



Outside Boards Schedule

Police Services Board

October 31, 2018

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Schedule Number Series Title

OS041 Police Services Board By-Laws

To serve as an official record of all by-laws passed by the Police Services Board.

MEMO:

This series includes By-laws relating to the Police Services Board. Originally, this series was designated as CR129 in the former Corporate services Dept. Following the dissolution of the Dept., this series was designated as CM098 from August, 1998 until October, 2003 when it was given its current designation.

Department Retention:	5 Years
Total Retention:	7 Years
Final Disposition:	Permanent

FOI Designation: A - FULLY ACCESSIBLE

OS042 Police Services Board Minutes

To serve as an official record of the decisions and deliberations of the Police Services Board.

MEMO:

This series includes minutes relating to the Police Services Board. Originally, this series was designated as CR130 in the former Corporate Services Dept. Following the dissolution of the Dept., this series was designated as CM099 from August, 1998 until October, 2003 when it was given its current designation.

Department Retention:	5 Years
Total Retention:	10 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

OS043 Operations Files - Police Services Board

To maintain a record of the Police Services Board.

MEMO:

This series includes agreements, minutes, staff duties, rules, salaries, budgets, bank accounts, conferences, facilities, negotiations, suspension, probation, grievances, benefits, complaints, and court cases relating to the Police Services Board. Originally, this series was designated as CR131 in the former Corporate Services Dept. Following the dissolution of the Dept., this series was designated as CM100 from August, 1998 until October, 2003 when it was given its current designation.

Department Retention:	3 Years
Total Retention:	10 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review

OS044 Police Services Board Resolutions

To maintain a record of all original resolutions presented at Police Services Board meetings.

MEMO:

This series includes resolutions relating to the Police Services Board. Originally, this series was designated as CR132 in the former Corporate Services Dept. Following the dissolution of the Dept., this series was designated as CM101 from August 1998 until October, 2003 when it was given its current designation.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review



Outside Boards Schedule

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October 31, 2018

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Schedule Number **Series Title**

OS045 **Agenda Material-Police Services Board**

To serve as a program of business for Police Services Board meetings. To provide background info.

MEMO:

This series includes applications, correspondence, memoranda, reports and copies of approved minutes relating to the Police Services Board. Originally, this series was designated as CR128 in the former Corporate Services Dept. Following the dissolution of the Dept., this series was designated as CM097 from August, 1998 until October 2003 when it was given its current designation.

Previously the Department retention was 1 year and total retention was 2 years.

Department Retention: 3 Years

Total Retention: 4 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED
