

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 197-82

BEING A BY-LAW TO AUTHORIZE THE DESTRUCTION
OF POLICE FORCE RECORDS.

WHEREAS Section 116 (1) of the Municipal Act, R.S.O. 1980, Chapter 302, provides that a local Board shall not destroy any of its records except in accordance with a by-law passed by the municipality and approved by the auditor of the municipality.

AND WHEREAS The Corporation of the City of North Bay has received the approval of Thorne, Riddell, Chartered Accountants, its auditors, to the form of the by-law in the following form.

AND WHEREAS the Board of Commissioners of Police of the City of North Bay have passed By-law 2/82 to authorize the retention and destruction of records in the following form.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

1. For the purposes of this by-law:-
 - (a) "CURRENT" shall mean records maintained in the Main Office area of the Police Administration Building at 135 Princess Street West, North Bay, Ontario.
 - (b) "FILED" shall mean records stored in the archives of the Police Administration Building at 135 Princess Street West, North Bay, Ontario.
2. The Chief of Police of the North Bay Police Force is hereby directed and authorized to retain or cause the destruction of such records and files in accordance with the provisions set out in Appendix I of this By-law which Appendix forms an integral part of this by-law.
3. The Chief of Police of the North Bay Police Force is hereby authorized to delegate the authority granted to him by the Board in Paragraph 2 above to any member of the North Bay Police Force that the Chief deems fit.
4. Records of the North Bay Police Force that are to be destroyed shall be subjected to incineration by fire, or to shredding and must be reduced to such a state as to be deemed totally destroyed.
5. Records of the North Bay Police Force that are destroyed in accordance with the terms of this by-law shall be set out on a "Certificate of Record Destruction Form" as set out in Appendix II to this by-law, which Appendix forms an integral part of this by-law.
6. Completed "Certificate of Record Destruction Forms, must be kept current and under no circumstances shall any such form be ever destroyed.

READ A FIRST TIME IN OPEN COUNCIL THE 6TH DAY OF DECEMBER , 1982.

READ A SECOND TIME IN OPEN COUNCIL THE 20TH DAY OF DECEMBER , 1982.

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY ENACTED AND PASSED THIS
20TH DAY OF DECEMBER , 1982.


MAYOR


CITY CLERK

APPENDIX I

(RETENTION PERIOD IN YEARS)

<u>FILE NAME</u>	<u>CURRENT</u>	<u>FILED</u>	<u>SPECIAL NOTES</u>
Correspondence	2	3	
Finance & Accounts	2	3	
Vehicle History File	1	1	
Safety File	2	3	
Daily Occurrence Logs	2	3	
Occurrence Reports	7		Retain subject to historical selection and outstanding missing persons
Name Index Cards	5		No offence, purged after 5 years
Taxi Licencing Files	3	2	
Statistics Canada	2		
Reports to Police Com.	3	20	Destroy subject to historical selection
Personnel Files-Active			Retain for duration of employment, then transfer to terminated employees file
Personnel Files - terminated	3	50	
Fingerprint Sheet	7		
Daily Duty Roster Sheets	2	5	
Liquor Seizure and Disposal Report	7		
Standing Orders			Retain until rescinded or superseded
Routine Orders	2	3	
Photographs	7		Destroy with occurrence files
Deployment Report	2	10	
Bulletins	1	1	
Court Dockets	2		
Officer's Notebooks		10	
Bicycle Registration	1	1	
Monthly Activity Reports	2		
Provincial Offences Act	1	1	
Firearm Registration	1	1	
FAC Certificates and Applications	1	1	

APPENDIX II

CERTIFICATE OF RECORD DESTRUCTION FORM

DATED: _____

I, the undersigned member of the North Bay Police Force certify that I destroyed this date, in accordance with the provisions of By-law 2/82 of the Board of Commissioners of Police, the following Records of the North Bay Police Force. Such records were totally destroyed in my presence by incineration, or by shredding:-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

SIGNATURE

RANK

NOTE: If records were prior to 1975, indicate file category destroyed excepting occurrence numbers (then list occurrences by number retained. If records were 1975 and thereafter, indicate first occurrence number destroyed and last occurrence number destroyed, excepting (then list occurrences by number retained).