

File No.: 04-1000-20-2021-210

June 1, 2021

s.22(1)

Dear s.22(1)

**Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of April 17, 2021 for:

**City of Vancouver's record-keeping policy regarding requirements to keep and store all City of Vancouver engineering assessments for public facility or building code violations, especially if an insurance claim was made.**

City of Vancouver's Corporate records management is governed by the Records Management By-Law No. 9067: <http://bylaws.vancouver.ca/9067c.PDF> and the Corporate Records and Information Management Policy: <http://policy.vancouver.ca/ADMIN009.pdf>

The Policy points to VanRIMS (Vancouver Records and Information Management Standard), which is the records classification, document management, and Record Schedule standard for the City of Vancouver. It is used by all civic departments and bodies to which the Records Management By-law 9067 applies and covers records in all media, including hard-copy and digital records.

Below are two specific record schedules responsive to your request:

**11-4400-20** Land Administration and Planning - Inspections - Inspection Reports Records documenting inspections of building, electrical, plumbing, gas, sprinkler, single room accommodation (SRA), property use, energy utilization, landscape, sewer separation, site, environmental, and demolition. Records may include correspondence relating to outstanding inspections, orders, requests for inspection, declarations, certificates and any other material related to an inspection.

Retention: EV2.5.D\*

\*Records under this record schedule are kept for 7 years after a building (i.e. public facility) has been demolished.

**06-1000-20** Legal Affairs and Risk Management - Liability Management - Property Claims Reports - Records related to the City's first party claims for loss or damage to City property. Used to document the Reports details of the property loss or damage, assessment of eligibility for the claim, and any corrective measures taken as a result of the claim. Records include claim forms; proof of loss documentation such as receipts, photos, witness statements, and reports from Fire, Police, or Security personnel; cost estimates for replacement or repair work; and settlement or denial, including invoices, documentation. This includes payments on claims and SAP data.

Retention: EV2.6.D\*

\*Records under this record schedule are kept for 8 years after a case file is closed or abandoned.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2021-210; 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signature on file]

**Barbara J. Van Fraassen, BA**  
**Director, Access to Information & Privacy Division**  
**City Clerk's Office, City of Vancouver**

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\*If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

:cf/bvf