MATTAWA REGIONAL OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT RÉGIONAL DE MATTAWA DE LA POLICE PROVINCIALE

NORTH BAY OPP DETACHMENT
DÉTACHEMENT DE NORTH BAY DE LA POLICE PROVINCIALE

#2026-03	
Policy: Records Retention and Disposition Policy	
Date of Board Approval: 07/06/2026	**Date of Next Review:** 07/06/2031

1. PURPOSE:

The purpose of this policy is to establish consistent and accountable practices for the classification, retention, and disposition of records held by the Mattawa Regional OPP Detachment Board.

2. ROLES AND RESPONSIBILITIES:

3.1 The Board Secretary-Treasurer or designate is responsible for administering this policy and maintaining the retention schedule.

3.2 All Board members and staff must manage records in accordance with this policy.

3. RECORDS CLASSIFICATION AND RETENTION SCHEDULE:

The Board adopts a functional classification system, grouping records by activity. A detailed retention schedule is maintained and attached hereto as Appendix A and may be updated with Board approval.

4. DISPOSITION OF RECORDS

Records may only be destroyed when:

- The retention period has expired;
- They are no longer required for any legal, administrative, or historical purpose;
- Written authorization is granted by the Board Secretary-Treasurer or designate.

Destruction must be carried out in a secure manner. A Disposition Log will be kept on file.

5. ELECTRONIC RECORDS:

Electronic records are subject to the same retention requirements as physical records. Digitized copies may be used as originals if integrity and accessibility are ensured.

6. POLICY REVIEW

This policy shall be reviewed every five (5) years or sooner if required by legislation or operational change.

7. APPROVAL

This policy is approved by resolution of the Mattawa Regional OPP Detachment Board and may be amended by majority vote at any official meeting of the Board.

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"Appendix A" to Records Retention and Disposition Policy

Records Retention Schedule

CATEGORY	RECORD TYPE	RETENTION PERIOD	FINAL DISPOSITION
Administration	Meeting Agendas & Minutes	Permanent	Transfer to Archives
	Correspondence (general)	5 years	Destroy
Financial	Budget & Financial Statements	7 years	Destroy
	Audit Reports	Permanent	Transfer to Archives
Governance	By-laws & Policies	Permanent	Transfer to Archives
	Board Member Appointments	Term + 5 years	Transfer to Archives
Legal	Contracts and Agreements	Expiry + 7 years	Destroy
Public Relations	Media Releases	5 years	Destroy or Archive
Training & HR	Member Training Records	7 years	Destroy
Complaints	Public Complaints & Responses	5 years	Destroy
Strategic Planning	Community Safety and Well-Being Plans	10 years	Review for Archival
Reports	Annual Reports & Statistics	10 years	Transfer to Archives