

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON NOVEMBER 16, 2015</b>
<b>FROM:</b>	<b>CATHY SAUNDERS CITY CLERK</b>
<b>SUBJECT:</b>	<b>RECORDS MANAGEMENT PROGRAM IMPLEMENTATION</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the City Clerk, the following actions be taken with respect to the implementation of a corporate wide records management program and in preparation for the implementation of the Microsoft SharePoint document management platform:

- a) the attached proposed by-law (Appendix "A") **BE INTRODUCED** at the Municipal Council meeting to be held on November 24, 2015, to implement a records management policy to retain and preserve City of London records in a secure and accessible manner; and
- b) the attached proposed by-law (Appendix "B") **BE INTRODUCED** at the Municipal Council meeting on November 24, 2015, to repeal and replace By-law No. A.-4640-291 being a by-law to provide for the retention of documents and for the destruction of certain documents, in order to update the City of London's records retention practices.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Corporate Services Committee – clause 5, 18<sup>th</sup> Report 2013  
<http://docs/livelink/livelink.exe?func=ll&objId=18085713&objAction=viewheader>

<b>BACKGROUND</b>
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Since 1982 the City Clerk's Office has provided a records storage, retrieval and destruction service to City business units for drawings and boxes of files. Currently this service is provided to approximately 36 business units needing storage space for their inactive physical records. Other business units manage their own records storage needs but there are no approved corporate standards.

The implementation of Microsoft's SharePoint document management platform by the City of London requires a consistent corporate wide approach to the classification and retention of electronic documents.

The proposed files classification plan and retention schedule is based upon The Ontario Municipal Records Management System (TOMRMS) which is currently in use by over 150 Ontario municipalities. Consultations occurred with the City business units currently using the Livelink document management system and modifications have been made to TOMRMS to reflect their needs in preparation for the migration of their records from the Livelink document management system to the SharePoint CityHub platform. Further consultations will occur once the migration is completed and the SharePoint CityHub platform is rolled out to the remaining City business units. This files classification plan and new retention schedule will replace the former retention schedule, as amended, contained in By-law No. A.-4640-291.

Upon Council approval of the proposed records management policy and file classification plan and retention schedule, the Administration will be able to implement procedures and training to ensure that all City records, both physical and electronic, are retained and preserved in a secure and accessible manner as required by the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and the *Public Sector and MPP Accountability Act*.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
<b>JIM PURSER MANAGER, RECORDS AND INFORMATION SERVICES</b>	<b>CATHY SAUNDERS CITY CLERK</b>