

RG 27 Information Technology Services fonds

Scope and Content

Fonds consists of the administrative and operational records created, accumulated, and used by the Information Technology Services department at the City of Red Deer between 1950 and 2011, predominantly after 1990.

The types of records included are City minutes, policy development, photographs, committee minutes, planning, budgets, meetings, and aerial and orthophotography and maps created by the GIS (Geographic Information Systems) section.

Date of Records

1950-2011

Physical Description

1.97 m of textual records

76 photographs

34 maps

Material Types (GMD)

Cartographic Materials

Graphic Materials

Textual Records

Restrictions on Access

Copyright restrictions as noted.

Creator Information

Authority Name City of Red Deer Information Technology Services department

Authority History The computerization of City of Red Deer operations began in 1965 and its growth was slow until the 1980s and often contracted out. Following a study of Electronic Data Processing (EDP) for the City a range of recommendations, including organizational restructuring, a new EDP multi-year strategy was rolled out.

In 1988, a Computer Services manager position was created. The Information Technology Services department, initially named Computer Services, was created in 1989.

Computer Services was a part of the Financial Services Directorate which was later renamed the Corporate Services Directorate in 1995. Around 1994 the department became known as Information Technology Services.

Finding Aids

File list available.

Related Materials

RG 37 Records and Information Management section

RG 20 Archives unit fonds

RG 4 Corporate Services Division fonds

Physical Condition

Many of the maps and aerial photographs have tears and rips around edges. Handle with care.

Arrangement

Original order maintained

Custodial History

Records were transferred in 10 accessions between 2008 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's Information Technology department.

Accruals

Further accruals are expected.

Accession Numbers

2008-069

2011-011

2014-087

2018-093

2019-023

2019-123

2020-107

2022-012

2023-110

2024-005

Accession #	Box #	File #	File Title	Date Range	Extent (cm)	Restrictions	Description
2008-069	1	1	Correspondence - Chapman Riebeek Simpson Chapman Wanless - Various Issues	1990-1994	0.4	FOIP	Organizational bylaw; Municipal Liability Fire Fighting Services
2008-069	1	2	Information Centre update and Agenda	1992	1.1		
2008-069	1	3	Spreadsheet Development Meeting	1989	0.8		
2008-069	1	4	System Development Methodology meeting	1988	0.1		
2008-069	1	5	City of Red Deer Mainframe Computer Systems Report February 7, 1990	1990	0.4		
2008-069	1	6	Computer Survey Results	1989	0.7		
2008-069	1	7	Purchasing Department Computer Hardware - Acquisition Study - September 1988	1988	0.7		
2008-069	1	8 (1 of 2)	Department Head Meetings	1990-1993	2.1		Agenda and minutes
2008-069	1	8 (2 of 2)	Department Head Meetings	1990-1993	2.0		Agenda and minutes
2008-069	1	9 (1 of 2)	Department Head Meetings	1993-1994	2.5		
2008-069	1	9 (2 of 2)	Department Head Meetings	1993-1994	2.0		
2008-069	1	10	Financial Services Management Meetings	1991-1994	2.3		Agenda and minutes
2008-069	1	11	Treasury Department Exempt Staff meetings	1988-1993	0.8		Meeting minutes and correspondence
2008-069	1	12	Strategic Systems Plan	1988-1991	2.5		Computer Services Review of the Strategic Plan; Computer Services mission statement
2008-069	1	13	City of Red Deer - Financial Statements	1990	0.4		
2008-069	1	14	City of Red Deer - Financial Statements	1992	0.4		
2008-069	1	15	City of Red Deer - Financial Statements	1994	0.5		

Accession #	Box #	File #	File Title	Date Range	Extent (cm)	Restrictions	Description
2008-069	1	16	Correspondence - Micro Computer Policy	1989-1992	1.3		
2008-069	1	17	Request for Comments on the Rehabilitation Policy, Sexual Harassment Policy, Occupational Health and Safety Policy and Medical Records and Information Policy	1992-1993	0.6		
2008-069	1	18	Municipal Integration Strategy Team - Employees Survey Results and Strategy Reviews	1992-1993	1.1		
2008-069	1	19	Senior Management Team (SMT) - Meetings & Planning Guides	1994-1995			Includes agendas and minutes
2008-069	1	20 (1 of 2)	Telecommunications Steering Committee	1996-1997	1.9		
2008-069	1	20 (2 of 2)	Telecommunications Steering Committee	1996-1997	1.0		
2008-069	1	21	Communications Strategy Committee	1993	0.9		
2008-069	1	22	Computer Steering Committee	1989-1993	2.0		Minutes
2008-069	1	23	Information Technology Resources Committee (ITRC)	1993-1995	1.5		Minutes
2008-069	1	24	Office Advisory Committee	1989-1992	2.0		Minutes

Accession #	Box #	File #	File Title	Date Range	Extent (cm)	Restrictions	Description
2011-011	1	1	Liaisons - Central Alberta Economic Partnership	2000-2001	2.3		CAEP - "OurCommunity": a portal to a smarter Central Alberta
2011-011	1	2	Red Deer Urban Cap Network Committee	2000-2001	31 photographs 1.5		Includes press release, copy newspaper clippings, reports, meetings, Photographs of community computers at the Red Deer Public Library Downtown branch, Golden Circle, Red Deer & District Museum, Red Deer & District Archives, People's Place, Central Alberta Women's Outreach Society, Central Alberta Refugee Effort, Fairview Elementary School, Red Deer Public Library Dawe branch, Collicutt Centre, Kerry Wood Nature Centre, Red Deer City Hall, Central Alberta Economic Partnership, Red Deer Child Care Society, Canadian Mental Health Society, Red Deer Family Services, Dawe Recreation Centre, Red Deer Recreation Centre, Red Deer College Library Information Commons, Volunteer & Information Centre, Youth & Volunteer Centre
2011-011	1	3	City of Red Deer Demographic Profile	1998-1999	0.6		Census 1996 statistics

Accession #	Box #	File #	File Title	Date Range	Extent (cm)	Restrictions	Description
2014-087	1	1	Wireless Telecommunications Policy	1999	0.5		Includes correspondence, telecommunications facilities planning report, draft guidelines, draft telecommunication tower policy, draft technical overview, Glendale tower and antenna proposal neighbourhood meeting announcement
2014-087	1	2	CBC Radio	2002	0.1		Includes notification of application for Radio Two in Red Deer, tower and antenna details and drawing
2014-087	1	3	City of Red Deer Information Strategy Plan	1993	0.6		Includes overhead projector presentation
2014-087	1	4	Planning – General	1999-2000	1.5		Includes recreation, parks and culture requirements, project schedules, major capital budget, correspondence, brainstorming session, presentation, work plans, pc docs hardware and other software costs
2014-087	1	5	Website Project	2001	1.4		Includes web awareness resources, web site strategy and redesign proposals

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2018-093	1	1	Policies & Procedures - Provision For Home Computers	2010	0.1		
2018-093	1	2	Senior Management Team	2000-2001	1.4		City of Red Deer Information Technology Planning Report (draft); correspondence; meeting minutes
2018-093	1	3	Department Head Meetings	2001	1.8		Balance sheets; Senior Management Team and Department Head meeting agendas and minutes
2018-093	1	4 (1 of 2)	Department Head Meetings	2001-2002	2.5		Meeting agendas and minutes, balance sheets
2018-093	1	4 (2 of 2)	Department Head Meetings	2001-2002	2.3		Meeting agendas and minutes, balance sheets
2018-093	1	5	Department Head Meetings	2006-2007	1.9		Meeting agendas and minutes
2018-093	1	6	Department Head Meetings	2007-2009	2.3		Meeting agendas and minutes
2018-093	1	7 (1 of 2)	Enterprise Asset Management Steering Committee	2007-2008	2.0		Project Charter - Asset Management - Preventative Maintenance; Asset Management Project Charter; status reports, meetings
2018-093	1	7 (2 of 2)	Enterprise Asset Management Steering Committee	2007-2008	2.0		Project Charter - Asset Management - Preventative Maintenance; Asset Management Project Charter; status reports, meetings
2018-093	1	8	ILT Meetings	2008-2010	1.3		IT Leadership meeting agenda and minutes
2018-093	1	9	IT Managers Meeting	2006-2007	1.7		Meeting agendas and minutes; The City of Red Deer Corporate Services Managers and Supervisors Team Building and Leadership Development Workbook; Mobile Access
2018-093	1	10	IT Managers Meeting	2010	0.9		
2018-093	1	11	UTS Management Meeting	2009	1.0		
2018-093	1	12	OLT Meetings - History	2010	1.1		Agendas and minutes

2018-093	1	13	REDNET Meetings	2010	1.7		RedNet meetings and related materials
2018-093	1	14	Corporate Strategic Geographic Information Systems (GIS) Plan Proposal	2001	0.1		
2018-093	1	15	ITS Planning	2007	0.9		Includes communication plan and departmental requests spreadsheet
2018-093	1	16	Budget Planning	2001-2001	1.9		
2018-093	1	17	Budget Presentation	2001	2.2		

Accession #	Box #	File #	File Title	Date Range	Extent (cm)	Restrictions	Description
2019-023	1	1	Associations & Societies - CIRS - Board Of Directors	2007-2008	0.5		Meeting agenda, minutes and financials
2019-023	1	2	Web Page Committee	1996	1.2		Draft webpage; meeting minutes
2019-023	1	3	Meeting - Business Solutions	2011	0.4		Meeting agendas and minutes
2019-023	1	4	Meetings - Corporate Services Divisional Managers'	2007	2.3		Meeting agendas and minutes
2019-023	1	5 (1 of 2)	Meetings - Enterprise Asset Management (EAM)	2009-2011	1.9		Asset Management Project Charter; meeting minutes; Enterprise Asset Management Program policy
2019-023	1	5 (2 of 2)	Meetings - Enterprise Asset Management (EAM)	2009-2011	0.7		Asset Management Project Charter; meeting minutes; Enterprise Asset Management Program policy
2019-023	1	6	Meeting - ES - IT Focus Group Meeting	2011-2012	1.0		Draft 2012 Project List; Municipal Emergency Management Plan (MEMP); meeting agenda and minutes
2019-023	1	7	Meeting - ILT Meeting	2011	0.9		Meeting agendas and minutes
2019-023	1	8	Meeting - IT Managers	2011	0.9		Meeting agendas and minutes
2019-023	1	9	Meetings - ITS Operations	2011	0.5		Meeting agendas and minutes
2019-023	1	10	Meeting - ITS Staff Meeting	2011	1.0		Meeting agendas and minutes
2019-023	1	11	Corporate Project Map	2007	0.3		
2019-023	1	12	Department Head & SMT Retreat	2007	0.8		
2019-023	1	13	Planning Goals & Objectives - Re-org	2007-2008	0.9		Career opportunities; org charts
2019-023	1	14	Strategic Plan	2002-2004	0.4		Information Technology Services Department Business Plan
2019-023	1	15	Red Deer Data - Raw	2003	1.2		Includes small area income and demographics, housing statistics
2019-023	1	16	Budgets - ITS Budget Analysis	2007	0.2		
2019-023	1	17	Budgets - ITS Tracking	2007			

Accession #	Box #	File #	File Title	Date Range	Extent (cm)	Restrictions	Description
2019-123	RG 27 Map Box 1		City Perimeter - Northeast Blindman Industrial Park - Aerial Photo	1988	1 photograph		Scale of 1:5000
2019-123	RG 27 Map Box 1		City Perimeter - Southwest - Aerial Photo	1988	1 photograph		Scale of 1:5000
2019-123	RG 27 Map Box 1		Red Deer South - Aerial Photo	1988	1 photograph		Scale of 1:10000
2019-123	RG 27 Map Box 1		City Perimeter - West Central - Aerial Photo	1988	1 photograph		Scale of 1:5000
2019-123	RG 27 Map Box 1		Red Deer Downtown - Aerial Photo	1991	1 photograph		Scale of 1:2500
2019-123	RG 27 Map Box 1		Red Deer Southwest - Aerial Photo	1984	1 photograph		Scale of 1:5000
2019-123	RG 27 Map Box 2		Aerial Photo - City of Red Deer	n.d.	1 photograph		Scale of 1:10000
2019-123	RG 27 OS Folder 1		Aerial Photo – North of 32 St	n.d.	1 photograph		Poor condition, ripped around multiple edges
2019-123	RG 27 Map Box 2		Riverbend Golf Course - Aerial Photos	1987	2 photograph		Scale of 1:5000
2019-123	RG 27 Map Box 2		Rosedale, College Heights & North Lacombe - Aerial Photo	1984	1 photograph		Scale of 1:5000
2019-123	RG 27 Map Box 2		Rosedale, College Heights	1984	1 photograph		Scale of 1:2500
2019-123	RG 27 Map Box 2		Aerial Photo – Red Deer #1	n.d.	1 photograph		
2019-123	RG 27 Map Box 2		Blindman Industrial Area - Aerial Photo	1984	1 photograph		
2019-123	RG 27 Map Box 2		City of Red Deer - Central & West - Aerial Photos	n.d.	1 photographs		Photo with a scale of 1:5000
2019-123	RG 27 Map Box 2		City Perimeter Northwest - Aerial Photo	1988	1 photograph		Scale of 1:5000
2019-123	RG 27 OS Folder 1		Downtown & Whole City - Aerial Photos	1993	1 photograph		RD # 4 Scale of 1:5000
2019-123	RG Map Box 3		Downtown & Whole City - Aerial Photos	1993	1 photograph		RD # 3 Scale of 1:5000
2019-123	RG Map Box 3		Downtown & Whole City - Aerial Photos	1993	1 photograph		RD # 6 Scale of 1:5000
2019-123	RG 27 OS Folder 1		Downtown & Whole City - Aerial Photos	1993	1 photograph		RD # 7 Scale of 1:5000
2019-123	RG 27 OS Folder 1		Downtown & Whole City - Aerial Photos	1993	1 photograph		RD # 8 Scale of 1:5000
2019-123	RG 27 Map Box 3		Downtown & Whole City - Aerial Photos	1993	1 photograph		RD # 9 Scale of 1:5000
2019-123	RG 27 Map		Downtown & Whole City - Aerial Photos	1993	1 photograph		RD # 10 Scale of 1:5000

Accession #	Box #	File #	File Title	Date Range	Extent (cm)	Restrictions	Description
2019-123	RG 27 Map Box 3		Downtown & Whole City - Aerial Photos	1993	1 photograph		Aerial photograph complete - downtown and whole city, flown by Foto Flight - June 1993 - scale of 1:10000
2019-123	RG 27 OS Folder 1		Aerial Photo – RD-13	1991	1 photograph		
2019-123	RG OS Folder 1		Aerial Photo – RD-2	1993	1 photograph		
2019-123	RG OS Folder 1		Aerial Photo – RD-3	1991	1 photograph		
2019-123	RG OS Folder 1		Aerial Photo – RD-6	1991	1 photograph		
2019-123	RG 27 Map Box 2		Aerial Photo - City Centre	1995	1 photograph		Scale of 1:2500
2019-123	RG 27 OS Folder 2		City of Red Deer - Growth Study Contour Mapping	1973	16 maps		Contour maps of the City of Red Deer. Compiled in June 1973 for Red Deer Regional Planning Commission by Burnett Resource Surveys.
2019-123	RG 27 OS Folder 2		City of Red Deer - Growth Study Contour Mapping	[1975]	1 photograph		Aerial photograph on vellum shows downtown and north Red Deer
2019-123	RG 27 OS Folder 2		City of Red Deer - Growth Study Contour Mapping	[1975]	1 map		Map on vellum showing mapping grid and rivers
2019-123	RG 27 OS Folder 3		City of Red Deer - Growth Study Contour Mapping	1975	3 maps		Map of rivers and bodies of water around Red Deer and Red Deer County (n.d.); map of Central Alberta (Gull Lake, Lacombe, Red Deer, Red Deer County, Lacombe County) 1975; copy map City of Red Deer & vicinity 1975 Alberta Energy and Natural Resources;
2019-123	RG 27 OS Folder 3		City of Red Deer - Growth Study Contour Mapping	1975-1980	8 maps		Copy map book (8 pages) - City of Red Deer Growth Study Contour Mapping. Underwood McLellan Ltd.
2019-123	RG 27 OS Box 1		City of Red Deer - Growth Study Contour Mapping	1973	4 maps		Contour maps: City of Red Deer, Lacombe County, Delburne area, Red Deer County (east) hand colored no date; The City of Red Deer compiled 1968 taken by Spartan Air Services (2); The City of Red Deer NW2-38-27-W4M, May 1974
2019-123	RG 27 OS Box 1		City of Red Deer - Growth Study Contour Mapping	n.d.	1 map		Map of Red Deer on one side and grid with photography? dates on other side
2019-123	RG 27 OS Box 1		City of Red Deer - Growth Study Contour Mapping	n.d.	1 map		Map of City of Red Deer on grid very few landmarks listed - aerial coverage flown for mosquito control program scale of 1:5000
2019-123	1	1	Photograph	ca. 1950	1 photograph		The J.K. Smit-Connors Ltd. Building
2019-123	RG 27 Map Box 1		Aerial Photos (Set): includes photos #1-12 (missing #4)	1995	1 photograph		Red Deer # 12 October 5/95 Scale of 1:5000
2019-123	RG 27 Map Box 4		Aerial Photos (Set): includes photos #1-12 (missing #4)	1995	1 photograph		Red Deer # 11 October 5/95 Scale of 1:5000
2019-123	RG 27 Map Box 4		Aerial Photos (Set): includes photos #1-12 (missing #4)	1995	1 photograph		Red Deer # 10 October 5/95 Scale of 1:5000

Accession #	Box #	File #	File Title	Date Range	Extent (cm)	Restrictions	Description
2019-123	RG 27 Map Box 4		Aerial Photos (Set): includes photos #1-12 (missing #4)	1995	1 photograph		Red Deer # 5 October 5/95 Scale of 1:5000
2019-123	RG 27 Map Box 4		Aerial Photos (Set): includes photos #1-12 (missing #4)	1995	1 photograph		Red Deer # 2 October 5/95 Scale of 1:5000
2019-123	RG 27 Map Box 4		Aerial Photos (Set): includes photos #1-12 (missing #4)	1995	1 photograph		Red Deer # 1 October 5/95 Scale of 1:5000
2019-123	RG 27 Map Box 4		Aerial Photos (Set): includes photos #1-12 (missing #4)	1995	1 photograph		Red Deer # 3 October 5/95 Scale of 1:5000