



TORONTO POLICE SERVICES BOARD

MANAGEMENT OF POLICE RECORDS

DATE APPROVED	July 20, 2001	Minute No: P198/01
DATE(S) AMENDED	November 15, 2010	Minute No: P292/10
DATE REVIEWED	November 15, 2010	Minute No: P292/10
REPORTING REQUIREMENT		
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Violent Crime Linkage Analysis System Reports, O. Reg. 550/96.</i>	
DERIVATION	Adequacy Standards Regulation - AI-007	

It is the policy of the Toronto Police Services Board that:

1. 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 the appropriate legislation;
2. The Chief of Police will comply with the procedures set out in the Ministry of Community Safety and Correctional Services' ("Ministry") designated "Ontario Major Case Management Manual"; and
3. The Chief of Police will establish procedures on the Canadian Police Information Centre ("CPIC") that are consistent with the CPIC Reference Manual and the Ministry's policy relating to CPIC Records.