



CENTRAL COAST REGIONAL DISTRICT

DATE: April 1, 2015
TO: Darla Blake, CAO
FROM: Wendy Kingsley, Administrative Assistant
SUBJECT: Records Management – Travel to Cariboo Regional District, Williams Lake

REPORT:

I met with 2 Cariboo Regional District (CRD) employees and an IT company as part of my research for the Records Management project to have a better understanding of how other regional districts are managing their paper and electronic records,

The CRD Records Management Clerk, and I discussed procedures for handling incoming paper documents, records management software, electronic files and current and future plans.

The CRD is currently in the process of changing their electronic records management software and so, we have something in common relating to transition and change.

Other areas I was hoping to receive more information on were email records, disaster recovery plan, policy, bylaws and procedures, all critical to business continuity as it relates to records management. These are topics that Alice Johnston, Corporate Records Officer, would be familiar with and she was not available.

I also spent time with CRD's Manager of Information Technology. We discussed the CRD's set up and handling of offsite backup as well as our present setup, needs and what I hope to implement.

The CRD uses ONetrix Solutions Inc. for their computer, security and phone needs. The IT manager volunteered to speak with ONetrix to assist me/us with our IT needs.

I met later in the day with the owner of ONetrix Solutions Inc.

The main purpose of our meeting was to discuss our present equipment set up and our future need as it pertains to Records Management as well as our IT service needs.

Onetrix was the logical choice as they already come to the valley to service other institutions.

I found this trip to be very helpful and feel that meeting these individuals in person has given me a valuable network of individuals that I can call on to discuss our needs as we progress with this project and in the future.

Respectfully submitted

