

MONITORING REPORT

Subject: Board Policy A.17, Records Management

Prepared by: Danielle McDonald, Chief Executive Officer

Prepared for: Ottawa Public Library Board

Meeting of: November 19, 2012

Date of preparation: November 6, 2012

Executive Limitations Policy A.17, Records Management was approved by the Board February 14, 2005 and was last reviewed on November 30, 2011. It states:

The CEO shall ensure that the Library's records management practices are consistent, but not limited to, those of the City of Ottawa, and provide practices that are appropriate for the Library's operations, enhance productivity or customer service, and conform with Library policies and legislative requirements.

The Ottawa Public Library uses the Records Management System (RMS), which is the City of Ottawa's Official Records System designed to life-cycle and manage physical records. This system provides file creation, search and retrieval, and retention features that are important to the management of information.

In early 2012, the Library began migrating towards the Business Information Management System (BIMS), which enhances the existing records management program by facilitating the lifecycle management of electronic Official Business Records (OBRs) in their native format. Division managers, L5 managers, and branch delegates have completed BIMS training in 2012.

I report compliance.

I hereby present my monitoring report on executive limitation policy A.17, Records Management. I certify that the information contained in this report is true.

Signed: _____
Danielle McDonald
Chief Executive Officer

Date: _____