




HAMILTON POLICE SERVICE

RECOMMENDATION REPORT

TO:	Chair and Members Hamilton Police Services Board
BOARD MEETING DATE:	November 28, 2024
SUBJECT:	Records Retention Schedule/By-Law 21-001 Update
REPORT NUMBER:	24-009
SUBMITTED BY:	Frank Bergen, Chief of Police
SIGNATURE:	

RECOMMENDATIONS

- (a) That the Hamilton Police Service Board (HPSB) approve that By-Law 21-001 be repealed and replaced by By-Law 24-002, attached as Appendix A, and;
- (b) That the Records Retention Schedule attached as Appendix B be adopted as Schedule A to By-Law 24-002.

EXECUTIVE SUMMARY

- The existing By-Law 21-001 outlines the HPSB and the Hamilton Police Service's (HPS) Records Retention Schedules.
- The existing By-Law 21-001 was last updated in 2021. As business practices and standards change over time, it is a best practice to update the records retention schedule on a three year rotation.
- HPS is recommending that By-Law 21-001 be replaced with By-Law 24-002, and the updated Records Retention Schedule attached as Appendix B be adopted as the new retention schedule for HPS and the HPSB.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal Implications: N/A

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INFORMATION

Beginning in January of 2024, members of the Records Branch conducted consultations with HPS units to better understand their records management needs. As a result, the HPS is recommending that By-Law 21-001 be replaced with By-Law 24-002, 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, and the Community Safety and Policing Act.

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, or the media on which it is recorded.

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 2027 to ensure that the by-law still properly reflects the functions and business activities of the HPS and the HPSB.

ALTERNATIVES FOR CONSIDERATION

Not applicable

APPENDICES AND SCHEDULES ATTACHED

Appendix A – By-Law 24-002

Appendix B – Hamilton Police Service Records Retention Schedule (Schedule A to By-Law 24-002)

FB/A.Hepplewhite

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