



# **RECORDS COMMITTEE MEETING**

**Wednesday, October 8, 2008**

## **DISPOSITION OF ITEMS**

### **IN ATTENDANCE:**

Jody Baltessen, Chairperson  
Tom Nesmith, Citizen Member  
Gerry Berkowski, Assistant Deputy City Clerk  
Richard Kachur, City Clerk  
Harold Dick, Solicitor  
Scott Reid, Senior Records Manager

### **ABSENT:**

Donna Woytowich, Auditor (Designate)  
Marc Lemoine, Deputy City Clerk  
Rod Sasaki, Citizen Member  
Carrie Erickson, Corporate Finance

### **PREPARED BY:**

Jody Baltessen

# RECORDS COMMITTEE MEETING - DISPOSITION OF ITEMS

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Item No.	Subject / File	Disposition	Appropriate Action Required By
1.	Welcome to new committee members	J. Baltessen introduced Harold Dick, Solicitor, who will be Legal's representative to the Records Committee, subject to further reorganization in that department following Doug Buhr's retirement.	Information
2.	Appointment of Senior Records Manager	J. Baltessen reported that Scott Reid had been selected as the new Senior Records Manager for the Archives. Scott started work on October 1, 2008.	Information
3.	Program updates	J. Baltessen reported on program activities through the spring and summer: additional peg board was added to the third floor of 311 Ross; the August 12 incident at 311 Ross and ongoing recovery (water pipe break and subsequent water damage to records, artwork and storage areas); 392 boxes of records destroyed; tax rolls inventory project cost-shared with Tax/Assessment; new shelving installed on 1 <sup>st</sup> mezzanine at 380 William Avenue; grants received from Heritage Grants Advisory Council and the Canadian Counsel on Archives; extraction of dna from grasshopper samples, circa 1875.	Information
4.	Facility updates	J. Baltessen reported on construction projects currently underway at 380 William Avenue (foundation water proofing project and renovation of main floor washrooms). Projects pending: fence renewal and handicap access.	Information
5.	EDRMS update	G. Berkowski reported on EDRMS pilots currently underway, noting that progress with Clerk's pilot has been slow due to vendor resource issues. He noted as well that there is no timeline at present to move forward. Considerable discussion followed regarding the potential of this kind of software for information sharing within the corporation and potential for improvements to workflow.	Information
6.	Artist in Residence, project conclusion	J. Baltessen reported on the September 17 event at the Archives to premiere the film created by Paula Kelly, as a result of her residency at the Archives. The premiere was attended by just over 60 invited guests. A public screening was held on September 19 at Cinematheque, with a full house. The film has been well-received by the public. The Archives is working with the Winnipeg Arts Council to complete final work on the residency, including launch of the film on the Archives website and details regarding film replication/distribution. A request to sell copies of the film on dvd at the City Hall kiosk will be explored.	Information
7.	Other Business	G. Berkowski reported on the upcoming city-wide reorganization, as directed by the CAO, noting that the Corporate Records Management program will be impacted by these changes, both in terms of tracking the movement of functions to newly defined departments and subsequent changes to By-Law 166/2003 and/or through mass record transfers as staff are redeployed. It was suggested that the CAO be invited to the next Records Committee meeting.	Information and J. Baltessen
	Next Meeting	Meeting adjourned at 1:15 pm. Next meeting at call of the chair.	J. Baltessen