



THE CITY OF WINNIPEG RECORDS COMMITTEE

To:	RECORDS COMMITTEE: Mrs. D. Browton, City Clerk Mr. D. Stewart, Senior Corporate Accountant Mr. D. Buhr, Solicitor Mr. M. Lemoine, City Records Manager & Archivist (Chairperson) Mr. D. Rubel, Audit Manager Dr. D. Guth Dr. T. Nesmith
Purpose or Subject:	RECORDS COMMITTEE MEETING #10
Agenda:	<ol style="list-style-type: none">1 E-mail Retention Discussion<ul style="list-style-type: none">• Two members of the City's Corporate Services department will attend the meeting to field questions from the committee on technical issues regarding the current and future e-mail systems. Initial questions provided to them to start off the discussion include:<ol style="list-style-type: none">1) What is the status of the current e-mail system2) What, if anything is being done regarding archiving of e-mails at this point in time3) What other possibilities exist regarding archiving of e-mail4) What restrictions currently exist regarding the archiving of e-mails5) What, if any future, directions regarding e-mail have been explored. Has archiving of e-mail been considered as part of any future explorationAs well, a copy of as policy developed by John McDonald of the National Archives will be distributed in preparation for a conference call to be set up at a future meeting.2 Review of last meeting's minutes<ul style="list-style-type: none">• Minutes attached (pages 1)3 Archives Revitalization Subcommittee<ul style="list-style-type: none">• A draft version of the subcommittee's project plan will be distributed for future comments.4 Archives Revitalization Subcommittee<ul style="list-style-type: none">• A draft version of the subcommittee's project plan will be distributed for future comments.5 Other Business
Meeting Details:	Date: Wednesday, June 24, 1998 Time: 9:00 am Duration: 2 hours Place: North Committee Room, 2nd Floor, Council Building, City Hall, 510 Main Street
Arranged by:	Marc Lemoine, City Records Manager & Archivist (Chairperson) Telephone: 986-7131
Dated:	June 19, 1998

