



RECORDS COMMITTEE MEETING #53

Tuesday, March 15, 2011

DISPOSITION OF ITEMS

IN ATTENDANCE:

Jody Baltessen, Chairperson
Marc Lemoine, Deputy City Clerk
Harold Dick, Solicitor
Elizabeth Blight, Citizen Member
Jody Gillis, Citizen Member
Elaine Waterman, Corporate Finance

ABSENT:

Richard Kachur, City Clerk
Donna Woytowich, Auditor (Designate)

PREPARED BY:

Jody Baltessen

RECORDS COMMITTEE MEETING - DISPOSITION OF ITEMS

Item No.	Subject / File	Disposition	Appropriate Action Required By
1.	Approval of December 7, 2010 Disposition	Carried.	
2.	Welcome, new/reappointed Citizen Members	J. Baltessen welcomed and introduced new Citizen Member Jody Gillis and welcomed back Elizabeth Blight, who has agreed to continue as a member for another two year term.	
3.	Review, Annual Report Draft, 2010	J. Baltessen asked for comments on the content of the draft annual report for 2010, which had been circulated to members prior to the meeting. No revisions or changes to the draft were requested. H. Dick commented on the increased number of FIPPA inquiries received by the City in 2010. M. Lemoine provided insight into the nature of requests and noted that multiple requests from certain individuals accounted for part of the increase. After some discussion, it was proposed that the City develop an information page similar to one managed by the province. H. Dick also commented on the drop in the number of researchers attending the Archives – explained in part in notes following the table. There followed a discussion of other means to convey the value of recordkeeping to the City. The Committee then approved the draft for production and distribution.	Branch staff to develop an information page on FIPPA for the departmental website. J. Baltessen
3.	Facility Updates	J. Baltessen reported on the interior construction project at 380 William Avenue – installation of the foyer lift, painting, new door and security upgrades. She reported on recent water accumulations in decommissioned sump pits in the basement. This was tracked to a crushed sewer line, which was repaired. Repair of the sewer line required trenching through the parking lot and side boulevard (west), which will likely need to be re-landscaped as a result. Also, installation of the iron fence is anticipated within the next few weeks. Finally, an inspection of the roof crawl space revealed considerable frost accumulated on joists and insulation. A remedial plan is in the works. At 311 Ross, logistics for destruction of election 2010 records are in the planning stage. Removal of these records will free up space for ongoing transfers of temporary records out of 380 William, anticipating further construction.	Information
4.	Program Updates	Archives – humidification, flattening, appraisal and description of Election Records, 1874-1971, a grant-funded project, was completed early in March. Final administrative work and box labelling will be completed by staff. Work is about to commence on Health Committee records, 1874-1971, also a grant-funded project. Records Management – S. Reid is working with O’Neil Software to integrate disposition dates from the by-law into the software so that destruction dates can be automatically calculated when record transfers are prepared.	Information
5.	Work Plan, 2011	J. Baltessen circulated a discussion paper: <i>History of the City of Winnipeg Records</i>	J. Baltessen, respond to

		<i>Management By-Laws and Records Committee.</i> A working meeting will be convened in early May to discuss the role and composition of the Records Committee and major challenges for recordkeeping going forward.	requests for information.
6.	New Business	n/a	
7.	Adjournment	Meeting adjourned at 1:00. Next meeting at call of the Chairperson.	J. Baltessen