collected includes entirety of copies of CPIC flysheets, OMPPAC/CPIC printouts, fingerprint identification, referral intake information, probation orders and change of probation term/conditions. Users: Individuals in Bank: Official Responsible: These files will become superceded/obsolete after the probation orders expire. The probation orders are subsequently filed in PS085 A or PS085B. Under By-Law 19-2002 the retention period for this series was 2 years in the department, the retention condition was superceded/obsolete after the probation orders expire, the total retention was 2 years and the final disposition was destroy.

Department Retention:	2 Months
Total Retention - Destruction:	2 Months

Final Disposition:	Destruction
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Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS088 Trespass Notices

To maintain a detailed record of prohibitions.

COPIES: Issuer, subject

MEMO:

Information collected includes Form TB 1283 which indicates the name and address of the individual, the name and the location of prohibited premises, the date and the signature of the occupier. Filed with PS085 A or PS085B if applicable.

Users: Individuals in Bank: Official Responsible: Under By-Law 19-2002, the title for this series was Prohibition Notices.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years

Final Disposition:	Destruction
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FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PS089 **CPIC Messages**

To provide a record of CPIC message requests and a copy of CPIC messages received.

MEMO: Under By-Law 19-2002, the retention period for this series was 1 month in the department, the total retention was 1 month and the final disposition was destroy.

Department Retention: 2 Months
 Total Retention - Destruction: 2 Months
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS091 **Police Records Requests**

To maintain a record of security checks undertaken for various organizations.

MEMO:
 The organizations for which Police Services requests have been made for all purposes include the following: Big Brothers, Firefighters, Canadian Mental Health Assoc., Children's Aid Society, City of Thunder Bay, National Parole Board, Social Services, Wesway and the William W. Creighton Centre. Under By-Law 19-2002, the title for this series was Security Checks Files. Under By-Law 14-2003, the retention for this series was 2 years in the department with a total retention of 2 years.

Department Retention: 3 Years
 Total Retention - Destruction: 3 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS094 **Statistics Files**

To serve as a record of var. categories of stats which have been compiled & reported by the Police.

MEMO:
 This series consists of OMPPAC reports, monthly reports, domestic violence reports, traffic/occurrence statistics and homicide surveys along with sundry working papers. This series is destroyed after five years subject to the selection of Central Records and Traffic Section Monthly Count.

Under the 2017 By-law, the disposition changed from Destroy, Subject to Review to Straight Destruction.

Department Retention: 5 Years
 Total Retention - Destruction: 5 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS097 **Records Manager's Files**

To maintain a record of daily working of the Central Records Department.

MEMO: This series consists of both digital and hardcopy files including but not limited to: correspondence, policy, scheduling, etc. - any information relating to the Central Records Department.

Under the 2018 By-law, the retention was changed from 3 years departmental and total to 5 years departmental and total.

Under the 2021 By-law, the title changed from "Records Manager's Correspondence" to "Records Manager's Files."

Department Retention: 5 Years
 Total Retention - Destruction: 5 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS098 Non-Disclosure Dates Logs

To indicate the dates for purging Young Offenders files.

MEMO:
 This series indicates the expiry year, the month and the criminal dossier number. These logs will become superceded/obsolete after all of the activity on the case has been completed.
 Under the 2013 By-Law the department retention was changed from 1 year to 6 years.

Under the 2021 By-law, the department retention changed from 6 years to 1 year, and the total retention changed from 6 years to 1 year.

Department Retention: 1 Year
 Total Retention - Destruction: 1 Year

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS099 Committal Warrant Ledger

To document the processing of committal warrants.

MEMO:
 This series consists of entries in a ledger which include the case number, the name of the accused, the information number, the date received, the expiry date of the warrant and the disposition. The information in this ledger will become superceded/obsolete after the expiry of the warrant.

Department Retention: 2 Years
 Total Retention - Destruction: 2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS100 Warrant Ledger

To document the processing of bench warrants.

MEMO:
 This series consists of entries in a ledger which includes the ledger number, name of accused, information number, the date received and the disposition. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 3 years, the condition was after expiry of bench warrant and the final disposition was destroy. The information in this ledger will become superceded/obsolete after the expiry of the warrant.

Department Retention: 2 Years
 Total Retention - Destruction: 2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS101 Warrant Flyersheets

To provide a detailed record of warrants.

MEMO:

This series consists of flyersheets which indicate the surname, given names, address, date of birth, offence, offence date, driver licence number, case number, information number, ledger number, date of execution, file control record and police attempts to execute the warrant. These flyersheets are filed separately after the warrant has been executed or withdrawn. The flyersheets will become superceded/obsolete after the execution of the warrants. Under By-Law 14-2003, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy. Under the 2013 By-Law the final disposition of these records was changed from Destroy Archives Review to Straight Destruction as these records will be reviewed by Police prior to disposition.

Department Retention: 5 Years
Total Retention - Destruction: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS103 Charged Person Files

To serve as a back-up for CPIC records.

COPIES: Court Files

MEMO:

Information collected includes charged persons fly sheets, OMPPAC/CPIC printouts, recognizances of bail, interim release court records, undertakings and copies of appearance notices. Users: Individuals in Bank: Official Responsible: Under By-Law 1996-68, the retention period for this series was 1 year in the department, the total retention was 1 year, the condition was after court disposition and the final disposition was destroy. These files will become superceded/obsolete after their removal from CPIC.

Department Retention: 2 Months
Total Retention - Destruction: 2 Months

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: PIB - PERSONAL INFORMATION BANK

PS106 Temporary Absence and Travel Permits

To document authorizations for absence and travel.

MEMO:

Information collected includes parole certificates, photographs and CPIC messages. Users: Individuals in Bank: Official Responsible: Under By-Law 1996-68, the retention period for this series was 1 year in the department, the total retention was 1 year, the condition was until expiry and the final disposition was destroy. The permits will become superceded/obsolete after they expire.

Department Retention: 2 Months
Total Retention - Destruction: 2 Months

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number Series Title

PS111 Prohibitions - CPIC

To maintain a record of prohibitions.

MEMO:
 Information collected includes CPIC flysheets, CPIC messages, prohibition orders and fingerprint records. Users: Individuals in Bank: Official Responsible: Under By-Law 1996-68, the retention period for this series was 1 year in the department, the total retention was 1 year and the final disposition was destroy. Under By-Law 19-2002, the title for this series was Prohibition Reports, the retention period was 1 year in the department, the total retention was 1 year, the condition was after expiry of prohibition and the final disposition was destroy. These reports will become superceded/obsolete after the expiry of the prohibition.

Department Retention: 2 Months
 Total Retention - Destruction: 2 Months

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: PIB - PERSONAL INFORMATION BANK

PS112 Firearms Control Ledger

To maintain a record of all firearms which have been seized, found or turned in and their final disposition.

MEMO:
 This series consists of a ledger which indicates the location number, incident number, tag number, make, model, type, action, calibre, shots, barrel and serial number of the weapon. Includes final disposition. Under By-Law 19-2002, the title for this series was Firearms Control Cards. Under By-Law 14-2003, the retention period for this series was 6 years in the Department, the total retention was 11 years, the condition was superceded/obsolete and the final disposition was destroy. This series now remains in the department permanently.

Department Retention:
 Total Retention - Permanent:
 Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS114 Legal Tender Ledger

To maintain a record of all money (and other valuables) which have been seized, found or turned in.

MEMO:
 This series consists of a ledger which indicates the date, inventory tag number, amount and details of the disposition. The ledger also contains a record of money turned over to the Police Services Board. (Previously covered by Schedule PS 119.) The information in the ledger will become superceded/obsolete after the disposition of the legal tender. Under By-Law 14-2003, the retention period for this series was 2 years in the department, the total retention was 7 years, the retention condition was superceded/obsolete and the final disposition was destroy.

Under the 2021 By-law, the department and total retentions changed from 7 years to 8 years.

Department Retention: 8 Years
 Total Retention - Destruction: 8 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS116 Property Tags

To provide a concise record of all property which has been seized, found or turned in.

MEMO:
 This series consists of property tags which indicate the occurrence number, date, stores tag number, bin location, property & owner details, owner notification, officer's name & badge number and the exhibit continuity record. The tags will become superceded/obsolete after the disposition of the property. Prior to the 2010 By-Law, these records had a department retention of 3 years.

Department Retention: 8 Years
 Total Retention - Destruction: 8 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS121 Officer's Notebooks

To serve as a detailed record of the daily duties performed by police officers.

MEMO:
 Information collected includes the officer's name, rank identification number, division, revolver serial number, handcuff serial number, the date of commencement of the notebook, the date of completion of the notebook and a detailed record of the daily duties performed. Users: Individuals in Bank: Official Responsible: Under By-Law 2000-79, the retention period for this series was 2 years in the department, the total retention was 10 years, the condition was Duration of Service and the final disposition was destroy except for material deemed to have permanent value. The notebooks will become superceded/obsolete after the resignation /retirement of the individuals. Under the 2013 By-Law the final disposition of these records was changed from Destroy Archives Review to Straight Destruction as these records will be reviewed by Police prior to disposition and the total retention was changed to 25 years from 15 years. Under the 2018 By-law the department retention was changed from 2 years to 1 month.

Department Retention: 1 Month
 Total Retention - Destruction: 25 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: PIB - PERSONAL INFORMATION BANK

PS125 Requisition Forms

To maintain a copy of requests for supplies.

MEMO:
 This series consists of Form EP0047 which indicates the requisitioner's name, the division, the date, the quantity requested, quantity supplied and the identification of the item. Under By-Law 19-2002, the retention period for this series was 2 years in the department, the total retention was 3 years and the final disposition was destroy.

Under the 2018 By-law the title changed from "Purchase Order Requisition Forms" to "Requisition Forms".

Department Retention: 3 Years
 Total Retention - Destruction: 3 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS131 **Weapons Destruction Records**

To maintain a record of the destruction of weapons which have been seized or turned in.

Series Closed: 03-31-2007

MEMO:
This series consists of exhibit tags, exhibit reports, memoranda and police reports. Under By-Law 19-2002 the retention period for this series was 5 years in the department, the total retention was 10 years and the final disposition was destroy.

This series was closed under the 2021 By-law. This information is now being recorded with PS 112 Firearms Control Ledger.

Department Retention:
Total Retention - Permanent:

Final Disposition: Permanent In Office

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS134 **Director of Finance and Facilities**

To document Finance and Facilities activities.

MEMO:
This series includes the following subjects: Balmoral station activity, budgets, building inspections, health and safety, job descriptions, meeting minutes, purchase orders, property and stores, radio problems, radar, records retention, soft body armour, telephones, towing, workmen's compensation, audits, invoices and procurement card records, personnel records, journal entries, etc. Under By-Law 14-2003, the retention period for this series was 4 years in the department, the total retention was 7 years and the final disposition was destroy.

Under the 2018 By-law the title changed from "Support Services Office Files" to "Director of Finance and Facilities".

Under the 2021 By-law, the department retention changed from 7 years to 8 years, and the total retention changed from 7 years to 8 years.

Department Retention: 8 Years
Total Retention - Destruction: 8 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS136 **Vehicle Files**

To maintain a record of the operation of police vehicles.

MEMO:
This series includes the following subjects: fuel, licence and insurance deletions and additions, assignment lists, decal information, maintenance, parking permits, ownerships, tenders for police vehicles and accident files. Under By-Law 14-2003, the retention period for this series was 3 years in the department, the total retention was 5 years and the final disposition was destroy.

Department Retention: 5 Years
Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS138 Radio Station Licences

To maintain a record of all police radio licences.

MEMO:
This series consists of licences which indicate the expiry date, company code, licence number, date of issue, class, station location, co-ordinates, service category, transmitting frequencies, bandwidth, power, authorized communications and receiving frequencies.

Under By-Law 56-2004, the retention period for this series was 3 years in the department, the total retention was 7 years and the final disposition was destroy.

Under the 2021 By-law, the department retention changed from 3 years to 1 year, and the total retention changed from 3 years to 1 year

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS139 Mobile and Portable Radio Check List

To maintain a record of police mobile radios.

MEMO:
This series indicates the radio serial number, location and model. Under By-Law 14-2003, the retention period for this series was 2 years in the department, the total retention was 4 years and the final disposition was destroy.

Under the 2018 By-law the title changed from "Mobile Radio Check List" to "Mobile and Portable Radio Check List".

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS141 Vehicle Service Log

To provide a detailed record of the servicing of police vehicles.

MEMO:
This series consists of a log which indicates for each vehicle, the vehicle number, serial number, year, make, date put in service, licence number, dates and mileage of lubrication and oil servicing, and dates/mileage and name of garage for service and repairs. The logs will become superceded/obsolete after the vehicles have been disposed of. Under By-Law 14-2003, the retention period for this series was 2 years in the department, the total retention was 3 years, the condition was superceded/obsolete and the final disposition was destroy.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS143 Finance Administration Files

To provide a record of the administration of routine financial issues.

MEMO:

This series consists of overtime records, lieu requests, supplementary pay records, etc. Under By-Law 19-2002 the retention period for this series was 3 years in the department, the total retention was 5 years and the final disposition was destroy. Under By-Law 409-2005, the department retention for this series was 5 years. Under the 2018 By-law the department retention was changed from 2 years to 3 years and the total retention was changed from 5 years to 7 years.

Under the 2021 By-law, the total retention changed from 7 years to 8 years.

Department Retention:	3 Years
Total Retention - Destruction:	8 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS144 Purchasing Files

To maintain a record of the purchase of goods and services by the Police.

COPIES: Finance & Material Management

MEMO:

This series consists of purchase order request forms, authorities for payment, telephone bills, legal bills, copies of petty cash disbursement and replenishing cheque stubs. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 3 years and the final disposition was destroy. Under By-Law 19-2002, the retention period for this series was 3 years in the department, the total retention was 4 years and the final disposition was destroy. Under By-Law 409-2005, the department retention for this series was 4 years. Under the 2018 By-law the department retention was changed from 2 years to 3 years and the total retention was changed from 4 years to 3 years.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS145 Supplementary Pay Claim Records

To document supplementary pay claims submitted by members of the Police.

Series Closed: 12-31-2014

MEMO:

This series consists of records which indicate the date, the claimant's name, number, shift worked, amount of overtime, reason for overtime, claimant's signature and supervisor's approval. Under By-Law 19-2002, the retention period for this series was 2 years in the department, the total retention was 3 years and the final disposition was destroy. Under By-Law 409-2005, the department retention for this series was 5 years.

This series was closed under the 2018 By-law. All records are now stored under PS143.

Department Retention:	2 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS147 Deputy Chief's Office Files

To document the administration and coordination of Police functions.

COPIES: Chief's Office

MEMO:

This series covers the following subjects: accidents, audits, bank time, bargaining, bootlegging, budgets, Can. Assoc. of Police Chiefs, Can. Police College, communications, combat team, courts, crime prevention, crime stoppers, criminal investigation, debriefings, drugs, employee assistance, employee development, family violence, homicides, intelligence, joint forces organization, labour relations, meetings, Ont. Assoc. of Chiefs of Police, OPC, OPP, promotions, RCMP, race relations, safety education, strategic planning, tactical unit, Thunder Bay Police Assoc., Pipes & Drums, Police Services Board, uniform division, use of force, vehicles, workload study and zone policing. Under By-Law 1996-68, the retention period for this series was 3 years in the department, the total retention was 7 years and the final disposition was destroy.

Under the 2017 By-law, the department retention changed from 3 years to 7 years.

Records to be reviewed by Police when total retention reached.

Under the 2021 By-law, the final retention was changed from Destroy, Subject to Review, to Destroy.

Department Retention:	7 Years
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS148 Superintendent's Files

To provide a record of the administration of the Uniform Division.

COPIES: Chief's Office, Deputy Chief's Off.

MEMO:

This series covers the following subjects: airport, alarms, alert, animal control, briefings, budgets, case law, cell block, civilian & contract staff, coach officers, communications, complaints, compressed work week, courses, court, crime prevention, crimestoppers, dangerous goods, defensive driving, emergency procedures, equipment issue sheets, evaluations & development, family violence, foot patrols, FOI, harbour/marine patrols, hostage situations, identification, judges, media relations, OMPPAC, notebooks, OPC, overtime, parade permits, personnel and training, police services, prisoner escort, race relations, recruiting, RIDE, schools, security checks, special duty sheets, special investigative unit, Thunder Bay Police Association, training, trauma team, patrol areas, use of force, vehicles, workers' compensation, Young Offenders Act and zone policing. Under By-Law 1996-68, the retention period for this series was 3 years in the department, the total retention was 7 years and the final disposition was destroy.

Under the 2017 By-law, the department retention changed from 3 years to 7 years.

This series was closed under the 2021 By-Law.

Department Retention:	7 Years
Total Retention - Review:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS149 Operations Office Files

To maintain a record of all routine administrative matters, Police activities and responsibilities.

MEMO:

This series maintains a record of all routine administrative, Police activities and responsibilities.

Prior to the 2015 By-law this series had a departmental retention of 3 years, total retention of 5 years, and final disposition of destruction.

Under the 2017 By-law, the title changed from Secretary's Office Files to Operations Office Files. Records previously managed under PS019 and PS022 are now managed under PS149

Department Retention: 5 Years
Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS150 Personnel Files

To maintain a record of personnel matters regarding uniform and civilian staff members.

COPIES: Human Resources

MEMO:

Information collected includes performance appraisals, memoranda, correspondence and probationary reviews. Users: Individuals
in Bank: Official Responsible:

These files will become superceded/obsolete after the resignation/retirement of the individuals. Under By-Law 14-2003, the department retention for this series was 1 year.

Department Retention: 2 Years
Total Retention - Destruction: 20 Years

Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS151 Visitor's Log

To maintain a record of all visitors/entry to the Balmoral St. Station and the Property & Stores area.

Final Disposition: Destruction

MEMO:

This series consists of logs kept at the Front Desk and Property & Stores area which may contain the following information: date, time in, tag number, visitor's name, identity of staff contact, time out.

Under By-Law 56-2004 the retention for this series was 1 year in the department, the total retention was 7 years and the final disposition was destroy. Under the 2018 By-law the department retention was changed from 7 years to 3 years and the total retention was changed from 7 years to 3 years.

Department Retention: 3 Years
Total Retention - Destruction: 3 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS154 Prisoner Manager Application

To maintain a record of prisoner checks and the assignment of prisoners to cells.

MEMO:

This series consists of date, name of subject, cell number assigned, time checks conducted, related incident number, etc. Records are electronic since 2012 and are kept 6 months active and 2.5 years inactive (archived). Under By-Law 19-2002, the retention period for this series was 1 year in the department, the total retention was 1 year and the final disposition was destroy. Under the 2018 By-law the title changed from "Prisoner Sign-In Log" to "Prisoner Manager Application".

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS155 Duplicate Receipts - Petty Cash Lunches

To document expenditures for prisoner lunches.

MEMO:

This series consists of duplicate receipts which indicate the date, the amount of the purchase, the particulars and the signature. Under By-Law 19-2002, the title for this series was Duplicate Receipts - Petty Cash PrisonerLunches, the retention period was 2 years in the department, the total retention was 7 years and the final disposition was destroy.

Under the 2021 By-law, the department and total retentions changed from 4 years to 8 years.

Department Retention:	8 Years
Total Retention - Destruction:	8 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS156 Petty Cash Ledger

To maintain a record of petty cash expenditures for prisoners' lunches.

MEMO:

This series indicates the date, time, amount placed in the fund, amount removed from the fund, the balance and officer's initials. Under By-Law 19-2002, the retention period for this series was 4 years in the department, the total retention was 7 years and the final disposition was destroy.

Department Retention:	4 Years
Total Retention - Destruction:	4 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS157 Committal Warrants Receipts

To maintain a record of receipts issued regarding warrants of committal.

Series Closed: 12-02-2001

MEMO:
This series consists of receipts which indicate the date, the identity of the individual submitting the payment, the amount, particulars and the signature. Under By-Law 409-2005, the department retention for this series was 2 years.

This series was closed under the 2021 By-law.

Department Retention:	7 Years
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS159 Record of Notebooks Issued

To maintain a record of the issuance of officer's notebooks.

MEMO:
This series indicates the notebook number, the date of issue, the identity of the officer receiving the notebook and the identity of the officer issuing the notebook. Under By-Law 14-2003, the retention period for this series in the department was 2 years.

Department Retention:	4 Years
Total Retention - Destruction:	4 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS161 Special Events & Extra Duty

To record all information related to Special Events and Extra Duty events.

MEMO:
This series includes copies of city issued permits, individual whom permit was issued to, date and time of event, route and roadway use required, authorization for required equipment and personnel. Includes electronic records.

Under the 2021 By-law, the title was changed from "Parade Permits (copies)" to "Special Events & Extra Duty",.

Under the 2021 By-law the department retention was changed from 1 year to 2 years.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS164 **Uniform Inspector's Office Files**

To document the operation of the Uniform Division.

MEMO:
 This series covers a variety of subjects including: equipment logs, breath tech logs, intox logs, supervisor equipment NCO equipment logs, correspondence, etc. Records to be reviewed by Police when total retention reached.

Under By-Law 1996-68, the retention period for this series was 3 years in the department, the total retention was 7 years and the final disposition was destroy.

Under the 2018 By-law the title changed from "Inspector's Office Files" to "Uniform Inspector's Office Files" and the total retention changed from 7 years to 3 years.

Under the 2021 By-law, the final retention was changed from Destroy, Subject to Review, to Destroy.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS167 **Fatal Accident Files**

To maintain a record of fatal accident investigations.

MEMO:
 This series consists of reports, correspondence and photographs. Under the 2018 By-law, the retention was changed from 10 years total to 25 years total retention.

Department Retention:	5 Years
Total Retention - Destruction:	25 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS168 **Traffic Office Files**

To maintain a record of traffic related issues.

MEMO:
 This series consists of correspondence, memoranda, councillor enquiry reports, motor vehicle accident reports and traffic reports, focused enforcement logs, statistics, CROMS Reports. Includes electronic files.

Under the 2021 By-law, the title was changed from "Street Files" to "Traffic Office Files".

Under the 2021 By-law the department retention was changed from 4 years to 5 years, and the total retention was changed from 7 years to 5 years

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS169 **Statistics Files**

To provide statistical information regarding a range of traffic-related issues.

MEMO:

This series consists of statistics relating to traffic accidents, radar use, caution tickets, breathalyzer readings, traffic violations and monthly enforcement statistics. Under By-Law 1996-68, the retention period for this series was 3 years in the department, the total retention was 5 years and the final disposition was destroy. Prior to the 2013 By-law these records had a department retention of 3 years and a total retention of 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS172 **Taxi Company Files**

To maintain a record of taxi and limousine service operations.

Series Closed: 06-20-2018

MEMO:

This series consists of correspondence, taxi/limousine inspection reports, licence transfer applications and copies of licences. Under By-Law 56-2004, the retention for this series was 3 years in the department, the total retention was 5 years and the final disposition was destroy.

Under the 2021 By-law, the department retention was changed from 5 years to 1 year and the total retention was changed from 5 years to 1 year. This series was closed under the 2021 By-law.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS181 **Second Hand Store Files**

To maintain a record of second hand store purchases.

MEMO:
 This series contains Form TB555 and consists essentially of daily reports which indicate the business name, date, address, time received, amount paid, description of articles, name and resident of the person disposing and the age and description of the person disposing. These files will become superceded/obsolete after the store's licence has lapsed. Under the 2018 By-law, the retention was changed from 2 years departmental and 4 years total to 1 years departmental and total retention; and the Retention Condition of "RFC - Retention applies after file closed" was removed.

Department Retention: 1 Year
 Total Retention - Destruction: 1 Year
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS182 **Inquest Book**

To maintain a record of coroner's inquests.

Series Closed: 07-09-2004

MEMO:
 This series indicates the name/address of the deceased, the coroner's name, the name of the crown attorney, the name of the court reporter, the name of the coroner's constable, jurors' names, witnesses' names, remarks and recommendations. Under the 2018 By-law, the retention was changed from "Permanent in Office" to 5 years departmental and total and "Destroy".

This series was closed under the 2021 By-law.

Department Retention: 5 Years
 Total Retention - Destruction: 5 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS183 **Detective Inspector's Office Files**

To maintain a record of the operation of the Criminal Investigation Division.

COPIES: Chief's & Deputy Chief's Offices

MEMO:
 This series consists of memoranda, correspondence and reports covering a wide variety of administrative and operational matters relating to criminal investigation. Under the 2018 By-law, the departmental retention was changed from 3 years to 5 years.

Records to be reviewed by Police when total retention reached.

Under the 2021 By-law, the final disposition was changed from Destroy, Subject to Review, to Destroy.

Department Retention: 5 Years
 Total Retention - Destruction: 5 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS188 **Inquest Files**

To maintain a record of coroner's inquests.

MEMO:
 Information collected includes investigators' reports, pathologists reports, summonses, exhibits, photographs and jury verdicts. Under By-Law 409-2005, the department retention for this series was 5 years. Users: Individuals in Bank: Official Responsible: Prior to the 2013 By-law, these records had a department retention of 2 years and a total retention of 10 years, and a final disposition of permanent. These records will be reviewed by Police before disposition.

Department Retention: 1 Year
 Total Retention - Destruction: 25 Years
 Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS194 **Neighbourhood Watch Photos**

To maintain a photographic record of Neighbourhood Watch Board members.

Series Closed: 07-31-1996

MEMO:
 Information collected includes colour photos and negatives. Photograph dates and individual's names and addresses are recorded on the backs of the photographs. Users: Individuals in Bank: Official Responsible:
 These photos will become superceded/obsolete after the resignation /retirement of the individuals.

Under the 2021 By-law, the final disposition was changed from Permanent to Destroy. This series was closed under the 2021 By-law.

Department Retention: 2 Years
 Total Retention - Destruction: 4 Years
 Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS195 **Police Services Board Photos**

To maintain a photographic record of Police Services Board members.

MEMO:
 Information collected includes colour photos and negatives. Photograph dates and individual's names are recorded on the backs of the photographs. Users: Individuals in Bank: Official Responsible:
 These photos will become superceded/obsolete after the resignation/retirement of the individuals.

Department Retention: 2 Years
 Total Retention - Permanent: 4 Years
 Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS198 **Criminal Dossier Log Book**

To provide a record of the issuance of criminal dossier numbers.

MEMO:
 This series indicates the issuance date, the CD#, and the accused's surname and given names.

Department Retention: Permanent
 Total Retention - Permanent: Permanent
 Final Disposition: Permanent In Office

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS200 Adult Fingerprint Log

To provide a statistical record of adult fingerprinting & to provide verification of fingerprinting

Series Closed: 12-31-2016

MEMO:

This series consists of the name of the accused, the charge, categories of information obtained and the date. Under By-Law 19-2002, the retention period for this series was 2 years in the department, the total retention was 3 years and the final disposition was destroy. This series was closed under the 2018 By-law.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS201 Young Offenders Fingerprint Log

To provide a statistical record of the fingerprinting of young offenders & to provide verification.

Series Closed: 12-31-2016

MEMO:

This series consists of the name of the young offender, the charge, categories of information obtained and the date. Under By-Law 19-2002 the retention period for this series was 2 years in the department, the total retention was 3 years and the final disposition was destroy.

This series was closed under the 2018 By-law.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS202 Incident Log

To provide Identification Section Officers with up-to-date information regarding investigations.

MEMO:

This series indicates the date, the incident number, the location, occurrence classification, report submission, officer number, evidence collected and the name(s) of the identified/accused. Under By-Law 19-2002 the retention period for this series was 3 years in the department, the total retention was 5 years and the final disposition was destroy.

Under the 2021 By-law, the department retention was changed from 5 years to 1 year, and the total retention was changed from 5 years to 1 year.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS207 Deceased Persons

To substantiate the identification of deceased persons.

MEMO:
 This series consists of fingerprints, photographs and OMPPAC and CPIC messages. Under By-Law 56-2004, the retention for this series was 2 years in the department, the total retention was 2 years and the final disposition was destroy.

Under the 2018 By-law the department retention was changed from 2 years to 5 years and the total retention was changed from 10 years to 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS210 Crime Negatives

To provide a photographic record for use in the investigation of crimes.

MEMO:
 This series consists of photographic negatives of evidence, crime scenes and victims. If applicable, filed with PS300 when final disposition is reached.
 These records will become superceded/obsolete after the completion of the case.
 Prior to the 2010 By-Law, these records had a department retention of 4 years.

Under the 2013 By-Law the final disposition of these records was changed from Destroy Archives Review to Straight Destruction as these records will be reviewed by Police prior to disposition.

Digital as of January 2017. If applicable, filed with PS300 when final disposition is reached.

Under the 2021 By-law the total retention was changed from 7 yearsto 25 years.

Department Retention:	3 Years
Total Retention - Destruction:	25 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS212 Administration Files - Identification

To maintain a record of the operation of the Identification Section.

MEMO:
 This series includes the following: copies of budgets, shift schedules, training, DNA Coordinator information, SOCO Administration, correspondence. Includes paper and electronic files.

Under the 2021 By-law, the total retention was changed from 7 years to 3 years.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS214 Police Force Activity Photos

To provide a photographic record of Police Dept. activities.

MEMO:
 This series consists of photographs of the following activities: presentations, retirements, social events, funerals and pipe bands. May contain electronic formats, negatives and photographs.

Records to be reviewed by Police when total retention reached.

Under the 2021 By-law, the department retention was changed from 3 years to 40 years, and the total retention was changed from 5 years to 40 years.

Department Retention:	40 Years
Total Retention - Permanent:	40 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS224 Media Release Files

To provide a record of Police information released to the media.

MEMO:
 This series consists of copies of the media releases, police reports and court section notes. Under By-Law 19-2002, the retention period for this series was 2 years in the department, the total retention was 7 years and the final disposition was destroy. Under the 2018 By-law the department retention changed from 4 years to 10 years and the total retention changed from 4 years to 10 years. As of 2003 all files are being kept electronically.

Department Retention:	10 Years
Total Retention - Destruction:	10 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS226 Promotional Policy Qualifying Ledger

To maintain a record of promotion competitions.

MEMO:
 This series consists of a ledger which indicates the candidates' names, ratings, OPC examination results, situation knowledge test results, oral interview results, oral examination results, job experience, seniority and overall results.
 As of 2010, these records are electronic. Under the 2017 By-law, the department retention changed from 10 years to 30 years.

Department Retention:	30 Years
Total Retention - Destruction:	30 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS228 Telephone and Radio Logs

To record and verify all telephone calls and radio transmissions in Communications

MEMO:
This series consists of any telephone and radio calls received and sent in Communications. Captured are numerous lines of 911 and non-emergency phone calls as well as Police and Fire radio transmissions. Information collected may include highly sensitive and personal information pertaining to individuals requiring 911 assistance.

Users: Communications, TBPS members, Professional Standards, Senior Staff, Senior Fire Staff and Fire Dispatch.

Individuals in Bank: Public requiring 911 assistance

Official Responsible: Communications Manager

Under the 2018 By-law the title changed from "Telephone Logger Tapes" to "Telephone Logger Recordings".

Electronic since September 2014.

Under the 2021 by-law, the title changed from Telephone Logger Tapes to Telephone and Radio Logs.

Under the 2021 By-law the department and total retentions changed from 4 months to 6 months.

Department Retention:	6 Months
Total Retention - Destruction:	6 Months
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS229 911 E-Printer Logs

To provide a detailed record of the receipt and handling of all 911 telephone calls.

MEMO:
Information collected includes the name, address and telephone numbers of public requiring 911 assistance. Users: Communications Supervisor, Senior Police Personnel, Senior Fire Personnel, Fire Dispatch only Individuals in Bank: Public requiring 911 assistance Official Responsible: Communications Manager Prior to the 2012 By-Law these records were retained for 4 months before destruction.

Electronic since September

Under the 2021 By-law, the title changed from 911 Telephone Logs to 911 E-Printer Logs.

Under the 2021 By-law the department and total retentions changed from 6 months to 4 months.

Department Retention:	4 Months
Total Retention - Destruction:	4 Months
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number Series Title

PS230 Video Interview Statement-Court Use

To provide a record of interviews of accused, charged persons, suspects, victims, and witnesses.

COPIES: Crown Attorney & Defense Counsel

MEMO:
 This series consists of both original videos and copies. Information collected includes personal statement and/or interview of subjects' involvement with police incident. Users: Criminal Investigation Detectives, Crown Attorneys, CID Inspector Individuals in Bank: Charged persons, witnesses, victims, may include Young Offenders Official Responsible: Criminal Investigation Inspector. This information will become superseded/obsolete after the disposition of the case. Prior to the 2010 By-Law, these records had a department retention of 1 year and a total retention of 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Destruction
FOI Designation: PIB - PERSONAL INFORMATION BANK		

PS231 Video Interview Statements - Non Court Use

To provide an audio-visual record of interviews of suspects, victims, and witnesses.

MEMO:
 The videos in this series deal with incidents where charges have not been laid. Information collected includes personal statement and/or interview of subjects involvement with police incident. Users: Criminal Investigation Detectives, CID Inspector. Individuals in Bank: Charged persons, witnesses, victims, suspects, may include Young Offenders Official Responsible: Criminal Investigation Inspector.

The statements will become superseded/obsolete per applicable policy and/or the discretion of the officer.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Destruction
FOI Designation: PIB - PERSONAL INFORMATION BANK		



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Schedule Number	Series Title
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PS232 Digital Monitoring of Holding Cells, Cell Block Hallways, Booking Room and Sally Port

To monitor all holding cells, booking rooms, hallways, and Sally Port at 1200 Balmoral St.

MEMO:

This series includes monitoring of the Holding Cells, Cell Block Hallways, Booking Room, and Sally Port.

Prior to 2007, the title for this series was Monitoring Video Tapes and the department retention and total retention was 3 months.

These recordings are stored for the applicable time period electronically on a server and then are over written.

Under By-Law 14-2003, the title for this series was Holding Cell Video Tapes.

Prior to the 2016Bylaw, these records had a total retention of 120 days.

Under the 2017 By-law, the title changed from "Digital Monitoring of Holding Cells, Cell Block Hallways, Booking Room, Wash Court and Sally Port" to "Digital Monitoring of Holding Cells, Cell Block Hallways, Booking Room and Sally Port".

Under the 2017 By-law, total retention and department retention changed from 6 months to 1 year.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS233 Intergraph System

To capture and transfer dispatch information electronically from Communications to Niche or FDM.

MEMO:

This series is a computer aided dispatch system. When a 911 call is received by Police Communications, the operator keys in the call, dispatch and event information. After the operator completes and closes the event all call information is transferred electronically.

The information can be searched by event type, address or date.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS235 Deposits

To provide a record of deposits coming from the intake of revenue.

This series includes copies of deposit slips, copies of receipts issued and/or invoices.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS237 **Email and Electronic Messages**

To maintain a record of electronic messages.

This series includes all messages/notes directed to the "Police Database" and brief messages/notes exchanged between parties that are not considered as letters or memoranda or any other records covered under another Records Authority Schedule in the Records Retention By-Law. Prior to the 2012 By-Law this series was titled "Lotus Notes and Electronic Messages" and records were retained for 3 months.

Department Retention: 6 Months
 Total Retention - Destruction: 6 Months

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS238 **Ontario Regulation 267/10 Investigations**

To manage records created for investigation mandated under the regulation.

This series includes information collected for investigations including logs, correspondence, reports, memoranda, officers' notebook copies, replies, subpoenas, notices of court appearances and statements, Section 11 reports, media releases. Includes electronic records. File closed after applicable disposition free time period. Prior to the 2015 By-law this series was titled Ontario Regulation 673/19 Investigations.

Users: Professional Standards office, Legal Counsel, Chief, Deputy Chief, Superintendent.

Officials Responsible: Superintendent

Under the 2017 By-law, the department retention changed from 7 years to 5 years and the total retention changed from 7 years to 5 years.

Department Retention: 5 Years
 Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS239 **Registered Mail Receipts**

To maintain a record of registered mail which has been sent.

This series includes receipt stickers which indicate the name, address and the cost of sending the mail.

Department Retention: 2 Years
 Total Retention - Destruction: 2 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

PS240 Tow Company Lists

To maintain a record of towed vehicles for owner verification and follow-up regarding what vehicles have been towed and/or released.

This series includes lists of towed vehicles and lists of vehicle owners.

Under the 2018 By-law the department retention was changed from 3 years to 2 years and the total retention was changed from 3 years to 2 years.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS242 Aboriginal Liaison Unit Files

To maintain a record of the aboriginal liaison program.

This series includes minutes, reference material and electronic files. These records will become superceded/obsolete when they are no longer required in the office.

Under 2021 By-law, the department retention changed from 1 year to 2 years.

Department Retention:	2 Years
Total Retention - Review:	2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

PS243 Community Services Inspector's Files

To maintain a record of the operation of the Community Services Branch.

COPIES: Deputy Chief's Office

This series includes files related to the Units of Traffic, Community Policing, Aboriginal Liaison, Community Response Team, Beat Patrol, School Resource, Training, Zone Watch Administration. Includes electronic files.

Under the 2021 By-law, the title changed from "Community Services Branch Commander Files" to "Community Services Inspector's Files".

Under the 2021 By-law the department retention changed from 3 years to 5 years, the total retention changed from 7 years to 5 years, and the final disposition changed from permanent to destruction.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS244 **Equipment Log**

To serve as a record of radios and radar equipment which have been issued.

This series indicates the W.T. number, the radar number, the alert number, the initials and number of the issuing officer, the name and number of the officer receiving the equipment and the supervisor's notes. After 3 months, the log will be destroyed on a routine basis. Prior to the 2015 By-law this series had a departmental and total retention of 6 months before destruction. Under the 2018 By-law the department retention was changed from 3 months to 1 year and the total retention was changed from 3 months to 1 year.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS245 **Human Resources Office Files**

To maintain a record of the functions carried out by the Human Resources Section.

This series includes correspondence, monthly staffing reports, research for material for policy development, information on government funding, human resources information and accommodation files.

Records to be reviewed by Police when total retention reached.

Under the 2021 By-law, the final retention was changed from Destroy, Subject to review, to Destroy.

Department Retention:	5 Years
Total Retention - Destruction:	10 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS246 **Civilian Discipline Files**

To document the investigation process for civilian employees.

This series includes investigation material, notes and information pertaining to cases. This material will become superceded or obsolete when all disciplinary action has been completed. Information collected includes investigation material. Users: Human Resources Manager & Supervisors Individuals in Bank: Civilian Employees Official Responsible: Human Resources Manager

Department Retention:	5 Years
Total Retention - Destruction:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Destruction
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FOI Designation: PIB - PERSONAL INFORMATION BANK

PS247 **Collective Bargaining Files**

To document the collective bargaining process for both civilian and uniform Police Services staff.

This series includes proposals, research material, costings and articles. These records will become superceded/obsolete when they are no longer required on a regular basis. Under the 2018 By-law the department retention changed from 5 years to 25 years and the total retention changed from 5 years to 25 years.

Under the 2021 By-law the department retention changed from 25 years to 10 years and the total retention changed from 25 years to 50 years, and the final disposition changed from destruction to permanent (after Police review).

Department Retention:	10 Years
Total Retention - Permanent:	50 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Permanent
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number	Series Title
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PS249 Operating and Capital Budget Submissions

To maintain a record of the development of budget submissions.

COPIES: Inspectors' Files

This series includes draft copies of budget submissions containing justifications and rationales for requests.

Under the 2018 By-law the department retention was changed from 3 years to 5 years and the total retention was changed from 3 years to 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS250 Custody/Video Remand Sheets

To record subjects being video remanded.

This series includes the accused's name and date of birth, any cautions, whether the individual is an adult or young offender, the incident number, charges, cell number, the lawyer's name, the disposition and the remand date.

Under the 2021 By-law, the department retention changed from 2 years to 1 year, and the total retention changed from 2 years to 1 year.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS251 Pardon Notification Sheets

To maintain a record of pardon notifications or revocations of pardons.

These records will become superceded/obsolete 25 years after the date of the pardon or revocation of pardon.

Department Retention:	25 Years
Total Retention - Destruction:	25 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS252 Pardon Files

To maintain a record of pardons.

This series includes fingerprints, photographs, pardon notification copies and criminal dossier file contents.

Information collected includes: fingerprints, photographs, pardon notification copies and criminal dossier contents. Users: n/a

Individuals in Bank: Convicted individuals who have been pardoned Official Responsible: Central Records Manager. Under the 2013 By-Law the final disposition of these records was changed from Destroy Archives Review to Straight Destruction as these records will be reviewed by Police prior to disposition.

Department Retention:	2 Years
Total Retention - Destruction:	25 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction



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Schedule Number **Series Title**

PS253 **Court Administration Files**

To record the day to day operations of the Court Section.

This series includes general correspondence, general office files, current staff information and documentation re annual leaves.

Under the 2017 By-law, records previously managed under PS254, Court Security Files, are now managed under PS253.

Under the 2021 By-law, the title changed from "Court Supervisor's Files" to "Court Administration Files".

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS256 **Internal Investigations Records**

To serve as a record of internal investigations which are not related to the Police Services Act, S.I.U. investigations or public complaints, but investigated and/or managed by Professional Standards.

This series includes information collected for investigations such as logs, statements, correspondence, reports, memos, notebook copies and other documentation pertaining to the cases. These records will become superceded/obsolete when the investigation in question has been completed. Includes electronic files.

Users: Professional Standards office, Legal Counsel, Chief, Deputy Chief, Superintendent

Official Responsible: Superintendent

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS257 **Crime Analyst Files**

To maintain relevant information regarding incidents and associated individuals.

This electronic series includes information concerning arson, assaults, sexual assaults, gangs, weapons, releases, homicides, frauds, escort services, break and enters and stolen vehicles. Under the 2018 By-law, the departmental and total retention was changed from 4 years to 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number	Series Title
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PS258 Professional Standards Files

To serve as a record of miscellaneous office files.

This series includes correspondence, Police Service Board reports, and audit files, etc. both electronic and paper records.
 Users: Superintendent
 Individuals in Bank:
 Official Responsible: Superintendent

Department Retention:	10 Years
Total Retention - Destruction:	10 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS259 Director-Communication and Technology

To document and co-ordinate the administration of Police functions.

This electronic series includes a variety of subjects including administration, corporate planning, media issues, policy, policing issues and training.
 Under the 2018 By-law the department retention changed from 7 years to 5 years and the total retention changed from 7 years to 5 years. The title changed from "Executive Officer's Correspondence" to "Director-Communication and Technology." Electronic since 2002.

Records to be reviewed by Police when total retention reached.

Under the 2021 By-law, the final retention was changed from Destroy, Subject to Review, to Destroy.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS260 Information Technology Office Files

To document Information Technology Unit activities.

This series includes a variety of subjects including budgets, staff, mapping issues, C.A.D., Intergraph issues, Niche issues, Users Group correspondence, vendor correspondence and training issues.

This series includes both electronic and paper records.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS261 **Information Technology Project Files**

To document the evolution of technology projects.

This series includes a variety of subjects pertaining to Information Technology projects including project administration , project development, project activities, upgrade activities and end of life cycle activities.

This series includes both electronic and paper records.

Project Records to be reviewed by Police when total retention reached. Reviewed and retainable records are file with PS310.

Under the 2021 By-law, the final retention was changed from Permanent, Subject to Review, to Destroy.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

PS262 **Communications Manager's Office Files**

To maintain a record of the daily activities of the Communication Manager's Office.

This series includes working files regarding policies, evaluation records, training records, copies of procedural upgrades and messages to staff. Copies - Human Resources. This series includes both electronic and paper records.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS263 **Digital Monitoring of Hallways, Building Exterior, Lobby, Breath Room and Wash Court Room**

To monitor various hallways, building exterior, lobby etc. of 1200 Balmoral Street.

This series includes: digital recordings for all external areas of 1200 Balmoral Street including the parking lot, the front lobby, the vestibule, and all hallways outside of cell areas.

These recordings are stored for the applicable time period electronically on a server and then are over written.

Also includes Collision Reporting Centre, Fingerprint Room, Garage, etc.

Under the 2017 By-law title changed from "Digital Monitoring of Building Exterior and Lobby" to "Digital Monitoring of Hallways, Bulding Exterior, Lobby, Breath Room and Wash Court Room."

Department Retention:	6 Months
Total Retention - Destruction:	6 Months
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS264 **Digital Monitoring of Interview Rooms**

To monitor the Interview Rooms

This series includes: digital recordings of Interview Rooms

These recordings are stored for the applicable time period electronically on a server and then are over written. DVD copies are scheduled under PS230 and PS231.

Under the 2017 By-law, the title changed from “Digital Monitoring of Interview Rooms and Breath Tech Rooms” to “Digital Monitoring of Interview Rooms.”

Total retention and department retention changed from 6 months to 5 years.

Under the 2021 By-law, the department retention was changed from 5 years to 1 year, and the total retention was changed from 5 years to 1 year.

	Department Retention:	1 Year
	Total Retention - Destruction:	1 Year
	Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS266 **Prisoner Transportation List**

To maintain a record of transportation of prisoners.

This series consists of log sheets of which prisoners are transported daily to each facility: correctional facility, district jail, or a youth facility. Log contains names of prisoners, court personnel, and detention centre personnel.

Under the 2021 By-law, the department retention changed from 3 years to 1 year, and the total retention changed from 3 years to 1 year.

	Department Retention:	1 Year
	Total Retention - Destruction:	1 Year
	Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS267 **Dictation System Files**

To maintain a record of dictated officers' reports prior to transcription.

MEDIA: Electronic

This series consists of digital voice recordings of officers' reports on the Dictaphone digital recording system. These records are stored until transcription and entry into the Records Management System. The transcript becomes the official record and the voice recordings will be automatically overwritten. The records in this series become superseded/obsolete when they have been transcribed into the Records Management System.

Under the 2017 By-law, the department retention changed from 3 months to 1 month and the total retention changed from 3 months to 1 month.

Under the 2018 By-law the title changed from "Dictaphone Files" to "Dictation System Files"

	Department Retention:	1 Month
	Total Retention - Destruction:	1 Month

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS268 **I-Tracker Logs**

To maintain a record of the GPS tracking system.

MEDIA: Electronic

This series consists of a log of the GPS tracking system, including Unit ID#, times, speed, direction coordinates, status, and call number. These records are kept electronically and will be manually deleted on a monthly basis.

Department Retention: 6 Months
 Total Retention - Destruction: 6 Months

 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS270 **Observation Slips**

To record police contacts and observations not associated with an occurrence report.

This series consists of paper reports of non-reportable (not associated with an occurrence report) police contacts or observations. Information is entered on RMS and slips are kept for validation. Information collected includes: personal information, location of contact, vehicles/persons involved Users: Police Individuals in Bank: Public Official Responsible: Criminal Investigations Inspector Under the 2018 By-law, the total retention was changed from 6 years to 1 year.

Department Retention: 1 Year
 Total Retention - Destruction: 1 Year

 Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS271 **Property Receipts**

To document the receipt of property from the Thunder Bay Police and/or document return of property to owner and/or relinquish ownership and authorize destruction of property.

NOTES: These forms serve the following purposes:

- 1) To document the receipt of property from the Thunder Bay Police, and/or
- 2) Exhibit returns: to document return of property to owner with conditions to keep property for court purposes, and/or
- 3) Quit claims: to document relinquishing ownership and authorizing destruction of property. These are created when property is to be disposed of.

These forms contain occurrence numbers, property owner information, property owner signatures, details of property, etc. They are to be filed with the incident reports (PS085A, PS085B) after the retention period.

Under the 2018 By-law the department retention was changed from 4 years to 1 month and the total retention was changed from 4 years to 1 month.

Department Retention: 1 Month
 Total Retention - Destruction: 1 Month

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Integration

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS273 **Audit Logs**

To provide an electronic record of use of the Records Management system.

This series consists of electronic audit logs of the police operated Records Management System. It may be stored on disc or electronically. Data is stored for a period electronically on a server and may be copied to a disc depending on storage capability.

Department Retention: 2 Years
 Total Retention - Destruction: 2 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

PS274 911 Digital Recording Copy for Court Purposes

To create and retain a digital copy of 911 recordings made pursuant to a request as per policy.

Retention Condition: The records in this series become closed - 5 years after final Court Proceedings

This series consists of digital recording, original paper request, call printouts.

Department Retention: 5 Years
Total Retention - Destruction: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS275 911 Digital Recording Copy for Non-Court Purposes

To create and retain a digital copy of 911 recordings made pursuant to a request as per policy.

This series consists of digital recording, original paper request, call printouts.

Department Retention: 2 Years
Total Retention - Destruction: 2 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS276 MTO ISS Program Query Logs

To log requests of vehicles and persons made to this data base for auditing purposes.

Department Retention: 3 Years
Total Retention - Destruction: 3 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS277 Vehicle Inspection Files

To record vehicle inspections of commercial and private vehicles.

This series consists of copies of letters, commercial vehicle inspection reports, project plans, vehicle report notices etc. Includes electronic files.

Department Retention: 5 Years
Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PS278 **Provincial Offences Court Dockets**

To record Provincial Offences Court Dockets.

Users: Court Clerks, Individuals in Bank: Persons charged under any Provincial Offences Act, Official Responsible: Court Sergeant

This series contains copies of Provincial Offences Act Court dockets indicating court identification, location, date, court time, information number, accused's information, plea, court action

Previously together with Criminal Code dockets PS 051.

Under the 2021 By-law, the department retention changed from 1 years to 2 years, and the total retention changed from 7 years to 2 years.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS279 **Provincial Offences Court Files**

To provide background information, disclosure information and dispositions of Provincial Offences Act court proceedings.

This series includes disposition records, police reports, release documents, tickets, copies of officer's notes, court notices, copies of Court Information, MTO certificates, etc. Information collected includes: names, dates of birth, addresses, charges and dispositions. May also contain drivers licence history, criminal records, copies of tickets, etc. Users: Court Clerks, Individuals in Bank: Persons charged under any Provincial Offences Act, Official Responsible: Court Supervisor.

Prior to the 2016 Bylaw, this series was titled Provincial Offences Court Dockets.

Under the 2021 By-law, the department retention changed from 1 year to 2 years, and the total retention changed from 7 years to 2 years.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS280 **Zone Watch Program Records**

To provide a record of the community based secure online forum that allows citizens to communicate with the Police about observations on what is going on in their neighbourhood and discuss Crime Prevention initiatives.

This series includes data consisting of text messages/posts on Zone Watch page regarding Community Safety and Crime Prevention. Posts older than 6 months are written over. This data does not include information related to any incidents or investigations. Information collected includes: pictures, names and comments of individuals involved in the Zone Watch program, Users: Uniform Officers, Civilian Zone Watch members, Individuals in Bank: Police Service members, Civilian Zone Watch members, Official Responsible: Executive Officer

Department Retention:	6 Months
Total Retention - Destruction:	6 Months

Final Disposition: To provide a record of th

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PS281 **Major Occurrence Bulletin**

To keep officers informed of recent crimes and/or relevant information.

Information collected includes: Users: Officers, Communications, Records - Individuals in Bank: Public - Official Responsible: Uniform Inspector - Copies: For Daily Uniform Briefings

This series includes the incident number and a brief summary of information.

Not limited to: unsolved/outstanding offences, incidents where a person is arrestable, incidents where a person needs to be located, incidents that a member determines that entry on the Bulletin would be relevant to an investigation, other relevant information or officer safety information. Stored for the applicable time period electronically on a server and then are overwritten.

Department Retention: 6 Months
Total Retention - Destruction: 6 Months

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS282 **Major Incident Log**

To inform/brief Senior officers of incidents and any other relevant information at weekly meetings.

Information collected includes: Users: Senior Officers, Watch Commanders - Individuals in Bank: Public - Official Responsible: Uniform Inspector - Copies: Senior Officers

This series includes a running list of incidents WatchCommanders use for briefing and communication purposes to the Senior Officers .

Contains incident #, remarks and summary of incident/information.

Stored for the applicable time period electronically on a server. Files are destroyed in January yearly. Files are electronic and are overwritten.

Department Retention: 1 Year
Total Retention - Destruction: 1 Year

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS284 **Alcohol Seizure Disposal Ledger**

To record the seizure and disposal of liquor.

Series Closed: 04-03-2018

This series was created under the 2018 By-law. Series includes date, incident #, type of alcohol, quantity, date disposed, signature.

Users: Property and Stores, Officers; Official Responsible: Director-Finance and Facilities. Before the 2018 By-law was passed, this series was requested to be removed.

Department Retention: 2 Years
Total Retention - Destruction: 2 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

PS285 **Bail/Recog Receipts**

To record the receipt of cash for Bail/Recogs.

This series was created under the 2018 By-law. This series consists of a copy of a receipt issued for the receipt of money. Date, name, amount, badge #, signature, incident #. Users: Officer, Watch Commanders, Jailers; Individuals in Bank: public; Official Responsible: Uniform Inspector.

Department Retention: 7 Years
 Total Retention - Destruction: 7 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS286 **Clothing & Equipment Requisitions**

To record officer's initial request/issuance of Service issued clothing and equipment.

This series was created under the 2018 By-law. This series records the initial disbursement of clothing and equipment issued to Officers. Includes date, item #, the quantity, description of the item, officer name and badge #. Users: Property & Stores, Officers; Individuals in Bank: Officers; Official Responsible: Director-Finance and Facilities.

Department Retention: 1 Month
 Total Retention - Destruction: 1 Month
 Final Disposition: Destruction

Retention Condition: RESIG - AFTER RESIG. OR RETIRE

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS287 **Equipment Vouchers**

To record the replacement of equipment issued to officers.

This series was created under the 2018 By-law. This series details the replacement of equipment issued to Officers. Description of item, and sizes/quantity if applicable, and reason for replacement. Users: Property & Stores; Individuals in Bank: Officers; Official Responsible: Director-Finance and Facilities.

Department Retention: 1 Month
 Total Retention - Destruction: 1 Month
 Final Disposition: Destruction

Retention Condition: RESIG - AFTER RESIG. OR RETIRE

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS288 **Exhibit Ledger**

To record exhibits removed and returned to Stores.

This series was created under the 2018 By-law. This series consists of date, occurrence #, whether coming in or out, badge #, initials, reason for taking out of Property & Stores section. Users: Property & Stores, Officers; Official Responsible: Director-Finance and Facilities.

Department Retention: 4 Years
 Total Retention - Destruction: 4 Years
 Final Disposition: Destruction

Retention Condition: ITRET - AFTER ALL ITEMS RETURNED

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

PS289 **Notebook In/Out Log**

To record the use of officer notebooks held in Property & Stores including their removal and return.

This series was created under the 2018 By-law. Provides a means of monitoring notebooks when they are removed and then returned to the Property & Stores area. Includes date, badge #, taken: in and out, book number, signature of officer. Users: Property and Stores, Officers; Individuals in Bank: Officers; Official Responsible: Director-Finance and Facilities.

Department Retention: 4 Years
Total Retention - Destruction: 4 Years

Retention Condition: ITRET - AFTER ALL ITEMS RETURNED Final Disposition: Destruction
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PS290 **Wanted Wednesday Program Files**

To record the profile background of subjects entered on the Wanted Wednesday Program

This series was created under the 2018 By-law. Electronic folder, spreadsheets and results, photos from RMS, person profile sheets, list of outstanding charges.

Department Retention: 1 Year
Total Retention - Destruction: 1 Year

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED Final Disposition: Destruction

PS291 **Social Media Capture Database**

The SMC4 database records all additions and removals from Facebook, Twitter, Instagram, etc. The database is word searchable.

This series was created under the 2018 By-law. Series consists of all Facebook, Twitter, Instagram, etc. messages, entries, removals. Users: Director Communications and Technology, Media, Social Media; Individuals in Bank: public,Police Service; Official Responsible: Director Communication and Technology. Retention condition: Subject to Police review.

Department Retention: 3 Years
Total Retention - Destruction: 3 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED Final Disposition: Destruction

PS292 **Fingerprinting Sign-In-Log**

T record attendees for fingerprinting.

Series consists of the date, Attendees name and signature. These records document a subject's attendance for their pre-scheduled fingerprint date/time.

Users: Uniform Members - Individuals in Bank: Public - Official Responsible: Uniform Inspector

This series was created under the 2021 By-law.

Department Retention: 1 Year
Total Retention - Destruction: 1 Year

FOI Designation: PIB - PERSONAL INFORMATION BANK Final Disposition: Destruction



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Schedule Number **Series Title**

PS293 **ISE Database**

To record the schedule/rosters of all personnel and their scheduled activities, absences and leave.

Scheduling system for all members. Includes time scheduled to work, time off taken/allowed and reasons, absences, activities-training etc.

Users: All Members of the Thunder Bay Police - Individuals in Bank: All Members of the Thunder Bay Police - Official Responsible: Corporate Services Inspector

This series was created under the 2021 By-law.

Department Retention:	8 Years
Total Retention - Destruction:	8 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS294 **Media Release Images/Videos**

To provide images/videos related to ongoing investigative matters to the public.

This series consists of images and/or video of information related to occurrences under investigation by the Police which are released to the public for assistance or information purposes.

Users: Public, Investigators, Members of Thunder Bay Police - Individuals in Bank: Public, Members of Thunder Bay Police - Official Responsible: Director-Communications and Technology

This series was created under the 2021 By-law.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS295 **Prisoner's Visitor Log**

To record access to prisoner's while in custody at Court House.

This series includes a log of persons who visit subjects in custody and includes: dates, name of person or organization visiting, time-in, time-out.

Users: Court Security members - Individuals in Bank:Public - Official Responsible: Court and Records Management Inspector

This series was created under the 2021 By-law.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number Series Title

PS296 Record Check Processing Logs

To record the daily processing of Police Record Checks and whether negative or are matches .

This series includes the date, badge number, applicants name, type of search conducted and whether negative or a match.

Users: Central Records Manager, Central Records CR clerks - Individuals in Bank: Police Record Check applicants - Official Responsible: Central Records Manager

This series was created under the 2021 By-law.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS297 Records of Destruction

To record the destruction of records scheduled in the Retention Bylaw.

Form used to record the destruction of Records includes: Schedule Number, Description of Record, File Dates, Date Destroyed, Name of Destroying Person, Department, Authorized Signature and Date.

Users: Central Records Manager, City Archives
Official Responsible: Central Records Manager

This series was created under the 2021 By-law.

Department Retention:	
Total Retention - Permanent:	
Final Disposition:	Permanent In Departme

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS298 Traffic In-car Camera

To record Traffic related occurrences. Information downloaded to server. Electronic File are overwritten.

This series consists of audio and video recordings of Traffic vehicle cameras including information such as: speed, direction, date, time.

Users: Thunder Bay Police members - Individuals in Bank: Public, Thunder Bay Police members - Official Responsible: Community Inspector

This series was created under the 2021 By-law.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number	Series Title
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PS299 Zone Watch Applicant Files

To record information related to the Zone Watch Program members.

The series provides information regarding all applicants including current members, those that did not proceed with their memberships, declined memberships, terminated memberships etc.

This series may include membership applications, member photos, police records clearances, signed Memorandum of Understanding etc.

Users: Police Zone Watch Co-ordinator - Individuals in Bank: Zone Watch Program applicants - Official Responsible: Community Inspector

Retention Condition: File closed-when subject not part of the program and subject to Service review.

This series was created under the 2021 By-law.

Department Retention:	1 Year
Total Retention - Destruction:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS300 Historical Investigations

Selected records of historical importance meriting long term or permanent preservation.

Series includes but is not limited to: major occurrences meeting long term or permanent preservation. Records are considered when their operational value has ceased and they have continued value in documenting the history and/or development of the Thunder Bay Police Service.

Police to review records once total retention reached.

Users: Thunder Bay Police - Individuals in Bank: Police members, Public - Official Responsible: Central Records Manager

This series was created under the 2021 By-law.

Department Retention:	
Total Retention - Permanent:	75 Years

Final Disposition: Permanent

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PS304 Electronic Printing

To record all digital prints taken pursuant to the Criminal Identification Act or for any Civil purpose. These prints may be electronically submitted to RCMP.

NOTES: Series includes digital prints for criminal and non-criminal matters. Includes subject's personal profile, and digital -prints, and may include charges, incident number, purpose for printing etc.

Users: Officers, Records Section

Individuals in Bank: Public-subjects electronically printed

Official Responsible: Inspector Court Services and Records Management

This series was created under the 2021 By-law.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS305 Geotab/Fleetistics Passive GPS

To maintain a record of the passive GPS system.

Series Closed: 09-01-2019

This series contains car number, times, speed, direction, coordinates, car information etc. This series is now closed as it was replaced with a new product and schedule.

This series was created and closed under the 2021 By-law.

Department Retention:	10 Years
Total Retention - Destruction:	10 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS306 Human Rights Complaints

To maintain a record of Human Rights Complaint Investigations lodged against the Service and/or members.

Information collected may include: investigative logs, correspondence, investigation reports, officer's notebooks, notices, any material related to the investigation into the complaint.

Users: Professional Standards, Human Resources, Legal Counsel

Individuals in Bank: Members of the Thunder Bay Police

Official Responsible: Legal Counsel

This series was created under the 2021 By-law.

Department Retention:	5 Years
Total Retention - Destruction:	15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destroy

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PS307 **Kantech Database**

To record the use of the building security door locks and current authorized users.

This series consists of a record of the opening of doors in the Balmoral Street building and currently assigned user IDs. Records are retained of: ID of user, date, time, location for door openings and profile data of current authorized users.

Users: Director-Finance and Facilities, Director Communication and Technology, Administrator

Individuals in Bank: Members of Police Service

Official Responsible: Criminal Investigation Inspector

This series was created under the 2021 By-law.

Department Retention:	3 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS308 **Policy & Procedures Development Files**

To record the development, creation and modification of the policies and procedures of the Service.

This series includes employee sign off sheets, copies of old policies, signed copies of policies, authority to change policies, copies of any applicable legislation, copies of All Chief's bulletins, memos, emails etc. Completed documents are scanned and originals destroyed. Hardcopy and electronic files-Completely electronic as of 01Jan15.

Users: Professional Standards and Policy Development, Senior Officers

Individuals in Bank:

Official Responsible: Corporate Services Inspector

This series was created under the 2021 By-law.

Department Retention:	2 Years
Total Retention - Permanent:	50 Years
Final Disposition:	Permanent

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS309 **Policy & Procedures Manual**

To record the Policy and Procedures of the Service.

This series includes the approved Policies & Procedures of the Services.

Users: Members of the Service

Individuals in Bank:

Official Responsible: Corporate Services Inspector

This series was created under the 2021 By-law.

Department Retention:	2 Years
Total Retention - Permanent:	50 Years
Final Disposition:	Permanent

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PS310 **Project & Plans**

To record significant projects and plans documenting procedures, research or technology, which may be of value in preserving the history and development of the Service.

This series includes any significant Projects and Plans researched, developed, and/or implemented by the Service. They are selected records of historical importance meriting long term or permanent preservation. Records are considered for their value in documenting the history and development of the Service. I.e. Project plans for non-recurring events.

Records to be reviewed by Police when total retention reached.

Users: Members of Service
 Individuals in Bank:
 Official Responsible: Inspector Court & Records Management

This series was created under the 2021 By-law.

Department Retention: 5 Years
 Total Retention - Permanent: 50 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Permanent
 FOI Designation: PIB - PERSONAL INFORMATION BANK

PS311 **Training Laptops Sign-out Log**

To record the issuance and return of laptops assigned to the Training Unit.

This series logs the issuance and return of laptops from the Training Unit and may include: date signed in/out, laptop#, name, signature, badge number, receiving members initials.

Users: Training Unit, Members of Service
 Individuals in Bank: Members of Service
 Official Responsible: Community Services Inspector

This series was created under the 2021 By-law.

Department Retention: 1 Year
 Total Retention - Destruction: 1 Year

FOI Designation: PIB - PERSONAL INFORMATION BANK Final Disposition: To record the issuance an

PS312 **Unmanned Aircraft System**

To support and enhance investigations with photographs and video taken by an unmanned aircraft which would be related to Major Collisions, Major Crimes, Missing Persons, other Major incidents.

This series consists of photographs and video from an unmanned aircraft that is used for investigative purposes. If applicable, a copy is retained with the related incident as PS085A or PS085B.

Users: Thunder Bay Police members
 Individuals in Bank: Public
 Official Responsible: Inspector Community Services

This series was created under the 2021 By-law.

Department Retention: 1 Year
 Total Retention - Destruction: 1 Year

FOI Designation: PIB - PERSONAL INFORMATION BANK Final Disposition: Destruction



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Schedule Number **Series Title**

PS313 **Warrant Received Verification Ledger**

To document the receipt of all warrants from the Court House to the Records Section.

This series contains information related to warrants being sent from the Court House to the Balmoral Street Records Section and may include: dates, names, information numbers, warrant type, and employee initials.

Users: Court Section, Records Section

Individuals in Bank: Subjects issued warrants

Official Responsible: Court Services and Records Management Inspector

This series was created under the 2021 By-law.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destroy

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS314 **On-Line Auction Forms**

To record the sale of on-line auction items.

This series includes receipts for the sale of items, and may include 3rd party pickup forms and pack and ship waivers.

Users: Thunder Bay Police members - Individuals in Bank: Public - Official Responsible: Director Finance & Facilities

This series was created under the 2021 By-law.

Department Retention:	7 Years
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PS315 **Miscellaneous Legal Files**

To record all information and advice provided, relating to any legal and risk management matters for the Service.

This series includes legal matters and information regarding but not limited to: grievances, internal discipline matters, internal personnel matters, correspondence, memos, Privacy Impact Statements, Policy development, Police Service Act hearings, risk management issues, any legal advice provided etc.

Users: Chief, Legal Counsel

Individuals in Bank: public, TBPS members

Official Responsible: Legal Counsel

This series was created under the 2021 By-law.

Department Retention:	10 Years
Total Retention - Destruction:	10 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK