



PETERBOROUGH LAKEFIELD POLICE SERVICES BOARD

AI-007 - Management of Police Records

1. It is the policy of the Peterborough Lakefield Police Services Board with respect to the management of police records that the Chief of Police will:
 - a) establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of appropriate legislation;
 - b) comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*; and
 - c) establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.

2. **Administration**
 - 2.1 That Policy 2001-66 Management of Police Records passed the 9th day of March 2004, be repealed.

 - 2.2 That this Policy is hereby enacted by the Peterborough Lakefield Police Services Board on this 16th day of March, 2006 and shall take effect on that date.

Dr. Thomas H.B. Symons, Chair
Peterborough Lakefield Police Services Board

Additional References:

Evaluation Date: September 28th, 2009

Issue Date: March 16th, 2006

Revision Dates: