



June 9, 1997

**CITY CLERK'S**  
**Archives & Records Control Division • 380 Wellington • Winnipeg, Manitoba • R3A 0J1 • Fax: 986-7133**  
**BUREAU DU GREFFIER**  
Mrs. D. Browton, City Clerk  
Mr. S. Bucko, Financial Systems Coordinator  
Mr. D. Buhr, Solicitor  
Ms G. Stephens, City Auditor

Mr. D. Guth  
Mr. T. Nesmith

**Re: Initial Records Committee Meeting**

---

Please find attached a copy of the Agenda for the first Records Committee meeting scheduled for Wednesday, June 18, at 2:00 pm. The meeting will be limited to no than 2 hours.

Please do not be intimidated by the size of the agenda. Most of the items and accompanying documentation are intended as background material. There is no intent to discuss each page in depth. The body of the package consists of current legislation and by-laws that guide the work of the Records Committee in relation to the Records Management program here at the City. I felt that the committee should have this material at their disposal, should there be any questions regarding the current status of the program.

I expect to spend the initial part of the meeting allowing the committee members to become familiar with one another and to discuss our overall mandate and direction. We will then briefly walk through the items on the agenda. Agenda items 1 to 3 are intended to provide background on our legislated mandate and current status. Agenda items 4 and 5 deal with two issues that are of immediate concern. Agenda item 6 lists several projects that are in progress. A brief overview of each will be provided.

I look forward to meeting as a group for the first time. I do believe that this committee has the potential to accomplish things that will be of great benefit to the City as an organization both now and in the future.

Should you have any questions or concerns, please do not hesitate to contact me at your convenience.

Sincerely,

Marc Lemoine  
City Records Manager & Archivist

cc: J. Allum, City Clerk's  
M. Jambor, City Clerk's  
R. Kachur, City Clerk's

