



RECORDS COMMITTEE MEETING #51

Tuesday, May 18, 2010

DISPOSITION OF ITEMS

IN ATTENDANCE:

Jody Baltessen, Chairperson
Harold Dick, Solicitor
Elizabeth Blight, Citizen Member
Scott Reid, Senior Records Manager

ABSENT:

Richard Kachur, City Clerk
Donna Woytowich, Auditor (Designate)
Marc Lemoine, Deputy City Clerk
Carrie Erickson, Corporate Finance
Tom Nesmith, Citizen Member

PREPARED BY:

Jody Baltessen

RECORDS COMMITTEE MEETING - DISPOSITION OF ITEMS

| Item No. | Subject / File | Disposition | Appropriate Action Required By |
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| 1. | Approval of November 24, 2009 Disposition | Carried. | |
| 2. | Distribution of Annual Report for 2009 | J. Baltessen reported that the 2009 Annual Report of the Records Committee was received as information at EPC on May 12, 2010. Printed copies of the report were provided to Records Committee members and will be distributed to Council members at an upcoming meeting of Council. The report – in pdf form – has been posted on the Archives and Records Control website and on the City Clerks Department reports page. | Information |
| 3. | Award of building study rfp, project status report (380 William) | J. Baltessen provided a summary of the process of issuing the RFP in late December of 2009, criteria used to select a firm to undertake the study and the status of the project to date – the project was awarded to Cibinel Architects Ltd. J. Baltessen reported that conceptual plans have been drafted and that technical issues are now being explored. The final step in the study will be component costing. The final report from Cibinel is expected in July. | Information |
| 4. | RM By-Law Revision, draft | <p>A draft of the new records management by-law was provided to committee members in advance of the meeting. Scott Reid provided a summary of the project, indicating that broad consultation with departments resulted in some changes to dispositions, the realignment of functions to reflect changes in the City's organizational structure since the existing by-law came into force, and the inclusion of SOA's in the new by-law. He also noted that the by-law will be easier to update in future, given that the form of the by-law has been improved to align with other City by-laws.</p> <p>E. Blight asked if schedules B and C could be separated out of the by-law, to make it easier to update content. H. Dick indicated that inclusion of the schedules in the by-law gave them the force of law, so removing them from the by-law is not advised. S. Reid further noted that revisions and updates will be much easier, given the new format and organization of the schedules.</p> | Approved for submission to Council. |
| 5. | Staffing Changes | <p>J. Baltessen reported that two staff seconded to the Board of Revision last July to assist in the appeals process returned to the Archives in March, one to rejoin Records Management, the other to commence work on the 2010 civic election. J. Baltessen also noted that Evelyn West is retiring on May 21, after twenty-two years with the City, all with the Archives. Evelyn will be missed by colleagues for her gracious manner and for the breadth of her knowledge about the collection. Members of the Records Committee expressed appreciation for Ms West's long service and asked that she be congratulated on their behalf.</p> <p>J. Baltessen added that discussions are underway to address Branch staffing.</p> | Information |
| 6. | New Business | 1. Scott Reid reported on the upcoming rollout of O'Neil software to | Information |

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| | | <p>departmental users. The four target departments for the initial rollout are PP&D, Water and Waste, Legal Services, and Fire Paramedics. Training is set for June 7-11, and will include template development for the web interface. This rollout will enable client departments to order boxes and files, create new transfers and perform basic inventory functions remotely.</p> <ol style="list-style-type: none"> 2. J. Baltessen reported on the appraisal of the core archival collection, completed in December of 2010. The report by lead appraiser Gilles Lesage indicates that the value of this collection is \$4.1 million. 3. J. Baltessen noted that 2010 is the Archives and Records Control Branch reaccreditation year through the Association for Manitoba Archives. Accreditation is required if the Branch is to benefit from grant opportunities and cooperative projects managed by the AMA. J. Baltessen met with the AMA advisor and has begun to update policy and compile the requisite documentation for submission to the AMA Membership Committee. Revised policies will be brought to the Records Committee at a future date. 4. J. Baltessen reported on plans for a one day symposium to be held at the Archives in conjunction with the City of Winnipeg's designation of Culture Capital for Canada. A call for expressions of interest was issued in January and sufficient response was received to proceed. The Archives is partnering with the AMA for this event, which will be held on Friday, November 26, 2010 at 380 William Avenue. | |
| 7. | Adjournment | Meeting adjourned at 1:30. Next meeting at call of the Chairperson. | J. Baltessen |