



## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 05-2024

A by-law to provide for the retention period and schedules for destruction of records, returns, books, and accounts kept and made by the Police Service Board or the members thereof

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#### 1. PREAMBLE

- Preamble*
- 1.1 WHEREAS it is the policy of the Woodstock Police Service 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; and
- 1.2 WHEREAS all correspondence and documents received on behalf of the Board are deemed to be Board records under this policy. Board records include, but are not limited to, paper documents, tapes, and electronic files.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

#### 2. INTERPRETATIONS

For the purposes of this by-law:

- Definitions*
- 2.1 “*Board*” means the Woodstock Police Service Board;
- 2.2 “*City*” means the City of Woodstock;
- 2.3 “*Record*” means any record of information, however recorded, whether in printed form, electronic means or otherwise.

#### 3. APPLICATION

- Schedule for Retention*
- 3.1 That the attached Schedule “A” – City of Woodstock Records Retention Schedule, be adopted as the schedule for the retention and/or destruction of records for the Board. Furthermore, the attached Schedule “B” includes modifications to the City’s

Records Retention Schedule and additional class codes pertaining to the Board.

- |                                               |     |                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Management of Electronic Records</i>       | 3.2 | The Board Executive Assistant 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.                                                                      |
|                                               | 3.3 | The Board Executive Assistant shall ensure that any electronic devices acquired by the Board for their usage and possession, which contain the records of the Board, are properly maintained and returned to the Board at the conclusion of their employment contract with the Board.                       |
| <i>Records Storage</i>                        | 3.4 | Records of the Board will be stored on site at Police Headquarters, 615 Dundas Street, Woodstock, Ontario, N4S 1E1, unless otherwise determined by the Board, and under the custody and control of the Board Executive Assistant or designate of the Board.                                                 |
| <i>Retention Beyond Time Period Specified</i> | 3.5 | 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.                                                                                                                                               |
| <i>Requests for Board Records</i>             | 3.6 | Minutes of public meetings are posted on the Board's web page. Requests for other Board records shall be made to the Board Executive Assistant. All in-camera records are deemed to be confidential and shall not be disclosed without prior consultation with the Chair of the Board.                      |
| <i>Conflicting Categories</i>                 | 3.7 | If a record or document can be classified under multiple categories, the category with the longer retention period shall take precedence.                                                                                                                                                                   |
| <i>Destruction</i>                            | 3.8 | Destruction of the original record or copies shall be by shredding, and under the supervision of the Board Executive Assistant 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. |

#### **4. ENACTMENT AND REPEAL**

- |                       |     |                                                                                                                                                               |
|-----------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Repeal</i>         | 4.1 | All previous by-laws, sections of by-laws, and procedural policies of the Board that are inconsistent with the provisions of this by-law are hereby repealed. |
|                       | 4.2 | By-law 04-2010 False Alarms is hereby repealed.                                                                                                               |
| <i>Effective Date</i> | 4.3 | This by-law shall come into force on the date of its enactment.                                                                                               |

**ENACTED AND PASSED THIS** 9th day of September 2024.

**WOODSTOCK POLICE SERVICE BOARD**

Chair

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Ken Whiteford

Vice-Chair

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Leslie Farrell