



RECORDS COMMITTEE MEETING MINUTES

MEETING:	<p>No. 11 Date: Wednesday, December 16, 1998 Time: 9:00 a.m. - 11:00 a.m. Place: North Committee Room, Council Building</p> <p>Committee Members: Marc Lemoine, Chairperson DeLloyd Guth, Citizen Member</p> <p>Darcy Stewart, City Treasurer (designate) Tom Nesmith, Citizen Member</p> <p>In attendance: James Allum, Records / Information Analyst Mary Jambor, Records / Information Analyst</p>
NOTES:	<ol style="list-style-type: none">1. The issue of destruction of Psychological Testing records by the Winnipeg Police Services for new recruits was discussed. The following issues were raised:<ul style="list-style-type: none">• The committee would like to establish a consistent policy for all similar records not those of just the WPS. City Archives to investigate where else this record is used and how treated.• The committee wishes to ensure that this part of the file is separated before destruction to ensure the entire file is not destroyed.• Access concerns: what happens if someone requests a copy of their record later on? It appears that the Province will be establishing new rules regarding the retention of health records in the near future.City Archivist to respond to Dr. Davis of the WPS with the concerns of the committee and ask him to appear before the committee to address these concerns before consent can be given to destroy these records.2. The issue of transferring responsibilities for contracts and agreements from the Corporate Finance department to the City Clerk's department was discussed. The following issues were raised:<ul style="list-style-type: none">• A concern was raised regarding future staffing of the function if it is transferred. Want to ensure that this function does not take away staff from the main function of the Archives now or in the future.• The issue was raised that the Archives could charge back the cost of the function to the Corporate Finance department. It was pointed out that this may not be feasible as these are the records of the Legal Services area. Issue to be investigated further.• The committee was concerned overall with the proposal as it felt that it took away from the mission of the Archives in general. While this particular issue may be insignificant and able to be done, where is the line to be drawn on these issues.• The City Archives to draw up a plan for review by the committee regarding charge back of functions to other departments on an as required basis.

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3. The status of the Archives was discussed. A discussion of upcoming events for the 125th celebration was discussed as well as creation of a pamphlet by the City Clerk's department to mark the occasion. Discussed as well were future budget events as they relate to the archives. Current budget proposals include more space and personnel for the Archives in order to handle the records of the Pan-Am Games. Capital budget proposals made are for an electronic document management system to be spread over several years. These budget items will be discussed by council in the first quarter of 1999. The following issues were raised:

- The citizen members of the committee wish to see a more substantial commitment made by council towards records management as a whole. Would like to have Mayor Murray attend a Records Committee meeting to get across this point.
- The disposition of the business plan was discussed. While currently on hold, the business plan will become part of the larger business plan for the City Clerk's department to be constructed over the beginning of 1999. The committee would like to ensure that some items contained in the business plan do occur in 1999, including an open house at the Archives in regards to the signing of an agreement for the Pan-Am games records, construction of a sign for the outside of the Archives and the development of display cases to promote the Archives. The City Archives will be pursuing these items further in 1999.
- The committee would like to be involved in development of bulletins for new positions at the Archives. Sample bulletins for potential new positions to be provided.
- It is agreed that the next meeting of the records should focus on these issues.

**NEXT
MEETIN
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No. 12

Date: Wednesday, January 20, 1999

Time: 9:00 a.m.

Place: North Committee Room, 2nd floor, Council Building, 510 Main Street

