

**NORTH BAY POLICE SERVICES BOARD  
MANAGEMENT OF POLICE RECORDS POLICY**

INDEX NUMBER: AI-007  
DATE: March 5, 2001

**PREAMBLE:**

It is the policy of the North Bay 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 police relating to CPIC Records.

Signed: Colin P. Vezina  
Chairman

Susan Vester  
Secretary

*This policy is subject to the provision of an adequate annual operating budget to enable the Chief of Police to plan for the deployment of personnel and resources, and the absence of any other intervening factors that may frustrate the ability of the Police Service to implement this Policy.*