



RECORDS COMMITTEE MEETING #55

**Tuesday, September 27, 2011
DISPOSITION OF ITEMS**

IN ATTENDANCE:

Jody Baltessen, Chairperson
Marc Pittet, City Clerk's (Designate)
Harold Dick, Solicitor
Jason Egert, Auditor (Designate)
Brian Rosenberg, Corporate Support Services (Designate)
Elaine Waterman, Finance (Designate)
Elizabeth Blight, Citizen Member
Jody Gillis, Citizen Member
Scott Reid, Senior Records Manager, Archives and Records
Control Branch, City Clerk's

ABSENT:

Richard Kachur, City Clerk

PREPARED BY:

Jody Baltessen

RECORDS COMMITTEE MEETING - DISPOSITION OF ITEMS

Item No.	Subject / File	Disposition	Appropriate Action Required By
1.	Disposition and Report from May 17	<p>No changes to Disposition or Report. Business arising – J. Baltessen distributed a draft Motion to change the composition of the Records Committee. Moved that the Motion go forward to EPC. Carried with the following change:</p> <p>That wording for 1. A. be amended as follows:</p> <p style="padding-left: 40px;">1. A. The City Records Manager and Archivist, or designate, who shall be the Chairperson of the Committee.</p>	J. Baltessen to amend and submit motion.
2.	Records Management Program Update	<p>S. Reid provided an update on RM program activities and current issues noting the following:</p> <ol style="list-style-type: none"> 1. Destruction of Temporary Records: Pending approval from departments, just over 3000 boxes identified for destruction will be pulled and processed later this year. 2. While considerable staff time is dedicated to managing the City’s paper records, questions regarding electronic recordkeeping are frequent and increasingly complex. A lack of records management experience and awareness among senior managers and the use of a variety of software applications throughout the City complicate the management of electronic and born digital records. Standards to guide management decision-making for e-recordkeeping are being developed and will be posted on the Archives/Records Control web pages. <p>Discussion: B. Rosenberg suggested that there are a number of areas for cooperation and collaboration between the Branch and Corporate IT to improve the City’s e-recordkeeping environment – the print technology project currently underway being an important first step towards standardization. He also indicated that the City would be moving forward with open data initiatives in the near future. Issues pertaining to the management of email were also discussed, and input from Archives/Records Control staff will be solicited for an RFP currently in development.</p>	S. Reid, draft electronic recordkeeping standards and consult with Corporate IT regarding email management.
3.	Archives Program Update	<p>J. Baltessen provided an update on Archives program activities and current issues noting the following:</p> <ol style="list-style-type: none"> 1. Two grant-funded appraisal and description projects were completed: 	Information

		<p>Health Committee Records and Election Records. With the addition of term employees over the summer, Archives staff were able to appraise, arrange and describe election records from all amalgamating municipalities. This project, once complete, will facilitate access to voters lists and election results for all pre-unicity municipalities.</p> <p>2. AtoM shareware. A structured approach to archival description was developed over the summer to facilitate the entry of data into AtoM. The Archives has adopted a series approach similar to the system used in Toronto. This approach enables staff to identify, process and describe series with high demand content (i.e. Parks Board records or election records from all amalgamating municipalities) and to tailor and scale description projects more closely with available resources. J. Baltessen was scheduled to attend a session on AtoM on September 29. The Archives will begin entering data later this year.</p>	
4.	Facilities Update	<p>380 William: J. Baltessen advised that the accessibility construction project was wrapping up and sign-off by the project team for PP&D was imminent. Also, installation of the fence around the property is anticipated to begin in October and be completed in November. This concludes all major exterior work.</p> <p>The next round of construction will focus on improvements to the shipping and receiving area on the west side of building and the building roof. Conceptual and design work for the shipping/receiving component of the project will be done by PP&D, with the tendering process anticipated for early 2012 – construction spring/summer. The scale of roof repair is under discussion with PP&D. It was noted that improvements to the roof and to the shipping/receiving area are critical steps towards development of vault space inside 380 William – the construction of which will necessitate the move out of some 25,000 boxes of records. Options for off-site storage of archival materials during this phase of building renewal are being explored by Archives and RM staff.</p>	Information
	Adjournment	Meeting adjourned at 1:00. Next meeting at call of the Chairperson.	J. Baltessen