

RG 37 Records and Information Management section

Scope and Content

Fonds consists of the administrative and operational records created, accumulated, and used by the Records and Information Management unit at the City of Red Deer between 1991 and 2013.

The types of records include: quarterly reports; policy; budget; project plans; Hummingbird DM roll out plan; IT Leadership (ILT) meetings; service plans; and records centre statistics.

Date of Records

1991-2013

Physical Description

1.72 m of textual records

Material Types (GMD)

Textual Records

Creator Information

Authority Name City of Red Deer, Records and Information Management unit

Authority History Records and Information Management was started as a corporate committee in 1991. The first City of Red Deer Records Management Policy established the Records Committee, under the City Clerk. The committee included representatives from the City Clerk's office (committee chair), Financial Services, Engineering Services, Community Services, and the City Archivist. Departments were required to manage all city records under this policy.

With the passing of the Freedom of Information and Protection of Privacy (FOIP) Act in 1999, a consultant was hired to create a records classification and retention manual and provide basic records management training to staff.

In 2000 under the renamed Legislative & Administrative Services Department (LAS, formerly Office of the City Clerk) a full time Records & Information Coordinator position was created and a pilot project for a Electronic Records Management Software begins. City Hall basement was used for records storage space.

The programs expanded over the next few years. In 2004, an additional Records Analyst position was created and the electronic records software project resumes using Hummingbird DM. In 2007, an Access & Privacy Coordinator position was created to administer FOIP legislation under Records & Information Management (RIM).

In 2008, RIM became a Unit reporting to Legislative and Governance Administrative Services (LGS) and moved into new Records Centre located at 5439 47 Street. A Corporate Records and Information Coordinator

position created along with additional Records Technicians and Records Clerks positions.

In May 2010, the RIM unit moved to the Corporate Services division under the direct supervision of the Divisional Strategist. The Archives was briefly moved to report to the RIM Coordinator before additional changes in reporting structure were made. Access & Privacy was moved under Legislative and Governance Administrative Services (LGS).

In 2012 RIM became part of the Information Management Section under the Information Technology Services department. The Records Centre was relocated in 2020 to the Archives & Records Centre building located at 4725 49 Street.

Mail & Print Services was moved into the Records & Information Management unit in 2021 reporting to the Information Management Services Supervisor.

Notes

Finding Aids

File list available.

Related Materials

RG 27 Information Technology Services department

RG 20 Archives unit fonds

RG 6 Legislative Services department fonds

RG 4 Corporate Services Division fonds

Physical Condition

Good condition.

Arrangement

Original order maintained

Custodial History

Records were transferred in 7 accessions between 2014 and 2024 per the City's records scheduling, retention and disposition schedule. Records were created as per daily business and operation function of the City of Red Deer Records and Information Management unit

Accruals

Further accruals are expected.

Accession Numbers

2014-083

2018-033

2019-062

2020-018

2023-071

2023-072

2023-073

| Accession # | Box # | File # | File Title | Date Range | Extent (cm) | Restrictions | Description |
|--------------------|--------------|---------------|---------------------------|-------------------|--------------------|---------------------|---|
| 2014-083 | 1 | 1 | Records Management Policy | 1991-1999 | 2.1 | | Includes draft policies, policies from other municipalities, research and background material |

| Accession # | Box # | File # | File Title | Date Range | Extent (cm) | Restrictions | Description |
|-------------|-------|---------------|---|------------|-------------|--------------|---|
| 2018-033 | 1 | 1 | Legislative & Administrative Services (LAS) - Planning | 2007 | 1.4 | | Includes the Road Ahead, The City of Red Deer 2005-2008 Strategic Plan; ARMA; organisational charts |
| 2018-033 | 1 | 2 | Records Management Program Planning & Review - Baseline Implementation | 2005-2006 | 0.6 | | Includes baseline implementation project steering committee information and correspondence regarding rollout of DM |
| 2018-033 | 1 | 3 | Records Management Program Planning & Review - Development of Access & Privacy Position | 2004-2007 | 1.0 | | Includes 3rd quarter report, City of Calgary's FOIP Administrator exempt job evaluation questionnaire, Government of Alberta competency profiles |
| 2018-033 | 1 | 4 | Records Management Program Planning & Review - Implementation & Rollout Plan | 2004-2006 | 1.4 | | Includes corporate electronic rollout concept plan, baseline implementation project plan detail, strategic planning, project charter, department codes, business plan, flowcharts, correspondence regarding legal and civic addressing system |
| 2018-033 | 1 | 5 | Records Policy Review | 2006 | 0.3 | | |
| 2018-033 | 1 | 6 | Records & Information Records & Information Management (RIM) - Quarterly Reports | 2007 | 0.8 | | |
| 2018-033 | 1 | 7 | Records & Information Management Quarterly Reports | 2005-2006 | 0.3 | | |
| 2018-033 | 1 | 8 (1 of 2) | 2008 Budget - Records & Information Management | 2007 | 1.9 | | |
| 2018-033 | 1 | 8 (2 of 2) | 2008 Budget - Records & Information Management | 2007 | 2.0 | | |
| 2018-033 | 1 | 9 | Budget - 3-Year Staffing Forecast - 2007 to 2009 | 2007-2009 | 0.4 | | |
| 2018-033 | 1 | 10 | Budget - Records & Information Management (RIM) | 2006 | 1.3 | | |

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| 2018-033 | 1 | 11 | Projects - Move to Civic Yards | 2008-2009 | 0.5 | | |

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| 2019-062 | 1 | 1 | Records Management Accomplishments (2004 - 2008) | 2004-2008 | 0.2 | | |
| 2019-062 | 1 | 2 | Records & Information Management Budget | 2006-2008 | 0.5 | | |

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|--------------------|--------------|---------------|--|-------------------|------------------------|---------------------|---|
| 2020-018 | 1 | 1 | Records & Information Management - Project Plan 2009: includes Hummingbird DM Rollout plan | 2009 | 1.4 | | |
| 2020-018 | 1 | 2 | LAS Operating Budget | 2009 | 0.1 | | Legislative and Administrative Services |

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|--------------------|--------------|---------------|---|-------------------|--------------------|---------------------|--------------------|
| 2023-071 | 1 | 1 | Information Leadership Team (ILT) Meetings | 2012-2013 | 0.1 | | |
| 2023-071 | 1 | 2 | Inspections & Licensing - Scanning Process Review | 2007 | 0.1 | | |

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|--------------------|--------------|---------------|---|-------------------|--------------------|---------------------|--------------------|
| 2023-072 | 1 | 1 | Legislative & Governance Services (LGS) - Service Plans | 2009-2011 | 0.4 | | |
| 2023-072 | 1 | 2 | Records & Information Management Budget 2011 | 2011 | 0.5 | | |

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|--------------------|--------------|---------------|---------------------------|-------------------|------------------------|---------------------|--------------------|
| 2023-073 | 1 | 1 | Records Centre Statistics | 2012 | 0.1 | | |