




HAMILTON POLICE SERVICE

RECOMMENDATION REPORT

TO:	Chair and Members Hamilton Police Services Board
BOARD MEETING DATE:	October 28, 2021
SUBJECT:	Records Retention Schedule/By-Law 96-004 Update
REPORT NUMBER:	21-110
SUBMITTED BY:	Frank Bergen, Chief of Police
SIGNATURE:	

RECOMMENDATION(S)

- (a) That the Hamilton Police Service Board approved that By-Law 96-004 be repealed and replaced by By-Law 21-001, attached as Appendix “A”, and;
- (b) That the Records Retention Schedule attached as Appendix “B” be adopted as Schedule “A” to By-Law 21-001.

EXECUTIVE SUMMARY

- Existing By-Law 96-004 outlines the Hamilton Police Service Board (the “HPSB” or the “Board”) and the Hamilton Police Service’s (the “HPS” or the “Service”) Records Retention Schedules
- The existing By-Law 96-004 was last updated in 2003. As business practices and standards have evolved over time, the current By-Law no longer supports the records management needs of the Service and the Board
- The Service is recommending that By-law 96-004 be replaced with By-Law 21-001, and the updated Records Retention Schedule attached as Appendix “B” be adopted as the new retention schedule for the Service and the Board

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal Implications: N/A

Vision: To be a trusted partner in delivering public safety.

Mission: To serve and protect in partnership with our communities.

Our Values: Compassionate, Dedicated, Inclusive, Integrity, Innovative, Professional, Teamwork

INFORMATION

By-law 96-004, amended in 2003 with the provisions of 03-001 no longer represents the business functions of the Hamilton Police Service and the Hamilton Police Service Board. Beginning in January of 2021, members of the Records Branch conducted consultations with Service units to better understand their records management needs. As a result, the Service is recommending that By-law 96-004 be replaced with by-law 21-001, attached as Appendix "A".

Informed by consultation with internal stakeholders, and governed by industry best practices, a new records retention schedule was developed that includes a citation table referencing relevant legislation for each applicable business function.

The new retention schedule is based on the ISO 15489 standard for records management, which focuses on functional versus subject-based classification. This best practice focuses on the function that the record supports versus the content that the record is about.

Plans are under way to provide training and support to units in using and adhering to this updated by-law. As records are the documentary residue of the work that we do, it is anticipated that another review of the schedule will be required in 2025 to ensure that the by-law still properly reflects the functions and business activities of the Service and the Board.

ALTERNATIVES FOR CONSIDERATION

Not applicable

APPENDICES AND SCHEDULES ATTACHED:

Appendix "A" – By-law 21-001

Appendix "B" – Hamilton Police Service Records Retention Schedule

FB/A.Hepplewhite

cc: Anna Filice, Chief Administrative Officer