

LONDON POLICE SERVICES BOARD POLICY

LPSB Policy: 111

Title: Board Records Retention and Storage Policy

Approved: February 20, 2003

1. Policy

It is the policy of the London Police Services Board to manage, preserve and dispose of its records in accordance with the requirements of applicable legislation governing the collection, security, retention, use, disclosure and destruction of records and the administrative procedures outlined herein:

All correspondence and documents received on behalf of the Board are deemed to be Board records under this policy. Board records include all paper documents, tapes, and electronic files.

- a) All years of retention are in addition to the current year.
- b) The Board Secretary shall ensure the efficient management of electronic records by maintaining an accurate and up-to-date document register and an electronic index of Board Minutes to facilitate quick document retrieval.
- c) Destruction of the original record or copies shall be by shredding, and under the supervision of the Board Secretary and/or the Chair or person delegated by the Chair. Every person in possession of In-Camera Board records shall be responsible for their proper use, storage and destruction.
- d) Records of the Board will be stored on site at Police Headquarters, 601 Dundas Street, unless otherwise determined by the Board, and under the custody and control of the Secretary of the Board or designate of the Board.
- e) Retention of a record, for historical reasons, beyond the time period specified in the Schedule of Retention may be authorized by the Board or its designate.
- f) Minutes of public meetings are posted on the Board's web page [London Police Service Website](#). Requests for other Board records shall be made to the Board Secretary or to the Coordinator, Freedom of Information, London Police Service. All In-Camera records are deemed to be confidential and shall not be disclosed without prior consultation with the Chair of the Board.
- g) The retention schedule shall be as follows, in accordance with City of London Retention by-Law No. A-4640-291, Schedule "A" Section "H":

Secretary's Notes/Tapes

2 months

By-Laws/Policies/Procedures	Permanent
LPA Working Agreements	Permanent
Minutes of Meetings	Permanent
Historical Documents	Permanent
Board Budget Material (LPSB special funds, GICs, specific to Board only)	Permanent
Board Specific Financials	Permanent
Board Staff Human Resource	25 years after leaving Board employ /Contracts (includes Chief, Deputy Chief(s), Secretary)
External Contracts	T (expiry of contract) – Vendors 7 years – Government
Civil Actions	T (close of file) + 7 years
Budgets/Financial Reports	7 years
Index Cards/Indexed Matters	7 years
Correspondence/Complaints	7 years
Tender Documents	T (term of tender) + 4 years

2. **Reference(s): Corporation of the City of London Municipal By-Law No. A-4640 – 291 Schedule “A” Section “H”**
Association of Municipal Clerks & Treasurers of ON (AMCTO)
Board Memos of November, 1990 & February 1991