



POLICY FOR RECORDS MANAGEMENT
FOR
THE TAY VALLEY POLICE SERVICES BOARD

[Police Services Act, Section 37]

1.0 PURPOSE

- 1.1 The purpose of this policy is to outline provisions for the management of information for the Police Services Board, in the creation, maintenance, retrieval, storage and disposition of records.

2.0 SCOPE

- 2.1 This policy applies to the Tay Valley Police Services Board.
- 2.2 Board records are all books, papers, maps, photographs, presentations, emails, machine readable materials or other documentary materials, regardless of physical form or characteristics, generated or received by the Board in connection with the transaction of public business, and preserved for any period of time by the Board as evidence of the Board, functions, policies, decisions, procedures, operations or other activities of the Board.
- 2.3 Notwithstanding, Section 2.2, non-record materials are records of no documentary value. Examples of non-record material are:
- correspondence, unless directly related to a current file;
 - extra copies kept for reference;
 - working papers, preliminary drafts and similar materials, summarized and published in other forms;
 - catalogues, trade journals and other processed or published materials;
 - stocks of publications, informational material or blank forms.

3.0 RESPONSIBILITY FOR BOARD RECORDS

- 3.1 The Secretary of the Tay Valley Police Services Board shall be the custodian of Board records and shall assume overall responsibility for the Board's records management.
- 3.2 The Board's records will be part of the records management system for the municipality and shall follow the policies and procedures set out by the municipality for records management.
- 3.3 The Board will review the record index for the Board's records on an annual basis, and review documents scheduled for destruction.
- 3.4 The Secretary shall consult with the Clerk of the municipality with regards to records management and shall receive ongoing training from the Clerk.

4.0 ELECTRONIC DOCUMENT MANAGEMENT

- 4.1 Where possible, records will be generated and stored electronically on the municipal server.
- 4.2 Permanent records shall be stored both electronically and in hard copy.
- 4.3 The Secretary will utilize the electronic index of the municipality in order to maintain an accurate and up-to-date listing of all Board records.

5.0 STORAGE OF HARD COPY BOARD RECORDS

- 5.1 Board records that are in a hard copy format shall be retained at the Municipal Office in the filing system.
- 5.2 Notwithstanding Section 5.1, confidential Board records shall be stored in a secure area at the Municipal Office.

6.0 RETRIEVAL OF BOARD RECORDS

- 6.1 Requests to view or receive copies of Board records shall be made to the Board Secretary.
- 6.2 Administrative costs associated with providing the requested documents shall be in accordance with the current fee schedule for publications and documents established by the Municipality or with the Regulations under *the Municipal Freedom of Information and Protection of Privacy Act*, as appropriate. Fees may be waived at the discretion of the Board Secretary.

7.0 USE OF BOARD RECORDS

- 7.1 Board records shall be used in accordance with the privacy protection provisions of *the Municipal Freedom of Information and Protection of Privacy Act*. At all times, the confidentiality of In-Camera records shall be maintained.

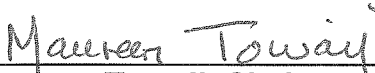
8.0 DISCLOSURE OF BOARD RECORDS

- 8.1 The following shall be posted on the Police Services Board page of the Municipal website:
- Agendas and Minutes of public meetings
 - Annual Reports
 - Business Plan
 - By-Laws
 - Policies and Protocols


9.0 RETENTION AND DISPOSITION OF BOARD RECORDS

- 9.1 The retention of Board records shall be based on the Ontario Municipal Records Management System (TOMRMS).
- 9.2 The retention and disposition of Board records shall be in accordance with the municipal Records Management Policy and as identified in the municipal records management index.

Tay Valley Police Services Board:



Maureen Towaij, Chair



Amanda Mabo, Secretary

Date: June 25, 2012