



**THE CORPORATION OF THE TOWN OF LASALLE
POLICE SERVICES BOARD**

POLICY NAME: AI-007LPSB Management of Police Records	DATE APPROVED: January 1, 2001
REVISION DATES: May 14, 2014 March 17, 2025	REVIEW DATE:
RESCINDS: 607 Management of Records	EXPIRES: Indefinite

It is the policy of the LaSalle Police Services Board with respect to the management of police records that the Chief of Police will:

- a) Establish and maintain written procedures on records management, including the collection, security, retention, use, disclosure, and destruction of records in accordance with the requirements of appropriate legislation;
- b) Comply with the procedures set out in *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*; and
- c) Establish procedures on Canadian Police Information Centre (CPIC) that are consistent with the CPIC Reference Manual and the Ministry's policy relating to CPIC Records.



Chair

March 17, 2025

Date