



2020 Records Retention Toolkit Training Day Agenda

Emil V. Kolb Centre, 180 Derry Rd. E., Mississauga, ON
Hosted by: Peel Regional Police

Wednesday, April 08, 2020

7:45 - 8:30 a.m.	Registration
8:30 - 8:45 a.m.	Greetings & Opening Remarks from the Peel Regional Police & the LEARN Executive
8:45 a.m.	<p><i>An Introduction to the LEARN Records Retention Toolkit</i></p> <ul style="list-style-type: none"> • Terminology • Benefits of a records retention schedule • Components of the Toolkit (6 documents) • Toolkit development process
There will be a twenty minute refreshment break in the a.m.	<p><i>Business Activities Records Retention Schedule</i></p> <ul style="list-style-type: none"> • Overview of functional classification • How to use the Business Activities Records Retention Schedule • Exercises
There will be 45 minutes provided for lunch	<p><i>Law Enforcement Activities Records Retention Schedule</i></p> <ul style="list-style-type: none"> • Overview of subject-based classification • How to use the Law Enforcement Activities Records Retention Schedule • Exercises <p style="text-align: center;"><i>Lunch Provided On-site</i></p>
There will be a twenty minute refreshment break in the p.m.	<p><i>Managing the Retention and Disposition of Your Police Service's Records</i></p> <ul style="list-style-type: none"> • Developing a records retention schedule for your police service • Management approval of the records retention schedule and future updates • Employee training and awareness • Regular reviews to identify records eligible for disposition • Documenting records dispositions • Secure records destruction • Records retention and disposition implementation considerations • Records retention schedule compliance
4:00 p.m.	<i>Safe travels home!</i>

***Please note, all attendees will be required to bring either a hard copy, or an electronic copy on their own laptop/tablet, of the LEARN Records Retention Toolkit, in order to participate in the training. (Attendees from the same Service may share copies if they wish, to a maximum of 2 people/copy, given the layout of the exercises and time constraints. Thank you.)**