



RECORDS COMMITTEE MEETING

Thursday, December 2, 2004

DISPOSITION OF ITEMS

IN ATTENDANCE -

Gerry Berkowski, Chairperson
Richard Kachur, City Clerk
Marc Lemoine, Deputy City Clerk
Doug Buhr, City of Winnipeg Solicitor
DeLloyd Guth, Citizen Member
Tom Nesmith, Citizen Member

ABSENT -

Donna Woytowich, Auditor (Designate)
Carrie Erickson, Corporate Finance

PREPARED BY -

Gerry Berkowski

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Item No.	Subject / File	Disposition	Appropriate Action Required By
1.	Minutes of Last Meeting	Approved.	Information
2.	Records Management Projects	G. Berkowski reviewed major records management projects including the CUPE/CITY Joint Committee Internship Program, the interdepartmental electronic records and document management working group led by Community Services, and the status of the Space Planning Study. Draft Space Planning Study to be circulated to Records Committee for discussion and ranking of options. Discussion of FIPPA statistics and issues, including the increasing number of requests, and problems handling requests that are difficult or impossible to understand. Agreed to commend FIPPA Coordinators for their efforts in delivery of access services in the 2004 Annual Report.	Records Committee Records Committee
3.	Archives Projects	G. Berkowski reviewed achievements in City Archival programs in 2004 including: <ul style="list-style-type: none"> • Conservation of Fire Insurance Plans • Conservation & rehousing of Council Correspondence • Security and access to 380 William Avenue • Development of the City Archives Web exhibit • 2005 Centennial of Carnegie Library T. Nesmith inquired as to the City of Winnipeg Archives approach to archival description. T. Nesmith inquired as to the status of a sign for the Archives Building at 380 William Avenue.	Information T. Nesmith to contact J. Baltessen, Senior Archivist & Report to Committee M. Lemoine
4.	2004 Annual Report	Draft Report to be reviewed by Records Committee at next meeting.	Records Committee
5.	2005 Priorities	G. Berkowski noted the following priorities for 2005: <ul style="list-style-type: none"> • Implementation of the Space Planning Report • Work on Electronic Records Strategy • Inventory of holdings at 380 William Avenue • Preparation for Carnegie Library Centennial 	Information
6.	Next Meeting	Second Week of January 2005	