

NO: R029

COUNCIL DATE: March 1, 2010

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **February 23, 2010**

FROM: **City Clerk**

FILE: **1570-01**

SUBJECT: **Corporate Records Bylaw**

RECOMMENDATION

The Legislative Services Division recommends that Council:

1. Receive this report as information; and
2. Authorize the City Clerk to bring forward for the required readings the “City of Surrey Corporate Records Bylaw No. 17002”, which is attached as Appendix A to this report.

INTENT

The purpose of this report is advise Council about the City’s records management systems and to obtain Council approval to bring forward Corporate Records Bylaw No. 17002 for the required readings in support of the City’s records management systems.

BACKGROUND

The City has a myriad of records produced in the regular course of its on-going business. While the City holds an estimated 30 million legacy paper and microfilm records, many records are now produced in an electronic format. Regardless of format, corporate records represent very valuable assets that support every activity the City undertakes.

As part of its continuing efforts to communicate the corporate records system requirements for legislative, operational, financial, and administrative compliance to the City’s business units, the Legislative Services Division has published the Corporate Records Manual, consisting of three volumes of policies and procedures (i.e., Corporate Records Toolkit, Records Centre Toolkit and Shared Drive Migration Toolkit); and a fourth volume consisting of an updated classification schema and associated retention schedules (Corporate File Plan v04). The Division has also recently initiated a corporate records training program for City staff.

The City of Surrey’s Corporate Records Bylaw as recommended in this report reflects the recommendations of the Local Government Management Association’s model bylaw for corporate records. This Bylaw creates the structure required to manage and ensure that all city records, including paper and electronic records (both structured and unstructured), are collected, stored, assessed, preserved and destroyed in a manner that meets the City’s legal, operational, and administrative obligations.

DISCUSSION

In 2009, the City purchased Enterprise Content Management (ECM) system software and hardware with a view over the next two years to transferring the City's electronic records from over 50 file shares into a single repository. This will reduce file duplication, improve search capabilities, ensure improved citywide collaboration and provide the framework for further integration of electronic systems and related business processes. The records in the ECM repository will also be tied to the existing store of legacy paper and microfilm records through the City's classification schema (the Corporate File Plan).

Council's adoption of the Corporate Records Bylaw will reflect this change in the City records being incorporated into a single system and will further recognize that all records, regardless of format, are significant assets of the Corporation, requiring appropriate management.

Additionally, the Corporate Records Bylaw will allow appropriate public access to the City's corporate records, which will assist in ensuring accountability and transparency.

Legal Services has reviewed this report and the related by-law and has no concerns.

SUSTAINABILITY CONSIDERATIONS

By recognizing that the corporate records system applies to records regardless of form (i.e. paper, microfilm, electronic) and by instituting a set of best practices around the management of corporate records, the City of Surrey can more effectively transition from hybrid paper-electronic business processes to more streamlined and automated electronic processes that will result in lower economic and environmental costs. The ECM will minimize the "carbon footprint" of record keeping, by reducing file duplication and waste paper.

CONCLUSION

The City's corporate records are referenced by a wide variety of users including Council, staff, residents, property owners, community groups, business owners, corporations, other governments, and many others who need access to information about the City of Surrey for a broad array of purposes. Corporate records are a fundamental asset to the business of the City and the management of these records requires careful attention. The City has purchased a new Electronic Content Management system to assist with the management of the City's electronic corporate records. To support the use of this new system and to ensure that the importance of the City's records is properly recognized by by-law, it is recommended that Council authorize the City Clerk to bring forward for the required readings "The City of Surrey Corporate Records Bylaw No. 17002", which is attached as Appendix A to this report.

Jane Sullivan
City Clerk

Appendix A: Proposed Corporate Records By-law



Corporate Records Toolkit

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Shared Drive Migration **Toolkit**

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Corporate File Plan

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