Agenda – Executive Policy Committee – July 4, 2018

REPORTS

Item No. 5 City of Winnipeg Records Committee – 2017 Annual Report

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That the 2017 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

ADMINISTRATIVE REPORT

Title: 2017 Annual Report – City of Winnipeg Records Committee

Critical Path: Executive Policy Committee

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Baltessen	M. Lemoine	N/A	D. McNeil

EXECUTIVE SUMMARY

The Annual Report of the City of Winnipeg Records Committee provides Council with operational information and summary statistics on corporate recordkeeping, archival programming and access and privacy initiatives managed by the City Clerk's Department, Archives and Records Control Branch.

RECOMMENDATIONS

1. That the 2017 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

REASON FOR THE REPORT

On May 18, 2018, the City of Winnipeg Records Committee approved its 2017 Annual Report for submission to the Executive Policy Committee for information.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no implications of the recommendation as the report is to be received as information.

HISTORY/DISCUSSION

The City has in place a recordkeeping framework which requires that all City employees create, manage and dispose of records/information according to established policies, an administrative standard, and the records schedules approved by Council in Records Management By-Law 86/2010.

To support this framework, Archives and Records Control delivers three complementary programs: Records Management, the City of Winnipeg Archives, and the Access and Privacy Office (APO).

In December of 2017, staff began planning for the significant move of the Corporate Records Centre (CRC) out of 311 Ross. The move was initially required to address storage capacity shortfalls and to accommodate ongoing transfers from departments. More recently, 311 Ross has been declared surplus and will be disposed of by the City.

In addition to the move of the CRC, the Branch is involved in developing a process to assess IT/IM initiatives to ensure that recordkeeping functionality is integrated into requirements for new business systems or upgrades to existing business systems. In this regard, guidance materials are being developed to assist departments building recordkeeping functionality into their program requirements.

Following a series of relocations, the Branch continues to improve on the physical and intellectual control of its archival holdings. As well, the Branch is working to maximize the potential of *Winnipeg in Focus,* in particular, the capacity of its Digital Preservation program to receive and make available format-specific digital records with long term value.

As the Access and Privacy Office (APO) is coordinating more corporate and multi-departmental requests for access to information, staff are challenged to manage the volume of requests received and to maintain requisite tracking and documentation to support best practices and respond appropriately in the event of a complaint. In addition, the volume and complexity of privacy issues facing the City has grown in tandem with the growing use of IT systems and applications for service delivery. In Winnipeg, as elsewhere, there has been a marked increase in public awareness of privacy issues, the potential risks to privacy that information systems pose, and the consequences of not mitigating these risks. The APO is expected to play a central role in the City's privacy risk mitigation efforts by conducting Privacy Impact Assessments; reviewing IT/IM initiatives involving personal information; developing training and guidance material; and by continuing to provide privacy-related advisory services to City departments. With current staffing, the APO is not resourced to assist the City to move from reactive to proactive responses to privacy issues.

The 2017 Annual Report of the Records Committee provides Council with additional information on these programs.

FINANCIAL IMPACT

Financial Impact Statement **Date:** June 12, 2018

Project Name:

2017 Annual Report – City of Winnipeg Records Committee

COMMENTS:

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

original signed by T. Yanchishyn
Tanis Yanchishyn
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 18, 2018
File No:

Attachments: 2017 Annual Report of the City of Winnipeg Records Committee