



AUDIT	<ul style="list-style-type: none"> <li>• ASSIST THE MINISTRY IN ACHIEVING A FUNCTIONAL RECORDS MANAGEMENT PROGRAM AS MANDATED BY BC ARCHIVES.</li> <li>• UNDERSTAND THE NEEDS OF THOSE WHO ARE RESPONSIBLE FOR IMPLEMENTING AND MAINTAINING THE RECORDS MANAGEMENT PROGRAM.</li> <li>• DEVELOP A COMPREHENSIVE AND MEANINGFUL MINISTRY WIDE RECORDS MANAGEMENT PROGRAM.</li> <li>• INITIATE A POSITIVE FEEDBACK PROCESS BETWEEN IPRS AND MINISTRY STAFF.</li> <li>• TEAM APPROACH TO RECORDS MANAGEMENT THROUGH CONSULTATION AND COOPERATION.</li> </ul>
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Date Audit Performed (YYYY MM DD)	Pre-Audit Completed (N/A or Date) (YYYY MM DD)
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### General Office Information

Office Code	Program Delivery	Location of Office
Records Custodian		Name of DS / Manager

### Training

#### Types of Records Management Training Taken

Name	CRMS Basic <input type="checkbox"/> (YYYY MMM)	CRMS Adv. <input type="checkbox"/> (YYYY MMM)	RM <input type="checkbox"/> (YYYY MMM)	RRFC <input type="checkbox"/> (YYYY MMM)
Name	CRMS Basic <input type="checkbox"/> (YYYY MMM)	CRMS Adv. <input type="checkbox"/> (YYYY MMM)	RM <input type="checkbox"/> (YYYY MMM)	RRFC <input type="checkbox"/> (YYYY MMM)
Name	CRMS Basic <input type="checkbox"/> (YYYY MMM)	CRMS Adv. <input type="checkbox"/> (YYYY MMM)	RM <input type="checkbox"/> (YYYY MMM)	RRFC <input type="checkbox"/> (YYYY MMM)

Has your office been given a general overview of Records Management? If so, by whom?

Who is responsible for classifying your office's records?

Are there other staff that assist? <input type="checkbox"/> NO <input type="checkbox"/> YES	Please indicate their name and percentage of their job assigned to assist
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Amount of time RC spends on Records Management monthly	ARCS	Filing	Offsite/Destruction	ORCS	Filing	Offsite/Destruction
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Do you have a regular schedule of when you do offsite, destruction and one time?  NO  YES If Yes, when?

Do you retrieve records from offsite storage?  NO  YES If Yes, how often? per week per month

How does your office manage Electronic Records? (ie, use of folders, removal, security features) Are they being filed as hard copies (email, Word, etc)

Are Records Management practices included as a part of the orientation and training for new staff?  NO  YES If so, what?

If you could have the perfect world (other than resources), what would you want to see regarding Records Management in your Office / Region / IPRS?



# RECORDS MANAGEMENT EVALUATION/AUDIT

## Observations (physical checks to ensure files are being created & used, privacy and security issues met)

- 432-20 files
- DS Office
- General Admin. Area
- Worker Offices
- Server Room Locked
- LAN Management
- HR Shadow File
- File List Updated/Accessible
- The Special Rooms
- Security System Alarm
- Conversion from Legal to Letter
  - ORCS  ARCS
  - Offsite Boxes / Pulls
  - OPR Designation accuracy
  - 102-20  295-20
  - Non-Ministry Approved Forms

## Compliance Strategy

Quick fix - what items can be handled immediately? (432-20 & 432-30 files)

Review Training Manual and Flag Helpful Information

## Solutions

Short Term Recommendations

Long Term Recommendations

Additional Comments

Date Final Report Completed	<b>ORIGINAL TO FILE</b>	Distributed to: <input type="checkbox"/> OFFICE <input type="checkbox"/> ADM <input type="checkbox"/> RRFC <input type="checkbox"/> REO
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