

International Institute of Municipal Clerks

2025/2026 Records Management Committee Roster

Term: May 22, 2025 through May 21, 2026

PURPOSE:

To develop informational resources to assist members with their records management needs.

2025/2026 Goals & Objectives

1. Recommend records management educational sessions for the Annual Conference.
2. Prepare a minimum of two articles regarding best practices for records management.
3. Identify at least 2 issues and create content for the online Resource Centre of ordinances, policies and best practices.
4. Review and possibly update, current or create new IIMC Technical Bulletins.

Deadlines:

July 15, 2025	Identify and submit to Headquarters budget justification requested (if any) necessary to accomplish the Committee's goals and objectives. All requested will be reviewed by the Budget and Planning Committee.
September 17, 2025	File a Report with Headquarters for inclusion with agenda materials for the November IIMC Board of Directors Mid-Year Meeting.
March 26, 2026	File the final report with Headquarters for inclusion with the Annual Report.

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