

The University of Winnipeg
Records Management Committee (RMC)

The Records Management Committee shall be established in order to deal with program issues relating to records management. This is to be a general forum that has representation from all constituencies by Record Coordinators who will convey the views of their respective Unit Records Officers. The deliberative role of the Committee will be supplemented by the work of subcommittees tasked with specific issues including storage, vital records, document retention options (optical disk, microform, etc.), new developments in records management and related matters.

The Committee shall take the following form:

Membership

- One (1) representative delegated by the senior Manager/Director from each unit of the university.
- University Auditor
- Records Manager
- University Librarian (ex officio)
- Chair -- University Archivist

The Chair shall manage the Committee, including appointing the secretary, drafting the agenda and circulating it in sufficient time for agenda items to be added and for input to be received.

All members shall serve one-year terms. Terms shall be renewable. The names of members are to be forwarded to the University Archivist by each unit by no later than 15 September of each academic year in order that the Committee can meet in September.

Mandate

- to oversee the development and implementation of the Records Management Program
- to devise and promote best-practices in records management on a university-wide basis
- to develop a Records Management Manual for the University
- to create a Vital Records Program for the University
- to communicate records management initiatives to units of the University through its URO member
- to communicate records management activities, goals and objectives to the University
- to make recommendations to the University Librarian on matters pertaining to the Records Management Program, as appropriate
- to respond to requests for information from the Admin Council.

The Committee shall devise its own operating procedures/bylaws but it shall:

- meet at least twice per academic year and more frequently as issues indicate
- establish ad hoc subcommittees as it deems necessary
- have subcommittee chairs elected from among subcommittee members. Subcommittees shall report to the RMC through their subcommittee chairs.

The structure and mandate of the RMC shall be reviewed within three years of operation and modifications made as appropriate. A review of the Records Management Program shall be undertaken by the University Auditor.