



ADMINISTRATIVE STANDARD NO. AD-006

Corporate Recordkeeping

AUTHORITY FOR STANDARD: City Records Manager/Archivist
LAST UPDATED: January 2011

Standard

CORPORATE RECORDKEEPING IS A RESOURCE MANAGEMENT FUNCTION THROUGH WHICH INFORMATION RESOURCES OF BUSINESS VALUE ARE CREATED, ACQUIRED, CAPTURED, MANAGED AND USED AS A STRATEGIC ASSET TO SUPPORT EFFECTIVE DECISION MAKING AND FACILITATE ONGOING OPERATIONS AND THE DELIVERY OF PROGRAMS AND SERVICES.

A. PURPOSE OF STANDARD

The purpose of the standard is to ensure consistent policies and processes for recordkeeping are in place for all business activities undertaken by the City. These policies and processes enable departments to create, acquire, capture, manage, protect and use information resources of business value in the delivery of civic programs and services and are the foundation for compliance with access and privacy legislation.

PRINCIPLES

- **Serve citizens:** the city manages records as a service to citizens because they are created, received and maintained in the public trust.
- **Support business requirements:** information resources of business value are used as strategic assets to facilitate decision making and the efficient delivery of civic government programs and services.
- **Meet legal and fiscal obligations:** effective recordkeeping practices ensure transparency and accountability of civic government programs and services.
- **Observe standards and practices:** acceptance of recordkeeping standards and best practices is the hallmark of management excellence. The City of Winnipeg observes standards and best practices that are followed by other municipal organizations.

- Assign responsibilities: employees at all levels of the administration have responsibilities as stewards of information. Responsibilities for recordkeeping must be assigned to officials throughout the city's administration so that appropriate decisions can be made about the disposition of information resources. These decisions must be authorized and documented.
- Provide access: the administration must promote and enable access to records within the rules established by freedom of information/privacy legislation.

B. ROLES AND RESPONSIBILITIES

A Records Committee is created under The City of Winnipeg Charter and is chaired by the City Records Manager/Archivist. Members are: the City Records Manager/Archivist; the City Clerk; the City Treasurer; the City Auditor; the Director of Legal Services and City Solicitor; and two citizen members who shall not be employees of the City and whose term shall be for not more than three years

Records Committee

1. To make recommendations to Council regarding recordkeeping
2. To implement policies and procedures approved by Council for management, retention, safekeeping and destruction of records
3. To approve retention and disposal authorities/policies for records. These authorities are issued on the basis of Records Authority Policies / Schedules developed in departments, with departmental recommendations for retention and disposition, which are based on business rules with associated operational, fiscal and legal requirements.

City Records Manager/Archivist

1. Establish and administer a recordkeeping system "to serve the current and long-term requirements and interests of the city" as stated in the City of Winnipeg Charter.
2. Develop and implement corporate records management and archives policies and by-laws.
3. Assist departments in implementing this Administrative Standard

Department Managers

(Management includes senior management and department heads).

1. Assign records management responsibilities to a Departmental Records Manager.
2. Ensure that the Standard is implemented in the department.

Departmental Records Managers

1. Liaise with Archives and Records Control Branch staff to identify records retention and disposition requirements.
2. Coordinate the development of records schedules for approval by the Records Committee.
3. Coordinate the implementation of policies and procedures within their departments.

Archives and Records Control Branch, City Clerk's Department

1. Work with city departments to implement good recordkeeping practices, to identify and inventory the agency's records, to appraise the value of records and determine how long they should be kept and how best to protect them.
2. Provide records management services to all departments, including the development and dissemination of policies, standards and guidelines.
3. Coordinate training and education opportunities.

City of Winnipeg Employees

1. Comply with the principles stated in this Standard.
2. Ensure that informed decisions about determining what records are required to support business needs are made.
3. Create, manage and dispose of records according to established policies/schedules.

C. REFERENCES AND RELATED LINKS TO PROCEDURES

The City of Winnipeg Charter (Division 2, Records Management)
<http://web2.gov.mb.ca/laws/statutes/municipal/c03902e.php>

The Freedom of Information and Protection of Privacy Act (FIPPA):
<http://web2.gov.mb.ca/laws/statutes/ccsm/f175e.php>

The Personal Health and Information Act (PHIA):
<http://web2.gov.mb.ca/laws/statutes/ccsm/p033-5e.php>

Records Management By-law No. 86/2010
(A by-law of the City of Winnipeg to provide for the management, retention, safekeeping, disposition and destruction of records)
<http://winnipeg.ca/CLKDMIS>

D. AMENDMENTS

Supersedes Administrative Directive AD-006 Corporate Recordkeeping, Last updated October 24, 2003.

E. REVIEW PROCESS

The City Records Manager/Archivist is accountable for reviewing this Standard. The CAO approves amendments to this Standard.

F. KEY CONTACTS

City Records Manager/Archivist