

Why – to recommend that Council enact a new Records Management by-law to replace By-law 166/2003.

Why – since By-law 166/2003 was enacted 7 years ago, the City has undergone significant organization change, a few examples are:

- ◆ merging of departments (Assessment and Taxation);
- ◆ movement of functional responsibilities from one department to another (by-law enforcement for parking from WPS to WPA);
- ◆ dissolution of functional units (EPC and CAO secretariats);
- ◆ creation of special operating agencies (Winnipeg Parking Authority, etc.);
- ◆ creation of 311.

Over the last 18 months, Archives/RM staff have consulted broadly with departmental and SOA staff to identify recordkeeping issues and concerns and to address them in a new by-law – a new by-law rather than an amendment to 166/2003 was clearly the best way forward given the degree of change experienced. In anticipation of further organizational change, the new by-law is formatted and the numbering system has been revised so as to facilitate amendment as change occurs.

The schedules in the by-law are function-based (rather than prescriptive as to form: i.e. correspondence, maps, invoices, subject files, etc.). The approach was adopted when 166/2003 was being drafted and is based on models in other municipal jurisdictions: i.e. Toronto; Vancouver and Calgary. The functional approach is flexible and enables amendment, given that it is typically a function of civic government that is moved or discontinued.

Over the last 15 years, the Records Committee has been instrumental in the development of the City's corporate records management program, particularly through their support and guidance in policy development and the identification of resources.

Corporate Records Centre: working towards capacity, new shelving on the second floor has given some breathing room. Always worked

under the assumption that use of 311 Ross would be up for review at the five year mark (2007, opening year – 2012, facility review).

New software to manage space/inventory and billing processes was implemented last summer. As we speak, it is being rolled out to departmental clients as a web application on the intranet – this will enable departments to prepare transfers, request records and track their holdings directly.