



REPORT TO THE POLICE SERVICE BOARD

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Date of Report: 12/17/2024

Type of Report: Public

Title: Records Classification and Retention Policy - Annual Review

RECOMMENDATION

That the Board receive and approve amendments to Schedule “A” – Classification and Retention Schedule, of the Records Classification and Retention Policy, as shown herein.

EXECUTIVE SUMMARY

As per section 3 of the Records Classification and Retention Policy, Schedule “A” - Classification & Retention Schedule is to be reviewed on an annual basis and brought forward for approval if any changes to Schedule “A” warrant the Boards approval.

DISCUSSION

After the annual review of Schedule “A”- Classification & Retention Schedule, the Board is asked to approve the following new additions to the Schedule:

- 1. Classification Code:** HRM-39
Records Series: Job Evaluation
Description: Includes records regarding the job evaluation process (JEQs, comment sheets, rater sheets, narratives, rationales, and process forms)
OPI: Human Resources
Business Retention: C+10
Security Classification: Protected B
Trigger: N/A
Comment: N/A
- 2. Classification Code:** COR-49
Records Series: Body-Worn Camera Footage (BWC)
Description: Includes all original audio/video Body-Worn Camera records that have been created and processed through the BWC Program utilizing *Axon Body* devices and potentially redacted (removed or obscured) privileged, sensitive, or clearly irrelevant content prior to the disclosure or release of a copy of a BWC recording, using the tools found in *Evidence.com*®. The various retentions periods are as follows:

BWC Criminal - Solved No Charges:	2 years
BWC Criminal Evidence - Charges Laid:	Until manually deleted
BWC Criminal Evidence - Unsolved:	5 years
BWC General - Not Evidence:	2 years
BWC Major - Solved No Charges:	5 years
BWC Major Crime Evidence - Unsolved:	Until manually deleted

*(Unit Manually deleted means it's not deleted unless specified by the OIC)
OPI: Originating
Business Retention: Various
Security Classification: Protected B
Trigger: N/A
Comment: N/A
Citation: 122

ATTACHMENTS

Schedule "A" – Classification & Retention Schedule