Minutes – Executive Policy Committee – July 5, 2017

REPORTS

Item No. 5 City of Winnipeg Records Committee – 2016 Annual Report

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and received as information the 2016 Annual Report of the City of Winnipeg Records Committee.

Minutes – Executive Policy Committee – July 5, 2017

DECISION MAKING HISTORY:

Moved by Councillor Pagtakhan,

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

Carried

ADMINISTRATIVE REPORT

Title: 2016 Annual Report – City of Winnipeg Records Committee

Critical Path: Executive Policy Committee

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Baltessen	R. Kachur	N/A	D. McNeil

EXECUTIVE SUMMARY

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 City Clerk's Department, Archives and Records Control Branch, as well as summary statistics for all programs.

RECOMMENDATIONS

1. That the attached 2016 Annual Report of the City of Winnipeg Records Committee be received as information.

REASON FOR THE REPORT

On May 2, 2017, the City of Winnipeg Records Committee approved its 2016 Annual Report for submission to the Executive Policy Committee for information.

IMPLICATIONS OF THE RECOMMENDATIONS

N/A

HISTORY/DISCUSSION

The Archives and Records Control Branch (Branch) is responsible for managing records in storage according to Council-approved dispositions in Records Management By-Law 86/2010, developing and maintaining a records management policy framework, coordinating requests for access to information and improvements to openness and transparency, and for managing and facilitating research access to the City's archival collection.

On December 7, 2016, Executive Policy Committee approved recommendations in the Administrative Report: Options to Relocate Archives and Records Control Branch. Approval enabled the Archives and Records Control Branch to reallocate approved capital for 380 William towards immediate improvements to the Corporate Records Centre program and to allocate any remaining funds towards a future solution for the City's archival program. This work is underway.

FINANCIAL IMPACT

Financial Impact Statement **Date:** May 11, 2017

Project Name: 2016 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

This Report has been prepared in consultation with:

The City of Winnipeg Records Committee

OURWINNIPEG POLICY ALIGNMENT

A City that Works, 01-3-1 Provide efficient and focused civic administration and governance.

SUBMITTED BY

Department: City Clerk's Department
Division: Archives and Records Control
Prepared by: J. Baltessen
Date: May 9, 2017
File No:

Attachments: Annual Report of the City of Winnipeg Records Committee



Records Committee
2016 Annual Report.p