

Authority: Item 3, Audit, Finance & Administration
Committee Report 18-013 (CL18009)
CM: September 26, 2018

Bill No. 310

CITY OF HAMILTON

BY-LAW NO. 18-

TO AMEND BY-LAW NO. 11-040 TO ESTABLISH RETENTION PERIODS FOR RECORDS OF THE CITY OF HAMILTON

WHEREAS the Council of the City of Hamilton enacted by-law 11-040 being a By-law to Establish Retention Periods for Records of the City of Hamilton, on January 26, 2011, pursuant to section 255, of the *Municipal Act*, 2001;

AND WHEREAS the Council of the City of Hamilton, in adopting item 3 of Report 18-013 of the Audit, Finance & Administration Committee, at its meeting held on the 24th day of September, 2018, recommended that Records Retention By-law 11-040 be amended as hereinafter provided;

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. That the following file classifications in Schedule A to Records Retention By-law 11-040 be amended as follows:
 - (a) **AD08 - Strategic Planning/Management**
Retention changed from 10 years to Superseded +10, subject to archival review
 - (b) **AD12 - Accessibility of Records – Information Requests**
Retention changed from T+3 years to T+2 years. T= close of file
 - (c) **CO06 - Council/Standing Committee Meeting Recordings**
Retention changed from 'temporarily suspended pending review' to permanent subject to archival review at end of term of council

- (d) **EM06 01 – Emergency Preparedness Planning**
Scope notes: Records associated with information related to Emergency Preparedness Planning.
Includes: Mock/training exercises, emergency preparedness plans and business continuity plans.
Excludes: Operational responses (see EM06 02 - Emergency Response)
Retention unchanged
- (e) **PE04 01 - Building, Grading and Structural Inspections**
Retention changed from C+17 to Permanent
- (f) **PE08 02 - Building Plans and Specifications**
Retention changed from C+17 to Permanent

2. That Schedule A to Records Retention By-law 11-040 be amended by adding the following file classifications:

- (a) **CO09 02 - Vital Statistics – Documentation**
Scope Notes: Includes records of vital events including marriage applications, voided marriage licenses and death registration paperwork. This series does not include Marriage and Death Registers.

Total Retention C + 3 years
- (b) **EM06 02 - Emergency Response**
Scope Notes: Records associated with information related to operational responses to emergencies where either the City or individual Department is one of the lead record holders for activation or partial activation of the Incident Management System (IMS).

Excludes: Mock/training exercises, emergency preparedness plans and business continuity plans. (see EM06 01 - Emergency Preparedness Planning).
New file class developed to incorporate records related to operational responses to emergencies.

Total Retention is T+15. T= end of emergency
- (c) **HR14 - Volunteer and Unpaid Student Files**
Scope Notes: Records associated with the administration, coaching, mentoring, precepting, supervising, delivery, screening, orientation and maintenance of volunteers and unpaid student placements.

Includes: Volunteer requests and role descriptions, volunteer applications, unpaid student placement applications, interview questions, references

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verification, orientation materials, scheduling, and individual volunteer performance monitoring, supervision notes, health and safety certificates.

Excludes: Volunteer or Student Placement policies and procedures. (see AD 07 Policies and Procedures); Police Background Checks (retained by Human Resources); Paid Students (e.g. Internships) who must be processed through Human Resources (see HR 03 01).

Total Retention is T+7. T = last day of employment

(d) TS14 - Motor Vehicle Accident Reports

Scope Notes: Records associated with Motor Vehicle Accident Reports.

Total Retention is T+4. T = completion of investigation

3. That Schedule A to Records Retention By-law 11-040 be amended by deleting file classification **SH08 - Public Health** and adding a File Plan category entitled Public Health Services including all corresponding file classifications as provided in Schedule A to this by-law.
4. This By-law comes into force on the day it is passed.

PASSED this 26th day of September, 2018.

F. Eisenberger
Mayor

J. Pilon
Acting City Clerk