



## Peterborough Police Services Board

### AI-007 - Management of Police Records

#### 1.0 Policy

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

#### 2.0 Administration

- 2.1 That this Policy is hereby enacted by the Peterborough Police Services Board on this 20<sup>th</sup> day of October, 2014 and shall take effect on January 1<sup>st</sup> 2015.

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Garth Wedlock, Chair  
Peterborough Police Services Board

#### Additional References:

Adopted by the Peterborough Police Services Board on October 20<sup>th</sup> 2014.

Previously evaluated: September 28<sup>th</sup>, 2009

Originally issued: March 16<sup>th</sup>, 2006

Revision Dates: Reformatted on March 16<sup>th</sup> 2016