

RECORDS COMMITTEE

MEMBERS

Jody Baltessen, City Records Manager and Archivist (Chairperson)
Mike Ruta, Chief Financial Officer
Brian Whiteside, City Auditor
Richard Kachur, City Clerk
Len Strijack, Director of Legal Services and City Solicitor
Linda Burch, Director of Corporate Support Services

Citizen Members:

Elizabeth Blight
Jody Gillis } 2-year term to expire December 31, 2012

JURISDICTION

Clause 3 of the Report of the Executive Policy Committee dated December 10, 2003, as adopted by Council on December 17, 2003

Records Management By-law No. 86/2010

Subsection 110(2) of The City of Winnipeg Charter

COMPOSITION

- The City Records Manager and Archivist, or designate, who shall be the Chairperson of the Committee
- The City Clerk or designate
- The City Auditor or designate
- The Chief Financial Officer or designate
- The Director of Legal Services and City Solicitor or designate
- The Director of Corporate Support Services or designate
- Two citizen members who shall not be employees of the City and whose term shall be for not more than 3 years.

FUNCTION

To implement policies and procedures approved by Council, for the management, retention, safekeeping, disposition and destruction of records in all departments. The Committee reports on the management and condition of records keeping and information handling, and determines suitable retention and disposal authority and procedures for all City records and submits an annual report to Council.

CONTACT

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City Records Manager and Archivist
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