



Report

To: Orangeville OPP Detachment Board

Subject: Orangeville Police Service Records Management and Archival Services Update

Department: Clerk's Division, Corporate Services

Meeting Date: 2025-05-20

Recommendations

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

That the records, laptop and servers identified in Attachment 1 be approved for destruction.

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.

Records Management and Archival Services

On November 19, 2024, the Board received a report highlighting a phased approach for the management of existing OPP Detachment Board records. The phases included authority to remove duplicates and corrupt files, update and complete physical and electronic records index, review board retention by-law, and ongoing management of records.

Removal of duplicates and corrupt files

A review of electronic records that were on the OPS laptop and file servers was conducted and cross referenced against what was transferred to SharePoint. Attachment 1 is a listing of approximately 6,400 records that have been identified as either copies, corrupt files, or records that have met their retention and are ready for disposition.

Servers

The Town has 1 laptop and 6 servers still operating from the OPS environment. These systems are all beyond their end of life, and do not have support. There is a backup appliance in place, however it reaches end of life later this year. All relevant data from the 6 servers has been migrated to SharePoint. The data files in Attachment 1 have been checked by Records staff and all data on the servers can now be considered duplicate and therefore decommissioned.

Next Steps

Staff will continue to work with the Board Secretary to update and complete a physical and electronic records index of the records that are being archived. This is to ensure proper classifications and metadata is being inputted. The index may include:

- File Name
- TOMRMS Code
- Retention
- Format (Physical or Electronic)
- Location (Vault at Town Hall, SharePoint)
- If destroyed and when

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. 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.

Conclusion

In conclusion, the records listed in Attachment 1 will be deleted from SharePoint and remaining laptops and servers will be disabled.

Respectfully submitted

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Attachments: Attachment 1: 2025-01-01 OPS Destruction Notice