**Minute No. 67**
**Report "A" - Executive Policy Committee - December 10, 2003**

**Item No. 3** **Records Management By-law**
**File GK-5**

COUNCIL DECISION:

Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That the Records Management By-law No. 166/2003 be enacted.

2. That the City Solicitor/Manager of Legal Services be requested to prepare the necessary by-law in accordance with the foregoing and submit same directly to Council.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

**Report "A" - Executive Policy Committee - December 10, 2003**

DECISION MAKING HISTORY:

Moved by Councillor Vandal,

That the recommendation of the Executive Policy Committee be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On December 10, 2003, the Executive Policy Committee passed the following motion, namely:

WHEREAS the City of Winnipeg is required to pass a by-law for the management, retention, safekeeping, disposition and destruction of records in accordance with The City of Winnipeg Charter;

AND WHEREAS the existing Records Management By-law No. 8150/2002 is out of date;

AND WHEREAS on November 27, 2003, the Records Committee recommended approval of the attached draft by-law, which is consistent with current international standards for records and archives management, and with by-laws of other municipalities across Canada;

THEREFORE BE IT RESOLVED that the Executive Policy Committee recommends to Council:

1. That the Records Management By-law No. 166/2003 be enacted.

2. That the City Solicitor/Manager of Legal Services be requested to prepare the necessary by-law in accordance with the foregoing and submit same directly to Council.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.