



RECORDS COMMITTEE MEETING MINUTES

<p>MEETING: G:</p>	<p>No. 12 Date: Wednesday, January 20, 1998 Time: 9:00 a.m. - 11:00 a.m. Place: North Committee Room, Council Building</p> <p>Committee Members: Marc Lemoine, Chairperson Darcy Stewart, City Treasurer (designate) Tom Nesmith, Citizen Member</p> <p>Richard Kachur, City Clerk (designate) DeLloyd Guth, Citizen Member</p> <p>In attendance: James Allum, Records / Information Analyst</p>
<p>NOTES:</p>	<ol style="list-style-type: none">1. The minutes of the last meeting were reviewed.<ul style="list-style-type: none">· Dr. Davis of the WPS has been contacted regarding the request of the committee for further information re: Destruction of Psychological Testing Records. Still awaiting his response.· Mike Ruta of Corporate Finance has been contacted regarding the transfer of Active Contracts and agreements to the Archives. Awaiting his response. A general policy regarding charge back of services will be developed by the Archives and presented to the committee for its approval.2. The report prepared on the records of the Pan Am games was reviewed and discussed. Dr. Nesmith thanked the City Archives for its participation in the internship process. The process was seen as beneficial to both parties. A second internship to continue work with the Pan Am Games society is desirable. Interest in this matter has been expressed by the Society. The Archives will work with Dr. Nesmith and the Archival Studies program to determine if Carey Isaak can perform another term, or if another suitable candidate can be found. Other items discussed include:<ul style="list-style-type: none">· Ensure that adequate warehouse space is available for the records when they arrive. Archives to contact Civic Buildings to begin process regarding extra space.· Release a story to the media regarding the efforts that are on-going and the positive aspects of the acquisition.· Send out a notice to City Staff that might have Pan Am Games Records, such as Corporate Finance or EPC, to let them know of the collection in order that they might donate records to the collection as well.3. The City's 125th Anniversary Celebrations were discussed. Pamphlet was distributed, display and upcoming celebration were discussed. It was moved and seconded by the Citizen Members of the committee to officially congratulate the City Clerk's department and the Archives on these initiatives. Dr. Nesmith suggests when the pamphlets are reprinted, that a recognition be made on the back cover indicating the Archives involvement. Other items discussed include:<ul style="list-style-type: none">· Investigating possibility of creating a publication on the social history relating to the 125 years of Winnipeg history. While there was interest in this project, there was concern that getting involved in too many projects such as this one may take away

from the main focus of the Archives.

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4. The status of the Archives was discussed.

- A discussion of future budget events as they relate to the archives was discussed. 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 committee believes that a more detailed plan regarding the future of Records Management and the Archives function is required. Dr. Nesmith suggested hiring an outside consultant to come in and evaluate the current process and make recommendations. Dr. Terry Cook, a former member of the Federal Archives, now retired, was recommended as ideal for this role. Dr. Nesmith will contact Dr. Cook to decide on whether he has interest in this subject. If so, the Archives will attempt to fast track this process to obtain approval for early 1999.

**NEXT
MEETING:**

No. 13

Date: TBA

Time: 9:00 a.m.

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

