

Subject	Description	Retention
ACCIDENTS	MOTOR VEHICLE COLLISION REPORTS (includes all reportable, injury, fatal and police-related motor vehicle collisions) ORIGINAL IN RECORDS	5 YEARS
AGREEMENTS	REGARDING PROPERTY & SERVICE CONTRACTS	1 YEAR
	WITH OTHER POLICE AGENCIES DETAILING POLICING OF ROADS & BOUNDARIES, INCLUDING ANY AMENDMENTS	PERMANENT + 2 YRS. WHEN REPLACED
APPEALS & GRIEVANCES	BY OR IN RELATION TO POLICE PERSONNEL	LENGTH OF SERVICE + 5 YEARS
APPOINTMENTS	ELEVATIONS OF RANK OR TRANSFER OF DUTIES	LENGTH OF SERVICE
ARBITRATION	AGREEMENTS, ARBITRATIONS (ORIGINAL), LETTERS OF UNDERSTANDING	7 YEARS
ARCHIVAL FILES	RECORDS OF HISTORICAL VALUE,	PERMANENT
AUDITS	EXTERNAL/INTERNAL AUDITS OF THE SERVICE	UNTIL NEXT AUDIT PLUS 1 YEAR
AWARDS & HONOURS	INDIVIDUAL	LENGTH OF SERVICE
BICYCLES	REPORTS	5 YEARS
BUDGET	CURRENT & CAPITAL BUDGET	2 YEARS
BULLETINS	INTERNAL BULLETINS/DAILY OCCURRENCES	1 YEAR
	CIRCULARS ISSUED - EXTERNAL (MISSING PERSONS, WANTED, STOLEN PROPERTY)	5 YEARS UNLESS SOLVED
BY-LAWS	CIRCULARS RECEIVED FROM OTHER AGENCIES	1 YEAR
	COBOURG POLICE SERVICES BOARD BY-LAWS WITH ANY AMENDMENTS	PERMANENT
BY-LAWS	MUNICIPAL BY-LAWS WITH ANY AMENDMENTS	PERMANENT UNLESS SUPERSEDED
CANVASSING	CANVASSING, CHARITABLE SOLICITING	CURRENT + 1 YEAR
CIRCULARS	INTERNAL BULLETINS/DAILY OCCURRENCES	1 YEAR
	CIRCULARS ISSUED - EXTERNAL (MISSING PERSONS, WANTED, STOLEN PROPERTY)	5 YEARS UNLESS SOLVED
	CIRCULARS RECEIVED FROM OTHER AGENCIES	1 YEAR
CLOTHING/EQUIPMENT	RECORD OF STOCK & ISSUE	DURATION OF SERVICE + 1 YEAR
COLLECTIVE BARGAINING	AGREEMENTS, ARBITRATIONS (ORIGINAL), LETTERS OF UNDERSTANDING	7 YEARS
COMMUNICATIONS	RECORD OF COMPLAINT TO OR REQUEST FOR POLICE SERVICE	1 YEAR
	DAILY OCCURRENCE/INCLUDING RESPONSE TIMES	1 YEAR
	MASTER/LOGGER TAPES	1 YEAR
	ROUTINE DAILY TAPE (HELD FOR INVESTIGATION OR COURT)	7 YEARS
COMMUNITY RELATIONS	RELATED RECORDS & FILES	1 YEAR
COMPLAINTS	COMPLAINTS RECEIVED (ATTITUDE, OPINION, ETC.)	2 YEARS
CONFERENCES	CHIEF OF POLICE	1 YEAR
	OTHERS	1 YEAR
CONFIDENTIAL INSTRUCTIONS FOR CROWN COUNSEL	FEDERAL STATUTES	7 YEARS
	PROVINCIAL STATUTES	1 YEAR

Subject	Description	Retention
CONFIDENTIAL INSTRUCTIONS FOR CROWN COUNSEL (CONTINUED)	MUNICIPAL BY-LAWS	1 YEAR
CORPORATE COMMUNICATION	ANNUAL REPORTS	E dissolution of Police Service
	ADVERTISEMENT, BROCHURES, POSTERS	E + 1 until revised/superseded or discontinued
	CORRESPONDENCE	CY + 2
	MEDIA/PRESS RELEASE	CY + 5
	WEBSITE CONTENT	E until revised/superseded or discontinued
CORRESPONDENCE	GENERAL CORRESPONDENCE	1 YEAR
	RELATED TO AN INVESTIGATION (FILED WITH OCCURRENCE)	5 YEARS FOR NON- CRIMINAL; 5 YEARS FOR CRIMINAL WITH PENALTY LESS THAN 10 YEARS; 10 YEARS FOR CRIMINAL WITH PENALTY MORE THAN 10 YEARS
COURT ATTENDANCE	COURT SCHEDULE DETAILING EACH OFFICER'S SCHEDULE	1 YEAR
COURT DOCKETS	COPIES OF PROVINCIAL COURT DOCKETS	1 YEAR
COURT EXHIBITS	SEXUAL ASSAULT/HOMICIDE	25 YEARS
	PROPERTY RECORDS RELATED TO PHYSICAL EXHIBITS	5 YEARS FOR NON- CRIMINAL; 5 YEARS FOR CRIMINAL WITH PENALTY LESS THAN 10 YEARS; 10 YEARS FOR CRIMINAL WITH PENALTY MORE THAN 10 YEARS
	DOCUMENTS RELATED TO COURT CASE WHICH ARE FILED IN CRIMINAL DOSSIER	7 YEARS AFTER COURT DISPOSITION; YOUNG OFFENDER - AS PER SEC. 45, Y.O.A.; DECEASED PERSON - 2 YEARS
	NOTICE OF MOTION SUBPOENAS/SUMMONS FOR RECORD WARRANTS FOR RECORDS	CY + 1
	ROUTINE DISCLOSURE REQUESTS/RESPONSES	CY
C.P.I.C.	AUDIT - CONDUCTED EVERY 2 YEARS	2 YEARS AFTER COMPLETION OF AUDIT

Subject	Description	Retention
C.P.I.C. (CONTINUED)	PRINTOUTS - RELATED TO AN OCCURRENCE ARE FILED WITH REPORTS (C.P.I.C. MAINTENANCE)	5 YEARS FOR NON-CRIMINAL; 5 YEARS FOR CRIMINAL WITH PENALTY LESS THAN 10 YEARS; 10 YEARS FOR CRIMINAL WITH PENALTY MORE THAN 10 YEARS
	C.P.I.C. NARRATIVE MESSAGES	6 MONTHS
	C.P.I.C. 10-28/10-29 ON VEHICLES AND PERSONS WHERE IT DOES NOT FORM PART OF CRIMINAL DOSSIER	3 DAYS
	C.P.I.C. MONTHLY VALIDATION REPORTS -FRONT PAGE ONLY	UNTIL NEXT AUDIT IS COMPLETED
	AUDIT RECORDS	E completeion of next CPIC Audit
	MESSAGES	3 M
	LIST OF PURGED RECORDS	E
	OFFLINE SEARCHES	CY + 2
	REMOVALS	3 M
	LIST OF VALIDATED RECORDS	E
	CPIC POLICY	CY + 5
CRIME PREVENTION	CORRESPONDENCE AND RELATED FILES	1 YEAR
CRIMINAL DOSSIER	CRIMINAL FILE PACKAGES CONTAINING ALL COURT DOCUMENTS, CONFIDENTIAL RECORDS, R.C.M.P. C-480 FORM, ETC.	7 YEARS AFTER COURT DISPOSITION
	MASTER NAME INDEX, O.P.T.I.C. MANUAL	PERMANENT UPON BEING ENTERED ON O.P.T.I.C.
	CRIMINAL FILE PKGS., RE:YOUNG OFFENDERS	SEC.45, Y.O.A.
	CRIMINAL FILE PKGS. OF DECEASED PERSONS	2 YEARS
	SUBPOENAS/SUMMONS	DESTROY AFTER CASE DISPOSED OF OR CONCLUDED
POLICE CRIMINAL RECORD CHECKS	INCLUDING THIRD PARTY, ALL CONSENTS FORM	2 YEARS
CROWN CONFIDENTIAL REPORT	FILED IN CRIMINAL DOSSIER WHEN COMPLETED IN COURTS	SEE CRIMINAL DOSSIER
DEMONSTRATIONS	RIOTS, STRIKES	

Subject	Description	Retention
DEMONSTRATIONS (CONTINUED)	- REPORTS	5 YEARS FOR NON-CRIMINAL; 5 YEARS FOR CRIMINAL WITH PENALTY LESS THAN 10 YEARS; 10 YEARS FOR CRIMINAL WITH PENALTY MORE THAN 10 YEARS
	- TAPES	DURATION OF COURT PLUS APPEAL
DIRECTIVE	NOTIFICATIONS AND PROCEDURES ISSUED	AS PER RULES AND REGULATIONS OF COBOURG POLICE SERVICE
DISCIPLINE	TRANSCRIPTS OF DISCIPLINARY TRIALS	LENGTH OF SERVICE
DOCUMENT EVIDENCE	ORIGINAL OR COPIES OF CHEQUES, INVOICES OR OTHER DOCUMENT EVIDENCE -CONCLUDED -OUTSTANDING -WARRANT OUTSTANDING	PERMANENT OR UNTIL CASE COMPLETE
DRUG REPORTS	DRUG RELATED OCCURRENCES	
	- ORIGINAL	5 YEARS FOR NON-CRIMINAL; 5 YEARS FOR CRIMINAL WITH PENALTY LESS THAN 10 YEARS; 10 YEARS FOR CRIMINAL WITH PENALTY MORE THAN 10 YEARS
	- COPIES	CURRENT + 1 YEAR
	- DRUG OFFENCE REPORTS	7 YEARS AFTER CASE CONCLUDED
	- DRUG DESTRUCTION REPORTS (ORIGINAL TO	NOT APPLICABLE
	- COPIES	2 YEARS
EQUIPMENT	INVENTORY, ETC.	DURATION OF SERVICE + 1 YEAR
	LOGS, INSPECTIONS, MAINTENANCE RECORDS	E + 1
	REQUISITIONS	CY + 1
EVENTS	CORRESPONDENCE AND RELATED MATERIALS - PARADES, BIKE RODEO, WALKATHONS, POLICE - WEEK, COMMUNITY SERVICE VISITS, AUCTIONS, ETC.	2 YEARS
FILES	CONTENTS OF ADMINISTRATIVE UNITS	1 YEAR
FINANCE	CHART OF ACCOUNTS	2 YEARS
	- DETAILS OF ALL ACCOUNTS BY ACCOUNT #	
	BUDGET PREPARATION - WORKING PAPERS FOR CURRENT & CAPITAL BUDGETS; - FILES OF REQUIREMENTS, COSTS & QUOTES	2 YEARS
FINANCE (CONTINUED)	REQUISITIONS	2 YEARS

Subject	Description	Retention
	POLICING SERVICES REPORTS ON FINANCIAL & STATISTICAL INFORMATION	5 YEARS
	RECOVERY CORRESPONDENCE - DETAILS OF AND REQUESTS FOR PAYMENT OF LOSSES OR BILLS FOR SERVICES RENDERED	5 YEARS
	SOURCE DOCUMENTS - ALL ORIGINAL DOCUMENTS, CHEQUE REQUESTS, STATEMENTS, ETC., RELATED TO FINANCIAL TRANSACTIONS (INCL. RECEIPTS)	CURRENT + 1 YEAR
FINGERPRINTS	CONVICTED PERSONS (ADULT)	5 YEARS
	CONSENT PRINTS (FOR ELIMINATION PURPOSES)	1 YEAR
	VISA APPLICATIONS	1 YEAR
	POLICE PERSONNEL	LENGTH OF SERVICE + 1 YEAR
	SCENES OF CRIME CASES INVESTIGATED WHICH ARE PUNISHABLE UNDER A FEDERAL STATUTE BY MORE THAN 10 YEARS IN PRISON	
	UNSOLVED	10 YRS.
	SOLVED	10 YRS.
	SAVE AND EXCEPT: CASES OF MURDER, SEXUAL ASSAULT, ROBBERY, ARSON, ATTEMPTS TO COMMIT AND/OR ANY OTHER CASE DEEMED WORTHY OF RETENTION BY THE CHIEF OF POLICE AND IDENTIFICATION OFFICER	
	CASES INVESTIGATED WHICH ARE PUNISHABLE UNDER FEDERAL STATUTE BY LESS THAN 10 YRS. IN PRISON:	
	UNSOLVED	5 YRS.
	SOLVED	5 YRS.
	SAVE AND EXCEPT: CASES DEEMED WORTHY OF RETENTION BY THE CHIEF OF POLICE AND IDENTIFICATION OFFICER.	
	<b><u>NON-CONVICTED DISPOSITIONS</u></b>	
	STAYED CHARGES	1YR (IMPOSED DATE)
	ABSOLUTE DISCHARGES	1 YR (DISPOSITION DATE)
	CONDITIONAL DISCHARGES	3 YRS (COMPL. SENTENCE)
	ACQUITTAL	2MTH (NO APPEAL); 3MTHS (AFTER APPEAL)
	WITHDRAWN OR DISMISSED	30 DAYS
	WITHDRAWN-PEACE BOND	AFTER PB EXPIRES
	WITHDRAWN-DIVERSION	2 YRS. (DATE DIVERSION)
FINGERPRINTS (YOUNG OFFENDERS)	CONVICTED OF INDICTABLE OFFENCE	5 YRS
	CONVICTION FOR SUMMARY OFFENCE	3 YRS
	DIVERSION	2 YRS
FINGERPRINTS (YOUNG OFFENDERS) CONTINUED	ACQUITTAL	2MTH (NO APPEAL); 3MTHS (AFTER APPEAL)
	DISMISSAL, WITHDRAWN, GUILT, REPRIMAND	2 MTHS

Subject	Description	Retention
	STAYED	1 YR
	ABSOLUTE DISCHARGE	1 YR
	CONDITIONAL DISCHARGE	3 YRS
<b>FLEET</b>	OPERATION REPORTS, NUMBER OF COLLISIONS	CY + 1
	MAINTENANCE LOGS, RECORDS, INSPECTIONS	E + 1 sale or write off of vehicle
	LICENSES	S + 1
	NUMERICAL VEHICLE LIST	CU
	REQUISITIONS	CY + 1
	EQUIPMENT. VEHICLE LOGS, INVENTORY RECORDS	CY + 2
<b>FIREARMS</b>	GPS LOGS	CY + 1
	DESTRUCTION/DISPOSAL LOGS	CY + 2
	DEPARTMENTAL FIREARMS - INVENTORY - RECORD OF FIREARMS ISSUED TO OFFICERS	PERMANENT LENGTH OF SERVICE + 1 YEAR
	DESTRUCTION	7 YEARS
	SEIZED	1 YEAR AFTER ALL ACTION COMPLETED
<b>FORMS</b>	MANAGEMENT (ANALYSIS, DESIGN, CONTROL, PREPARATION, INTERNAL, ETC.)	UNTIL SUPERSEDED OR OBSOLETE + 1 YEAR
<b>FRAUD DOCUMENTS</b>	RELATED OCCURRENCES	5 YEARS FOR NON-CRIMINAL; 5 YEARS FOR CRIMINAL WITH PENALTY LESS THAN 10 YEARS; 10 YEARS FOR CRIMINAL WITH PENALTY MORE THAN 10 YEARS
	PHYSICAL EVIDENCE, I.E. CHEQUES FOR COMPARISON, RECEIPTS, ETC.	PERMANENT OR UNTIL CASE COMPLETE
<b>FREEDOM OF INFORMATION</b>	REQUESTS FOR INFORMATION AND RELATED DOCUMENTATION	2 YEARS
	REQUESTS/RESPONSES NOT RESULTING IN APPEAL TO THE IPC	CY + 1
	REQUESTS/RESPONSES RESULTING IN APPEAL TO THE IPC	E receipt of notice of appeal Transfer to Information Management
	REQUESTS TO CORRECT PERSONAL INFORMATION RESPONSES	CY + 1
<b>FREEDOM OF INFORMATION (CONTINUED)</b>		
	APPEALS NOT RESULTING IN LITIGATION	E + 1 settlement of appeal

Subject	Description	Retention
	APPEALS RESULTING IN LITIGATION	E date of notice Transfer to compliance and governance
	MONTHLY REPORTS	CY
	ANNUAL REPORTS	CY + 1
GARAGE	ALL RELATED RECORDS	1 YEAR
GENERAL ORDERS	ORDERS ISSUED THROUGH THE OFFICE OF THE CHIEF OF POLICE (ORIGINAL AND COPIES)	PERMANENT WHILE VALID
GRIEVANCES	BY OR IN RELATION TO POLICE PERSONNEL	LENGTH OF SERVICE + 1 YEAR
HEALTH AND SAFETY	JOINT HEALTH AND SAFETY INSPECTIONS	CY + 3
HIGH RISK OFFENDERS	FILE (COMPLETE – JUDICIAL SUPERVISION AND WARRANT EXPIRY	CURRENT
HISTORICAL DOCUMENTS	ANY FORM OF RECORD DEEMED TO HAVE HISTORICAL VALUE	INDEFINITE
HONOURS	CIVILIAN CITATIONS	1 YEAR
HOURS OF WORK	RECORDS OF TIME	2 YEARS
HOUSEKEEPING FILES	FILES, GENERAL CORRESPONDENCE, PERSONAL REFERENCE NOTES, ETC., MAINTAINED BY PERSONNEL	1 YEAR
INQUESTS	COPIES OF DOCUMENTS PERTAINING TO ALL CORONERS' INQUESTS	5 YEARS
IN-SERVICE TRAINING	RECORDS OF OFFICERS' ATTENDANCE/PARTICIPATION	2 YEARS
	RECORDS OF MARKS - TRANSFERRED TO PERSONNEL FILE	INDEFINITE
INTELLIGENCE FILES	FILES TO ACCUMULATE INFORMATION PERTAINING TO CRIMINAL ACTIVITIES	5 YEARS
INVENTORY	ANNUAL	WHEN SUPERSEDED
	EQUIPMENT (RECORD OF QUANTITIES, TYPE OF CLOTHING AND EQUIPMENT ISSUED TO PERSONNEL AND QUANTITIES RETURNED WHEN EMPLOYMENT TERMINATED)	DURATION OF SERVICE + 1 YEAR
	TRANSFER OF FURNITURE	1 YEAR
	SUPPLIES	
	- REQUISITIONS	2 YEARS
	- RECEIPTS	2 YEARS
	RECORD OF EQUIPMENT ISSUED BY SERIAL #	PERMANENT UNTIL SUPERSEDED
	CORRESPONDENCE RELATING TO EQUIPMENT AND UNIFORMS	1 YEAR
INVESTIGATIVE FILES	FILES THAT CONTAIN ACCUMULATED PERSONAL/GENERAL INFORMATION DURING THE	CURRENT + 1 YEAR (AS PER POLICE SERVICES ACT)
KEYHOLDERS	INFORMATION REGARDING KEYHOLDERS FOR BUSINESS PREMISES	WHILE VALID
LEDGERS	RECORDS BUREAU - LEDGERS DETAILING BENCH/1ST INSTANCE WARRANTS RECEIVED	INDEFINITE
LEDGERS	- F.A.C. REGISTER	CURRENT + 1 YEAR
(CONTINUED)	- INSURANCE REQUESTS	CURRENT + 1 YEAR

Subject	Description	Retention
	IDENTIFICATION BUREAU - LEDGERS DETAILING FINGERPRINTS, PHOTOS, CRIME SCENES	INDEFINITE
	LOG OF OFFICERS' TIME OFF FOR VACATIONS AND COMPENSATED TIME	5 YEARS
	LOG OF PARKING TAG BOOKS, P.O.A. AND CERTIFICATE OF OFFENCES ISSUED TO OFFICERS	CURRENT + 1 YEAR
	LEDGER DETAILING ARRESTS MADE (PRISONER BOOK)	5 YEARS
	LEDGER OF COMMITTAL WARRANTS (ARRIVAL AND EXECUTION)	CURRENT + 3 YRS.
	SUMMONS RECEIVED AND SERVED	CURRENT + 3 YRS.
	G.I.S. - LOG BOOK OF ALL OCCURRENCES ASSIGNED DETAILING METHOD OF CLEARANCES AND CHARGES -	2 YEARS
	LOG OF ALL PROPERTY RECEIVED AND RELEASED BY BUREAU - DRUG EXHIBITS	7 YRS. FROM DATE OF CONCLUSION UNTIL CASE COMPLETED + APPEAL PERIOD
	POLYGRAPH BUREAU - INFORMATION DETAILING ALL EXAMINATIONS	5 YEARS
	QUARTERMASTER - INVENTORY AND STATISTICAL LEDGER DETAILING MONTHLY AND YEARLY TOTALS	5 YEARS
LEGAL FILES	ALL DOCUMENTS RELATED TO CLAIMS AGAINST THE SERVICE/PROSECUTIONS, ETC.	CURRENT PLUS 5 YEARS
LIBRARY	INDEX OF CONTENTS	UNTIL SUPERSEDED
LICENCE & PERMITS	SPECIFIC LICENCES ISSUED TO THE COBOURG POLICE SERVICE	UNTIL SUPERSEDED
	VEHICLE LICENCE AND PERMITS	WHILE VALID
	COPIES OF SPECIAL OCCASION PERMITS ISSUED	WHILE VALID
	COPIES OF LIQUOR LICENCES ISSUED TO LICENCED PREMISES	WHILE VALID
LIQUOR	SEIZURE REPORTS	2 YEARS
MAPS, CHARTS	MASTER COPIES	WHILE VALID
MEETINGS(Minutes of)	ORIGINALS	6 MONTHS
MONTHLY ACTIVITY	RECORD OF ACTIVITY	1 YEAR
NEWSPAPER FILE	NEWSPAPER CLIPPINGS FILED BY SUBJECT MATTER	SELECTIVE ANNUAL PURGE
NEWS RELEASES	MEDIA RELEASE	2 YEARS
OCCURRENCE	ORIGINALS OF UNSOLVED, REPORTED INCIDENTS	5 YEARS FOR NON- CRIMINAL; 5 YEARS FOR CRIMINAL WITH PENALTY LESS THAN 10 YEARS; 10 YEARS FOR CRIMINAL WITH PENALTY MORE THAN 10 YEARS



Subject	Description	Retention
	COMPUTER RECORD (O.P.T.I.C.)	2 YEARS
	C.P.I.C. OUTSTANDING (REPORT IS FILED SEPARATELY WHILE AN ITEM IS ON THE SYSTEM)	ACTIVE UNTIL COMPLETED, THEN FILED WITH OTHER OCCURRENCES
	WORK COPY (RETAINED BY INVESTIGATING OFFICER)	AFTER SOLVED
OFFICERS' NOTEBOOKS	OFFICERS' RECORD OF ACTIVITIES	7 YEARS
ORDERS		REFER TO RULES & REGULATIONS
PAY DUTY REPORTS	REPORT OF PAID DUTY (DESTRUCTION UPON APPROVAL FROM REVENUE CANADA)	7 YEARS
PARADES	CORRESPONDENCE, ETC.	2 YEARS
PARKING TAGS	MAINTAINED BY MUNICIPALITY; UNPAID - MAINTAINED BY THE COURT	AS REQUIRED
PAROLEE INFORMATION	REPORTED RECORDS AND DOCUMENTS DETAILING CONDITIONS: - MAINTAINED AT HEADQUARTERS WHILE CURRENT; - FILED IN CRIMINAL DOSSIER UPON COMPLETION	WHILE IN FORCE
PAY EQUITY	ASSESSMENTS, REVIEWS, STUDIES, AUDITS	CY + 2
	JOB EVALUATION	E + 5
	PERFORMANCE REVIEW/EVALUATION	CY + 2
PAYROLL	NUMBER OF HOURS WORKED BY AN EMPLOYEE	E + 3 DATE/DAY OF WEEK TO WHICH INFORMATION RELATES
	WAGE STATEMENTS AND TERMINATION PERIOD RECORDS	E + 3 E = INFORMATION GIVEN TO EMPLOYEE
	VACATION PAY PAID TO AN EMPLOYEE	E + 5 E = DATE RECORD CREATED
PERFORMANCE APPRAISAL (EVALUATION)	PROBATIONARY, ANNUAL, ADVANCEMENT, SPECIAL EVALUATIONS	2 YEARS
PERSONNEL REFERENCE MATERIAL	NOTES, COPIES OF OCCURRENCES, INVESTIGATIVE AIDS, ETC.	1 YEAR

Subject	Description	Retention
PERSONNEL (INCIDENT FILE)	THIS MATERIAL CONSISTS OF ALL CORRESPONDENCE, ABSENT FROM DUTY REPORTS, LATE REPORTS, DATA SHEET, MONTHLY PERFORMANCE	RETAINED DURING CURRENT PERIOD OF EVALUATION
	FINGERPRINTS	PERMANENT
PERSONNEL RECORDS	OFFICERS/CIVILIANS FILE ORIGINAL	LENGTH OF SERVICE + 1 YEAR
	AWARDS AND HONOURS	LENGTH OF SERVICE + 1 YEAR
PERSONNEL RECORDS (CONTINUED)	TERMINATIONS	LENGTH OF SERVICE + 1 YEAR
	TRANSFERS	LENGTH OF SERVICE + 1 YEAR
	PERFORMANCE APPRAISAL/EVALUATIONS	2 YEARS
QUARTERMASTER		
	LOGS, INVENTORY, UNIFORM KIT, INVENTORY RECORDS, EQUIPMENT LOG, DESTRUCTION/DISPOSAL RECORDS	CY + 2
RECRUITING	UNSUCCESSFUL APPLICATIONS	E + 1 E = end of process
	SUCCESSFUL APPLICANTS	TRANSFER
	CONSTABLE SELECTION	CY + 1
	ADVERTISING EMPLOYMENT	CY + 1
	POLICE ACADEMY	CY + 1
	AUXILIARY PROGRAM	CY + 1
	RIDE ALONGS	CY + 1
	NEW HIRE CHECKLIST	CY + 1
REPORTS	FROM CENTRE OF FORENSIC SCIENCES	7 YEARS
	INCIDENT FROM SPECIALIZED UNITS, EXCLUDING SEXUAL ASSAULT	5 YEARS FOR NON-CRIMINAL; 5 YEARS FOR CRIMINAL WITH PENALTY LESS THAN 10 YEARS; 10 YEARS FOR CRIMINAL WITH PENALTY MORE THAN 10 YEARS
REQUISITIONS (SUPPLY)	INCIDENT OF SEXUAL ASSAULT	25 YEARS
	ORIGINAL COPY	2 YEARS
ROUTINE ORDERS	NOTIFICATION OF APPOINTMENTS, TRANSFERS, RECLASSIFICATION AND TERMINATIONS (ORIGINAL AND COPIES)	PERMANENT UNTIL REPEALED OR EXPIRED
RULES AND REGULATIONS	STANDING ORDERS, PROCEDURES & REGULATIONS	UNTIL SUPERSEDED OR CANCELLED
SICKNESS	ABSENT FROM DUTY REPORT	1 YEAR
	RECORD OF SICK DAYS	2 YEARS
STATIONERY, PRINTING	REQUISITIONS FOR SUPPLIES	1 YEAR

Subject	Description	Retention
STATISTICS	MONTHLY TALLY WORKSHEETS	1 YEAR
	STATISTICS - PRODUCED MONTHLY FOR INTERNAL OFFICE USE ORIGINAL IN RECORDS	2 YEARS
	COPIES	1 YEAR
	STATISTICS CANADA REPORTS	1 YEAR
	ANNUAL STATISTICAL REPORT	PERMANENT
STORES	FILES	5 YEARS
SUBPOENA/SUMMONS	RECORD OF RECEIVED/SERVED	CURRENT + 3 YRS.
SUBPOENA/SUMMONS (CONTINUED)	APPLICATION FOR AND PERSONAL SERVICE	DESTROY AFTER CASE DISPOSED OF OR CONCLUDED
	RECORD OF PROVINCIAL OFFENCES TICKET BOOKS ISSUED TO OFFICERS	2 YEARS
SUPPLIES	DOCUMENTATION, INVENTORY, ETC.	5 YEARS
SUSPENSIONS SERVED	COPIES OF NOTICE TO SUSPENDED DRIVER(S)	1 YEAR
TAPES	COMMUNICATIONS (VOICE)	1 YEAR
	TAPED INTERVIEWS	DURATION OF COURT PLUS APPEAL
	AUDIO VISUAL/TRAINING	WHILE VALID OR UNTIL SUPERSEDED
	POLYGRAPH	5 YEARS
TELEPHONE	INVOICES FOR SERVICE	2 YEARS
	TAPES (VOICE)	1 YEAR
	INVENTORY	PERMANENT UNTIL SUPERSEDED
TIME KEEPER	ORIGINAL DOCUMENTATION RETAINED BY FINANCE	
	REQUESTS FOR STATUTORY HOLIDAY PAY, OVERTIME AND ACTING RANK	CURRENT + 1 YR.
	EMPLOYEE ATTENDANCE RECORD	CURRENT + 5 YRS.
	INFORMATION COPY OF DUTY SCHEDULE	2 YEARS
	AUTHORIZATIONS FOR OVERTIME TO FINANCE DETAILING AGREEMENT ADJUSTMENTS AFFECTING PERSONNEL SALARIES	2 YEARS
TRAFFIC	ALL RELATED FILES	1 YEAR
TRAINING	LESSON PLANS AND PRESENTATIONS	UPDATED AS REQUIRED
	DETAILS AND SCHEDULES OF EXAMINATIONS	1 YEAR
	REPORTS OF COURSE SUMMARY AND RESULTS	INDEFINITE
	RECORD OF OFFICERS QUALIFYING WITH ISSUED FIREARMS	PERMANENT

Subject	Description	Retention
TRESPASS NOTICE	RETAINED BY COBOURG POLICE SERVICE - NOTICES OR CORRESPONDENCE	WHILE VALID
TWELVE HOUR SUSPENSIONS	COPIES OF NOTICE	1 YEAR
UNIFORMS	DETAILS OF SUPPLIES AND SUPPLIERS	1 YEAR
USE OF FORCE REPORT	ORIGINAL AT COMPLAINTS BUREAU	5 YEARS
VALIDATION LISTS	AUTOMATIC PURGE REPORT	UNTIL NEXT AUDIT COMPLETED
VEHICLES	CORRESPONDENCE AND RECORDS RELATING TO VEHICLES, EQUIPMENT, MAINTENANCE, ETC.	1 YEAR
VEHICLES (CONTINUED)	RECORD OF POLICE VEHICLE COLLISIONS	3 YEARS
	VEHICLE RECORD LOG	1 YEAR
	VEHICLE MAINTENANCE SUMMARY	UPON DISPOSAL OF VEHICLE
VIDEO	FILMS	WHILE VALID OR UNTIL SUPERSEDED
VISAS	POLICE CLEARANCE	1 YEAR
VISITOR LOGS	SIGN IN LOGS	CY + 1
WANTED POSTERS	ISSUED/RECEIVED FROM OTHER POLICE AGENCIES	1 YR. UNLESS SOLVED
WARRANTS	COMMITTAL WARRANTS:	
	OUTSTANDING	3 YRS. - RETURNED TO COURT
	EXECUTED	RETURNED TO COURT
	RECEIPTS FOR PAYMENTS	2 YEARS
	REGISTER OF COMMITTAL WARRANTS RECEIVED AND COLLECTED	CURRENT + 3 YRS.
	ARREST WARRANTS (BENCH/1ST INSTANCE):	
	OUTSTANDING (IN RECORDS)	UNTIL EXECUTED
	EXECUTED OR RESCINDED, REDISPOSITION	7 YRS. AFTER COURT DISPOSITION FOR ADULTS; AS PER SEC. 45, Y.O.A. FOR YOUNG OFFENDERS
	SEARCH WARRANTS:	
	RETAINED BY INVESTIGATING OFFICER UNTIL EXECUTED OR EXPIRED	UNTIL EXECUTED/EXPIRED

Subject	Description	Retention
WARRANTS (CONTINUED)	EXECUTED WARRANT	7 YRS. AFTER COURT DISPOSITION FOR ADULTS; AS PER SEC. 45, Y.O.A. FOR YOUNG OFFENDERS
WIRE TAPS	AUTHORIZATION AND RELATED DOCUMENTS:	
	TAPES	UNTIL COMPLETED
	COMPLETED	INDEFINITE
WORKER COMPENSATION INSURANCE BOARD	WORKER COMPENSATION CLAIMS	E + 1