



**To: Orangeville OPP Detachment Board**

**Subject: Orangeville Police Service Records Management and Archival Services**

**Department: Clerk's Division, Corporate Services**

**Meeting Date: November 19, 2024**

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## **Recommendations**

**That report Orangeville Police Service Records Management and Archival Services, be received; and**

**That the Town Clerk or designate be authorized to maintain Orangeville Police Service Records as outlined in this report.**

## **Background & Analysis**

The Town of Orangeville provides archival services to the Orangeville OPP Detachment Board (the "Board") with respect to Orangeville Police Service (OPS) records.

### *Archival Services Agreement*

On April 1, 2024, the Board and the Town of Orangeville, restated their existing Archival Services agreement which came into effect September 15, 2020. The Town is appointed as the archive service provider for Board records, meaning the Town retains and preserves the records in a secure and accessible manner. The records, however, are still under the ownership and control of the Board as an institution under MFIPPA, and therefore, the management of these records is the responsibility of the Board, through By-law 002-2018.

### *Review of Electronic OPS Records*

At the end of 2023, the Town performed a review of disposition for electronic OPS records as indicated in the report to the Board in September of 2023. Disposition is the removal of records from the official record keeping system by destruction or selecting for transfer to an archive, in accordance with the Board's policy. Records were transferred from the remaining OPS laptop and server to the Town's official electronic repository (SharePoint) for classification, secure storage, and the management of disposition.

The OPS laptop and file servers are still operating although the files have been transferred to the Town's official repository. This report is recommending that the Town Clerk or designate be authorized to remove any duplicate records, as well as any files that are corrupt from the servers so that the laptop and servers can be disabled. Prior to disabling the laptop and servers, staff will complete a secondary review to verify that all files have been transferred and compare electronic files against the current physical records in the archives.

Any corrupt files that have been located, either on the laptop, server or in SharePoint will be reviewed by IT staff to see if they can be recovered. If they are unable to be a recovered, a listing of the corrupt files will be maintained for future reference prior to removal.

The goal is to have a complete index of all OPS records, whether in physical or electronic form, that will provide for ease of location in accordance with the archival services agreement and an easier process for retention disposition for the Board to remain in compliance with their retention by-law.

#### *Disposition for Physical and Electronic Records*

Records that have met or past their retention, will be indicated on a records destruction notice and included in a future report to the Board for approval of their disposition.

#### *Management of Board Records*

To ensure appropriate management of the Boards records, the Town is suggesting that the Board take a multi-phase approach to review the records that are being archived by the Town to ensure proper disposition as per By-law 002-2018. Table 1 identifies the proposed phases for the Board to consider. Staff are of the opinion that by conducting a multi-phased approach to review the records being archived, this will provide clear picture of the records that exist in both physical and/or electronic form and will assist when requests for retrieval from the Board come in. The Town's records staff will be able to assist Board staff in completing this work.

Table 1: OPP Detachment Board Records Management

<b>Phase</b>	<b>Description</b>
Phase 1: Authority to remove duplicates and corrupt files	Phase 1 will consist of a review of records that are on the OPS laptop and file servers and cross reference against what was transferred to SharePoint. Any duplicates or corrupt files will be documented and disposed of.
Phase 2: Update and Complete Physical and Electronic Records Index	Phase 2 consists of a review of both the physical and electronic records index that is on SharePoint to ensure proper

	<p>classifications and metadata is being inputted. The index may include:</p> <ul style="list-style-type: none"> <li>• File Name</li> <li>• <i>TOMRMS</i> Code</li> <li>• Retention</li> <li>• Format (Physical or Electronic)</li> <li>• Location (Vault at Town Hall, SharePoint)</li> <li>• If destroyed and when</li> </ul>
<p>Phase 3: Review Board Retention By-law</p>	<p>Phase 3 will consist of conducting a review of the Boards Retention By-law against other Police Service Board Retention By-laws to ensure consistency and best practices.</p>
<p>Phase 4: Management</p>	<p>Phase 4 will consist of ongoing management and maintenance of Board records. The Board will advise of the records to be destroyed once their retention is up.</p>

## Conclusion

In conclusion, the Town of Orangeville is dedicated to supporting the Board in enhancing the management and preservation of Board records. With the restatement of the Archival Services agreement, the Town has reaffirmed its role in securely housing these records, while ensuring the Board retains ultimate control of the records as an institution under MFIPPA.

Respectfully submitted

Raylene Martell,  
Town Clerk, Corporate Services

Prepared by

Jordyn Lavecchia-Smith  
Deputy Clerk, Corporate  
Services

**Attachments:** None