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London
CANADA

July 26, 2011

C. Saunders
City Clerk

I hereby certify that the Municipal Council, at its session held on July 25, 2011 resolved:

2. That, on the recommendation of the City Clerk, the following actions be taken with respect to the Archives Needs Assessment Report:

- (a) the City of London Archives Needs Assessment Report prepared by Mr. Roy Schaeffer **BE RECEIVED**;
- (b) the Civic Administration **BE DIRECTED** to set up a working group to initiate discussions with potential community partners and to investigate sources of funding for a London Community Archive and to report back at a future Finance and Administration Committee meeting;
- (c) the Civic Administration **BE DIRECTED** to report back at a future Finance and Administration Committee meeting on the establishment of a corporate records management policy which would include such matters as the creation, maintenance and disposition of records; and,
- (d) the Civic Administration **BE DIRECTED** to prepare a Business Case with a source of funding to undertake a comprehensive records inventory and an update of the Records Retention By-law. (2011-102-00) (2/17/FAC)

L. Rowe
Deputy City Clerk
/hw

cc: J. Purser, Manager of Records and Information Services
Finance and Administration Committee Deferred