RECORDS COMMITTEE 2002

Winnipeg

# 2002 Report

## 2002 Report of the Records Committee





**City Clerk's Department**
**Archives and Records Control**
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## Terms of Reference

The Records Committee is created under the City of Winnipeg Charter. Its function, as stated in Section 110 of the Charter, is to "make recommendations to council, and implement policies and procedures approved by council, for the management, retention, safekeeping and destruction of records." Authorizations for destruction and safekeeping are issued on the basis of Records Authority Policies/Schedules developed in departments, in collaboration with the Archives and Records Control Branch of City Clerk's Department. Recommendations for retention and disposition, based on business rules with associated operational, fiscal, legal, and historical requirements are brought forward to the Committee for approval.

The Archives and Records Control Branch works closely with the Records Committee in fulfilling the City Clerk's Department statutory responsibilities for the stewardship of records of the City of Winnipeg. It provides convenient and cost effective storage of City records that need to be kept for legal, financial, historical or administrative reasons. The Branch is responsible for providing records management services to all Civic departments. These include the development and implementation of policies, records scheduling, advisory services, access to records, and preservation of archival records. The Branch also assists in the administration of the Freedom of Information and Protection of Privacy Act (FIPPA).

## Background and Context

In 1999, the Records Committee, with the approval of Executive Policy Committee, commissioned Dr. Terry Cook, former director at the National Archives of Canada, to undertake a study of recordkeeping processes at the City of Winnipeg. Dr. Cook's report, In the Public Trust: A Strategic Plan for the Archives and Records Management Services, was delivered to the Records Committee in 1999.

The Cook Report mapped out a strategic direction for the development of the Archives and Records Control Branch of City Clerk's Department. It recommended that the City establish a recordkeeping framework in which more attention could be given to the effective identification, management and disposition of records in all sectors of the organization. Among the many recommendations were those that suggested increases in the Archives and Records Control staff complement and its services, the preparation of an implementation plan, and improvements in records management and archives' processes.

The Branch began acting on the recommendations of the Cook Report in 2001 with the addition of three staff – a new City Records Manager/Archivist, a Senior Records Manager and a Records Manager. Development of a high-level strategic plan and action plans began in the last quarter of 2001.

## Highlights

The Records Committee met 4 times in 2002. Its meetings focused primarily on the work of the Archives and Records Control Branch in establishing the recordkeeping framework, on the production of a new FIPPA access and privacy directory for the City, and on the processes for approving records retention schedules.

Archives and Records Control has provided various services to the City and the public for many years. The Records Committee is pleased to note the following 2002 highlights, which are in addition to the regular, operational duties of the Branch. Most of the work described below took place in the first three quarters of the calendar year, and Branch resources were also applied to the administration of Election 2002.

In 2002 the Branch continued long-term planning. Following the direction of the Cook Report, and within the business contexts of Plan 2000 and an Election Year, the Branch pressed forward with building the first phases of a records management framework. These activities led to several records management projects and pilots.




## Highlights

- Produced a policy framework document for building a recordkeeping infrastructure. The document described recordkeeping principles, key elements of the infrastructure, areas of responsibility, and included a high-level action plan.
- Completed a Records Management Pilot Project in City Clerk's Department. The project reviewed the records holdings and recordkeeping practices of the Department including procedures, business processes and compliance issues related to the management of records. The project delivered records management work products and methodologies for use in other departments.
- Launched Records and Information Beyond 2000, a CUPE/City of Winnipeg Joint Initiative project for training CUPE staff in basic principles of records management.
- Planned and delivered (with the assistance of Corporate Education and the Province of Manitoba) general and customized workshops on FIPPA/PHIA and Records Management for Corporate Information Technology, Connexus, and other Departments.
- Prepared a facility at 311 Ross for storage of temporary records.
- Started compilation of the 2003 edition of the FIPPA Directory.
- Established a Records Forum of Departmental Records Managers to discuss common recordkeeping issues.
- Appointed a Senior Archivist to lead development of the Archives component of the recordkeeping infrastructure.
- Commenced planning and production of a framework for archival programming.
- Commenced a Website development project, Pathways to Winnipeg History, to raise the public profile of the Archives and to enhance public services.
- With funding from the Canadian Council on Archives, commissioned an assessment of the Archives storage facilities at 380 William Avenue. The report, A Global Preservation Assessment of the City of Winnipeg Archives will serve as a blueprint for future preservation of archival records.
- Completed an Index of Council Communications (1874-1971), and prepared database entries describing City records for the Canadian Archival Information Network (CAIN).
- Transferred 1999 Pan Am Games records from off-site storage to the Archives at 380 William Avenue.
- Completed microfilming of Assessment Rolls, 1874 to 1928.
- Contributed to the 2002 Election effort.

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