Future Goals

In 2003 Archives and Records Control Branch will continue its strategic planning, and place more emphasis on achieving implementation goals. Short-term and long-term goals include:

- Preparation of a detailed Strategic Implementation Plan for records management and archival programs.
- Adoption and promotion of corporate recordkeeping standards.
- Development of corporate policies, self-assessment tools, guidance, and a corporate user's manual to assist departments in identifying and disposing of records.
- Assisting departments with developing records disposition authorities/schedules.
- Defining and introducing a standard process for approving records dispositions at the Records Committee level.
- Completing and distributing the 2003 FIPPA access and privacy directory and posting it on the Internet.
- Establishing a FIPPA Coordinators' Forum
- Providing expertise and support to E-Government initiatives.
- Completing the RIM Beyond 2000 project, expanding records management learning opportunities, and developing new training initiatives.
- Providing Web access to Archives services.
- Assessing core competencies and planning staff development requirements and opportunities.
- Beginning implementation of recommendations of a Global Preservation Assessment Report on the Archives facilities.
- Exploring strategic partnership opportunities with other organizations to address service delivery and resource issues.

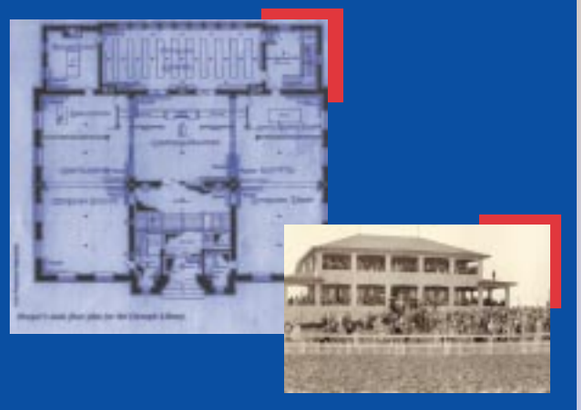
2002 Service Delivery Highlights

- 15 training sessions coordinated
- 812 in-person research visits
- 373 mail and phone inquiries
- 300 m. of records transferred to Archives
- 160 m. of records destroyed
- 8 public speaking engagements
- 5 Records Committee Meetings
- 3 tours and exhibits
- 4 student placements/internships

Acknowledgements

The Records Committee wishes to acknowledge the work and commitment of:

- The staff at Archives and Records Control branch for their efforts and achievements of 2002.
- Corporate Education for administrative support and resources for all training initiatives.
- The Province of Manitoba for FIPPA and PHIA training.
- City of Winnipeg Departmental Records Officers and FIPPA coordinators for their participation in records management and FIPPA initiatives.



Records Committee Members

CHAIR:

Gerry Berkowski, City Records Manager/Archivist

COMMITTEE MEMBERS:

Richard Kachur, City Clerk
Doug Buhr, City Solicitor Designate
Donna Woytowich, Auditor Designate
Carrie Erickson, Corporate Finance Designate

CITIZEN MEMBERS:

Dr. DeLloyd Guth
Dr. Tom Nesmith

FIPPA COORDINATORS

Danielle Caron, City Clerk's
Rae Chapman, CAO Secretariat
Norma Danylyshyn, Winnipeg Police Service
Rick Fair, Hydro
Brenda Ford, Planning, Property and Development
Daryl Harvey, EPC Secretariat
Doreen Holmes, Corporate Services, Corporate Finance
Kathy Knudsen, Community Services
Paul Olafson, Transit
Joyce Smith, Fire Paramedic Service
Ron Steinke, Public Works
Shirley Teranishi, Water and Waste
Donna Woytowich, Audit

2002 RECORDS FORUM *

Cynthia Kent, City Clerk's
Don Kroeker, City Clerk's
Norma Danylyshyn, Winnipeg Police Service
Brenda Ford, Planning, Property and Development
Joe Kulyk, Community Services
Ron Steinke, Public Works

* The Records Forum is an ad hoc group with designated responsibilities for records management

ARCHIVES AND RECORDS CONTROL STAFF

Gerry Berkowski, City Records Manager/Archivist
Cynthia Kent, Senior Records Manager
Don Kroeker, Records Manager
Jody Baltessen, Senior Archivist
Jeanne Gobeil, Clerk
Sallie Caufield, Clerk
Greg Taylor, Clerk
Evelyn West, Clerk