

SUDBURY EAST OPP DETACHMENT BOARD

BY-LAW 2025-

A BY-LAW TO ESTABLISH A RECORDS RETENTION AND DISPOSITION POLICY FOR THE SUDBURY EAST OPP DETACHMENT BOARD

WHEREAS Section 254(1) of the Municipal Act, 2001, S.O. 2001, c. 25, requires every municipality and local board to retain and preserve the records of the municipality and local board in a secure and accessible manner;

AND WHEREAS Section 255(2) and (3) of the Municipal Act, 2001 permits a local board to establish retention periods during which the records must be kept and permits the destruction of records once those periods have expired;

AND WHEREAS the Sudbury East OPP Detachment Board ("the Board") deems it necessary to establish policies and procedures governing the management, retention and destruction of its records;

NOW THEREFORE the Board enacts as follows:

1. That the Records Retention and Disposition Policy, attached hereto as Schedule "A", is hereby adopted and enacted as the official policy of the Board.
2. That this By-law shall apply to all Board records, regardless of physical format or storage location, and shall govern their creation, retention, access, storage, and lawful destruction.
3. That this By-law shall come into full force and effect on the date it is passed.

Now therefore Sudbury East OPP Detachment Board hereby enacts as follows:

1. PURPOSE

To establish consistent and accountable practices for the classification, retention, and disposition of records held by the Sudbury East OPP Detachment Board.

2. Definitions

2.1. Board: Sudbury East OPP Detachment Board.

2.2. Record: Any recorded information, regardless of format, created or received by the Board in the course of its operations.

2.3. Retention Period: The minimum time a record must be kept before being eligible for destruction.

2.4. Disposition: Final action taken with a record, such as destruction or transfer to archives.

2.5. Archival Record: A record determined to have long-term historical value.

2.6. Transitory Record: A record of temporary usefulness not needed for operational, legal, financial, or archival purposes.

3. Roles and Responsibilities

3.1. The Board Secretary or designate is responsible for administering this policy and maintaining the retention schedule.

3.2. All Board members and staff must manage records in accordance with this policy.

4. Records Classification and Retention Schedule

4.1. The Board adopts a functional classification system, grouping records by activity. A detailed retention schedule is maintained as Appendix A and may be updated with Board approval.

5. Disposition of Records

5.1. Records may only be destroyed when:

5.1.1. The retention period has expired;

5.1.2. They are no longer required for any legal, administrative, or historical purpose;

5.1.3. Written authorization is granted by the Board Secretary or designate.

5.2. Destruction must be carried out in a secure manner. A Disposition Log will be kept on file.

6. Electronic Records

Electronic records are subject to the same retention requirements as physical records. Digitized copies may be used as originals if integrity and accessibility are ensured.

7. Policy Review

This policy shall be reviewed every five (5) years or sooner if required by legislation or operational change.

“Appendix A”

Records Retention Schedule

CATEGORY	RECORD TYPE	RETENTION PERIOD	FINAL DISPOSITION
Administration	Meeting Agendas and Minutes	Permanent	Transfer to Archives
	Correspondence (General)	5 years	Destroy
Financial	Budget and Financial Statements	7 years	Destroy
	Audit Reports	Permanent	Transfer to Archives
Governance	By-laws and Policies	Permanent	Transfer to Archives
	Board Member Appointments	Term + 5 years	Transfer to Archives
Legal	Contracts and Agreements	Expiry + 7 years	Destroy
Public Relations	Media Releases	5 years	Destroy or Archive
Training & HR	Member Training Records	7 years	Destroy
Complaints	Public Complaints and Responses	5 years	Destroy
Strategic Planning	Community Safety and Well-being Plans	10 years	Review for Archival
Reports	Annual Reports and Statistics	10 years	Transfer to Archives