

**FINANCE AND CIVIC DEVELOPMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: POLICE RECORDS STORAGE IMPROVEMENT PROJECT**

**RECOMMENDATION:**

1. THAT Council approve the records storage improvement project as outlined in this report and authorize staff to bring forward a Capital Reserves Expenditure Bylaw in the amount of \$314,000 (including taxes) to finance the project.

**REPORT**

The Finance and Civic Development Committee, at its meeting held on 2014 June 26, received and adopted the *attached* report seeking Council's funding approval for the Police Records Storage Improvement Project. The estimated cost of the proposed project is \$314,000 including all applicable taxes. This project is included in the 2014-2018 Financial Plan.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Councillor P. McDonell  
Member

Copied to:	City Manager Deputy City Manager (L. Chu) OIC, RCMP Director Finance City Solicitor
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**TO:** CHAIR AND MEMBERS  
FINANCE AND CIVIC DEVELOPMENT  
COMMITTEE

**DATE:** 2014 June 18

**FROM:** DEPUTY CITY MANAGER

**SUBJECT:** POLICE RECORDS STORAGE IMPROVEMENT PROJECT

**PURPOSE:** To request funding approval of the Police Records Storage Improvement Project.

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**RECOMMENDATION:**

1. **THAT** The Committee recommend Council approve the records storage improvement project as outlined in this report and authorize staff to bring forward a Capital Reserves Expenditure bylaw in the amount of \$314,000.00 (including taxes) to finance the project.

**REPORT****1.0 INTRODUCTION**

Currently, all Burnaby police files that are either open or still under investigation are stored in the main Records room in the RCMP Burnaby detachment building. Some of these files are accessed by City staff and RCMP members on a regular basis for ongoing investigative and record management work. The existing mobile (on tracks) shelving units are more than 20 years old and are showing signs of deterioration compromising the structural integrity of the units.

Due to the limited storage capacity in the main Records room, the former gun range is also used to store recently concluded or older files that are accessed less frequently than the active files. A combination of stationary shelving units and storage boxes are employed in the former gun range room as an interim solution until a permanent and more efficient storage system is acquired.

The purpose of this report is to seek Committee and Council approval to replace the aging and inefficient police file storage system with higher capacity and more efficient filing units as outlined in the following section of this report.

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## 2.0 DISCUSSION

Records and file management is one of the many important aspects of the day to day police support services provided by City staff. All open and active police files are stored in a secured Records room within the detachment building. These files are held on mobile storage shelving units that are more than 20 years old. Some of the moving components of the shelving units are not in good working condition and the tracks that hold the units are at the end of their life cycle. One of the mobile units has been bolted to the floor for safety reasons. A recent assessment of the shelving units concluded that the aging units need to be replaced for structural and capacity reasons.

In addition to the main Records room, the former gun range on the ground floor of the building is set up partially with fixed warehouse style shelving units to store concluded files of 2011-2013. The remaining open area in the room is occupied by stack of boxes and plastic containers for overflow storage of files that cannot be accommodated on the fixed shelves.

With the combined use of the main Records room and the former gun range, there are approximately 400 boxes of files (active and concluded files between 2011 and 2013) stored on-site. The existing on-site file storage capacity can be greatly enhanced to accommodate future needs and to improve operating cost efficiency.

Over and above the 400 boxes of records stored in the detachment building, there are 3,300 boxes of older files (2004-2010) stored currently at the federal Library and Archives Canada (LAC) facility in Burnaby. This LAC facility will be closed to detachment file storage in June 2015 and alternate storage of these files has to be secured by early 2015. City staff and RCMP members are working together to review these older files and purge those that are no longer required. The police file record management protocol is governed by the Library and Archives Canada Act. According to the Act, once an investigation and any related court processes have been completed, the record must be assessed and its continuing business value evaluated. Certain records may have lifetime value and need to be kept indefinitely. Other records may have little to no substantive value and can be purged accordingly.

To address the storage capacity and aging equipment issues, City staff and RCMP members have undertaken a joint review to examine several improvement options including on-site storage (mobile and fixed); off-site third party storage; or a combination of both. Based on the analysis, staff have reached the conclusion that while on-site storage offers the most cost efficient alternative, due to the limited space available within the detachment building, supplemental off-site storage is required to accommodate the overall storage requirement. The final option selected by staff includes installation of mobile shelving units in the Records room and the former gun range to maximize on-site storage capacity supplemented by off-site storage. The estimated cost of the proposed filing system upgrade is \$314,000 including material supplies, site preparation and installations.

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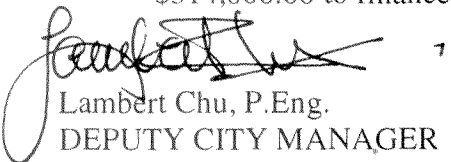
Subject to the approval of the recommended project by Council, the proposed on-site mobile filing system would be able to store 10 years of files thus reducing City's reliance on a third party storage facility when the LAC closes in 2015. At this time, a potential third party secured storage facility in Burnaby has been identified and City staff are in discussion with the service provider on the terms and rates of the supplemental storage. The proposed filing system upgrade will provide an opportunity to enhance existing operational efficiency for RCMP and Records staff and to minimize future external storage costs.

### 3.0 CONCLUSION

Police records management is one of many City support services provided by municipal staff to the Burnaby RCMP. An efficient records management system will enhance police operations and makes staff resource utilization more efficient. Presently, the Records section in the Burnaby detachment is faced with several challenges with respect to inadequate storage capacity, aging equipment and the upcoming closure of the Library and Archives Canada facility in 2015. To address the immediate and future records management needs, staff have examined several options and come to the conclusion that the use of on-site mobile storage units supplemented by off-site storage will provide the most cost efficient alternative for the City.

To maximize on-site storage capacity, it is proposed that the existing aging shelving units in the Records room and the former gun range be replaced with more efficient mobile storage units. The on-site storage system would be designed to maximize operational efficiency while minimizing off-site storage requirement. To further reduce off-site storage requirement, City and RCMP staff will undertake a review of the older files currently stored at the LAC facility and purge the ones that are no longer required to be maintained.

The estimated cost of the proposed records storage improvement project is \$314,000 including all applicable taxes. The project is included in the 2014-2018 Financial Plan. It is recommended that the Committee and Council approve the subject project and staff be authorized to bring forward a Capital Reserves Expenditure bylaw in the amount of \$314,000.00 to finance the project.

  
Lambert Chu, P.Eng.  
DEPUTY CITY MANAGER

Copied to: City Manager  
OIC - RCMP Burnaby Detachment  
Director Finance  
City Solicitor