Agenda – Executive Policy Committee – September 17, 2024

REPORTS

Item No. 12 2023 Annual Report of the City of Winnipeg Records Committee

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That this report be received as information.

ADMINISTRATIVE REPORT

Title: 2023 Annual Report of the City of Winnipeg Records Committee

Critical Path: Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
K. Krahn	C. Gameiro	T. Graham	S. Armbruster, Interim CAO

EXECUTIVE SUMMARY

This report provides Council with information about the activities of the City of Winnipeg Records Committee for the past year. The Records Committee met three times in 2023. Its meetings focused on strengthening the City's recordkeeping system, on developing a strategic framework for managing the information assets of the City, and on updating records retention schedules in accordance with the Records Management By-law 123/2020.

RECOMMENDATIONS

1. That this report be received as information.

REASON FOR THE REPORT

This report satisfies section 13(d) of Records Management By-law 123/2020, which requires a report from the Records Committee annually.

IMPLICATIONS OF THE RECOMMENDATIONS

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

HISTORY/DISCUSSION

The role and mandate of the Records Committee is now specified in Section 110(2) of The City of Winnipeg Charter Act, and Records Management By-law 123/2020. The role of the Records Committee is:

- To make recommendations to Council regarding the management, retention, safekeeping, disposition and destruction of records in all City departments; and

- To implement policies and procedures approved by Council for the management, retention, safekeeping, disposition and destruction of records in all City departments.

The Chair of the Records Committee is the City Archivist and Records Manager, who is also head of the Archives and Records Control Branch of the City Clerk's Department and responsible for establishing and administering the City's records management system. The Records Committee meets regularly to discuss matters regarding the management and safekeeping of City records.

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.

Division 2 of The City of Winnipeg Charter Act establishes requirements for the management, retention, safekeeping, disposition and destruction of the City's records. To meet these requirements, Council has enacted Records Management By-Law 123/2020, and the Records Committee has adopted the recordkeeping system developed by the City Archivist. The recordkeeping system requires all City employees create, manage and dispose of records/information according to established policies, an administrative standard, and formal records retention schedules approved by Council.

In 2023, the Committee adopted the Capstone Approach to Email Management, a corporate-wide email retention policy which enables account-level management of email at employee offboarding according to three broad categories (three years, seven years, and permanent retention). Managing email accounts in this way allows the City to ensure business emails will be retained for as long as needed to meet legal, operational, and heritage purposes, while providing a path for controlled and authorized deletion of email once business needs have been met.

Under the direction of the Records Committee, the Information Governance Committee met throughout 2023 to develop and coordinate corporate direction and strategy related to information governance at the City. The Archives' Records and Information Management staff continue to lead this interdepartmental, cross-disciplinary initiative, with strong engagement on working groups coming from across City departments and specialty areas. Key achievements of the committee include the development of a new Administrative Standard for Information Management and Governance, a draft information standards framework, and the creation of a self-guided assessment tool to determine compliance requirements for technologies that handle City information.

The Committee also oversaw the development of the Information Management and Governance Administrative Standard, which establishes information as a corporate asset of the City of Winnipeg to be effectively managed and defines roles and responsibilities for how information is governed throughout the organization, and the Information Confidentiality Classification scheme, which describes different levels of confidentiality for the City's information.

The Records Committee also authorized the City Archivist to enter into agreements with several donors to acquire records of historical value.

FINANCIAL IMPACT

Financial Impact Statement **Date:** August 1, 2024

Project Name:
2023 Annual Report of the City of Winnipeg Records Committee

COMMENTS:
There are no financial implications associated with the recommendations in this report.

Randy Bernard

Randy Bernard, CPA, CMA
Manager of Finance & Administration (Campus)
Corporate Finance Department

CONSULTATION

This Report has been prepared in consultation with:

N/A

OURWINNIPEG POLICY ALIGNMENT

Goal: Leadership and Good Governance
1.4 Integrated Knowledge and Resources

> Coordinate inter-departmental systems, projects and resources, making the best use of internal and external expertise to better understand service needs, find the most appropriate solutions, optimize resources, and maximize community outcomes.

Goal: Economic Prosperity
3.8 Culture and Heritage Value

> Enhance the economic and cultural value of arts and heritage resources in the community, by promoting awareness, education, viable adaptive re-use, and other effective conservation tools.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Climate Action Plan (CAP), and it was determined that the CAP is not applicable to this specific report.

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Poverty Reduction Strategy (PRS) and its Goals and Objectives, and it was determined that the PRS is not applicable to this specific report.

SUBMITTED BY

Department: City Clerk's Department
Division: Archives and Records Control
Prepared by: K. Krahn
Date: August 1, 2024