Agenda – Executive Policy Committee – July 2, 2019

REPORTS

Item No. 10 2018 Annual Report of the City of Winnipeg Records Committee

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That the 2018 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

ADMINISTRATIVE REPORT

Title: 2018 Annual Report of the City of Winnipeg Records Committee

Critical Path: Executive Policy Committee

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Baltessen	M. Lemoine	N/A	M. Ruta, Interim CAO

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 2018 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

REASON FOR THE REPORT

On May 14, 2019, the City of Winnipeg Records Committee approved its 2018 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

Civic government records and information are critical assets that enable the City to achieve short and long term outcomes. Information drives collaboration and communication, preserves public knowledge for reference and reuse, outlines responsibilities, supports decision-making and makes up the corporate memory of the City. These assets are equally relevant and valuable to the larger community and to business.

The City of Winnipeg 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. Archives and Records Control supports records and information management City-wide, manages access and privacy responsibilities for the City, and operates the City of Winnipeg Archives, the official repository for the archival records of the City.

During 2018, Branch staff were involved in initiatives to strengthen compliance with records and information management governance tools and standards. In particular, records management and privacy staff assisted in development of a new review process to identify and mitigate legal, records management, privacy, procurement, and IT security risks for proposed cloud computing solutions. The review process provides timely and authoritative evaluation of cloud opportunities to ensure compliance with applicable legislation and policies. This new process is supported by an administrative standard, intake procedures, guidance documents, and staff in key disciplines who review submissions and provide direct assistance to City staff working on cloud deployment initiatives.

Through 2018 and into the first quarter of 2019, the Branch prepared for and coordinated the move of the Corporate Records Centre out of 311 Ross into newly outfitted space at 1450 Mountain. As this considerable project comes to a close and new operational routines are established, Branch staff will turn their attention to critical records and information management initiatives: implementation of Enterprise Content Management, delivery of new access and privacy training for City staff; development of a strategy to address the program needs of the City of Winnipeg Archives.

The 2018 Annual Report of the Records Committee provides Council with additional information on these programs.

FINANCIAL IMPACT

Financial Impact Statement **Date:** May 31, 2019

Project Name:

2018 Annual Report of the City of Winnipeg Records Committee

COMMENTS:

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

original signed by
Tanis Yanchishyn
Manager of Finance & Administration

CONSULTATION

This Report has been prepared in consultation with:

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 31, 2019
File No:

Attachments: 2018 Annual Report of the Records Committee