Minutes – Executive Policy Committee – July 6, 2016

REPORTS

Item No. 9 City of Winnipeg Records Committee – 2015 Annual Report

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee received as information the 2015 Annual Report of the City of Winnipeg Records Committee.

DECISION MAKING HISTORY:

Moved by Councillor Orlikow,

That the recommendation of the Winnipeg Public Service be concurred in.

Carried

ADMINISTRATIVE REPORT

Title: 2015 Annual Report – City of Winnipeg Records Committee

Critical Path: Executive Policy Committee

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Baltessen	R. Kachur	N/A	M. Jack COO

RECOMMENDATIONS

That the 2015 Annual Report of the City of Winnipeg Records Committee be received as information.

REASON FOR THE REPORT

On May 3, 2016, the City of Winnipeg Records Committee approved its 2015 Annual Report for submission to the Executive Policy Committee for information.

IMPLICATIONS OF THE RECOMMENDATIONS

N/A

HISTORY

Since its formation in 1978, the Archives and Records Control Branch (Branch) has been responsible for managing a considerable volume of records in storage, developing a records management policy framework, and facilitating research access to the City's archival collection. During the last fifteen years in particular, the Branch has experienced considerable growth and now delivers three clearly defined programs through which Branch staff support colleagues across departments and interact with citizens interested in current and historical information about the City:

a) **Records Management**: The Branch manages the Corporate Records Centre, which provides departments with cost-effective records storage, retrieval and disposition services. The Branch develops and delivers records management training to departmental colleagues through Corporate Education and provides advice on recordkeeping issues through direct consultation. As well, the Branch is responsible for the records management by-law, assisting departments with by-law

implementation and for drafting revisions to reflect structural and functional changes within the City as they relate to the keeping of records.

b) **Archives:** The Branch manages the City's significant archival collection (appraised value of $4.1 Million), facilitates public access to its holdings and promotes interest in the history of the City of Winnipeg. Records held by the Branch date from 1873, the year the City of Winnipeg was incorporated, and include records of the twelve municipalities that amalgamated in 1971 to form the present City of Winnipeg, records of the Metropolitan Corporation of Greater Winnipeg, and a number of significant private collections. In combination, municipal records and private holdings managed by the Branch constitute a rich and valuable information resource on the development and evolution of municipal government in the greater Winnipeg area.

c) **Access and Privacy Office (FIPPA/PHIA):** In March of 2015, the City established the corporate Access and Privacy Office within the Branch. The Office coordinates requests for access to information and develops and implements process improvements to enhance openness and transparency by ensuring consistent and fair access to City records.

In 2014, the Branch implemented an alternate service delivery strategy following a major disaster at 380 William – the site that housed Branch administrative offices, the archival collection and the Research Room where the public had access to archival records. The facility at 380 William has been unoccupied since circa September 2013 and records stored onsite have gradually been removed to alternate locations – Branch staff are managing records in box storage spaces in the Corporate Records Centre at 311 Ross; in leased space in the Manitoba Government Records Centre (MGRC); and in leased space at 50 Myrtle. Branch administrative offices and most archival records are now located at 50 Myrtle, as is the public Research Room.

Over the last several years, Branch staff have spent considerable time managing scarce and problematic physical storage space and searching for options to resolve facilities issues. While this remains a critical issue, the Branch increasingly responds to questions relating to electronic records and electronic recordkeeping systems. This trend has critical implications for the management of records. Records managers, archivists and IT professionals recognize the need to redesign records management strategies to address electronic recordkeeping issues, while ensuring: the effective and economical creation and management of records necessary to meet business needs; that records are kept long enough to protect rights and ensure accountability; and that records of archival value are preserved and remain accessible for future generations.

The Annual Report of the City of Winnipeg Records Committee provides Council with operational information on corporate recordkeeping, archival programming and Access and Privacy initiatives managed by the Archives and Records Control Branch, as well as summary statistics for all programs.

FINANCIAL IMPACT

Financial Impact Statement **Date:** June 13, 2016

Project Name: 2015 Annual Report - City of Winnipeg Records Committee

Comments:
This report is received as information only and has no financial impact.

(Original Signed By: Ramona Hodges)
Ramona Hodges
Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

In preparing this report there was consultation with:

City of Winnipeg Records Committee

SUBMITTED BY

City Clerks Department
Archives and Records Control Branch
Prepared by: Jody Baltessen
Date: May 18, 2016
File No.



Records Committee
2015 Annual Report.p