



RECORDS COMMITTEE MEETING #50

Tuesday, November 24, 2009

DISPOSITION OF ITEMS

IN ATTENDANCE:

Jody Baltessen, Chairperson
Richard Kachur, City Clerk
Tom Nesmith, Citizen Member
Elizabeth Blight, Citizen Member
Scott Reid, Senior Records Manager

ABSENT:

Harold Dick, Solicitor
Donna Woytowich, Auditor (Designate)
Gerry Berkowski, Assistant Deputy City Clerk
Marc Lemoine, Deputy City Clerk
Carrie Erickson, Corporate Finance

PREPARED BY:

Jody Baltessen

RECORDS COMMITTEE MEETING - DISPOSITION OF ITEMS

Item No.	Subject / File	Disposition	Appropriate Action Required By
1.	Approval of May 26/09 Disposition	Carried.	
2.	Reports	<p>Facility Updates:</p> <p>311 Ross – S. Reid reported that upgrades to the second floor of 311 Ross are complete and the facility is ready to receive records. The upgrade included installation of new shelving (adding 5500 spaces to the Record Centre’s capacity); installation of security barrier and wiring for release on alarm; application of barcodes and loading barcode data for new shelving into O’Neill; connectivity of workstations at 311 Ross to city intranet.</p> <p>380 William – J. Baltessen reported that this round of exterior work at 380 William is complete. Work included: repointing of masonry; painting of window well coverings; interim landscaping. The tender for construction of the wheelchair access ramp was issued late in September and has been awarded. The project will commence in the spring of 2010. This project includes refabrication and installation of the iron fence, to be undertaken once construction of the ramp is complete. Presently in development – an rfp is being developed for a facility renewal and redevelopment strategy, to be directed to 2, possibly 3, architectural firms. Budget for the strategy is \$100,000. Timetable for issue is mid-December.</p> <p>Program Updates:</p> <p>RM, By-Law Revision – S. Reid reported on the by-law revision process, including departmental discussions – which are ongoing. The revision will capture records of SOA’s and numerous major shifts of functions from one department or branch to another. As well, dispositions for a number of record series are under review and the format of the by-law is being revised to more closely reflect the structure of other City of Winnipeg by-laws. Timetable for completion: to EPC in February, subject to staffing commitments in both the Archives and Legal Services.</p> <p>Archives Program: J. Baltessen reported on two grant funded projects presently underway: appraisal of the core archival collection – to be completed by year-end; archival description and rehousing of architectural plans (funded by Heritage Grants Advisory Council) – to be completed March 31, 2010.</p>	Information
3.	Old Business	When a discussion paper relating to branch program requirements and capital improvements to 380 William Avenue was discussed in May, two points were raised for clarification. J. Baltessen today reported that Clerks and the City generally are committed to 380 William Avenue. This is evidenced by recent capital work	Information

		<p>undertaken to improve the building foundation and exterior shell; award of the contract to construct wheelchair access and reconstruct the iron fence and the identification of 5 years of capital funding for the building in the preliminary capital budget (available for review on the City of Winnipeg website).</p> <p>J. Baltessen also reported on a survey conducted by MASIS (Municipal Archives Special Interest Section of the ACA), which identifies program components and spending on archives and records management in a variety of municipalities across the country. The survey will be sent to RC members. Survey data may be useful for developing the case for upgrades to 380 William.</p>	
4.	New Business	<p>Electronic Records. Dr. Nesmith asked for an update on the status of electronic data management in the City. J. Baltessen reported that inquiries and requests for advice from departments/branches are increasing. There is opportunity for the Branch to participate in discussions with Corporate IT, once reorganization of IT services is complete. S. Reid added that requests for advice are wide-ranging in nature, everything from managing pdf's or external hard drives to questions concerning born-digital records. The Archives responds to inquiries on a case-by-case basis. Working with Corporate IT would be critical to achieving influence in IT decision-making city-wide.</p>	Information
5.	Adjournment	Meeting adjourned at 1:30. Next meeting at the call of the Chair.	J. Baltessen