

Manage changes in legal custodians (i.e., records ownership) that result from organizational restructuring in accordance with the following specifications and with RIM 503 *Records Transfer within Government*.

Process	Terminology
<p>Ministries and agencies must ensure that GRS is informed when responsibility for records is transferred from one office, program area, ministry or agency to another.</p> <p>GRS tracks ownership of records managed in its systems to identify current legal custodians and to support cost recovery for services.</p> <p>GRS produces an Indented Organizational Chart (IOC) report based on this information, and asks ministries/agencies to review its accuracy.</p>	<p><b>GRS</b> = Government Records Service, the central records services agency for the BC Government</p> <p><b>GRS systems</b> = Systems managed by GRS, including EDRMS TRIM, CRMS, and ARIS (see <a href="#">Records Management web pages</a>).</p> <p><b>ARIS</b> = The GRS database used to track records stored by GRS, their legal custodians, and the records schedules that apply. Reports can be produced using ARIS data (e.g., relating to the IOC, records status, and access authorization).</p> <p><b>IOC = Indented Organizational Chart</b> – a document generated from ARIS (form ARS472) that shows ministry/agency hierarchy using up to 7 hierarchical levels. The IOC is updated via RO contact requests using an internal GRS form.</p>
<p>1. Employees responsible for records management functions need to send a <b>notification email</b> to their RO contacts as soon as they become aware of reorganization within their ministry/agency.</p>	<p><b>Responsible employees</b> = Staff responsible for maintaining documentation of records (e.g., TRIM Information Workers, CRMS contacts, those who maintain file lists and/or send and receive records in offsite storage)</p> <p><b>RO contact</b> = A member of the relevant GRS <a href="#">Records Officer</a> team.</p>
<p>2. To determine what updates are necessary, ministry/agency employees need to <b>collect detailed information</b> about the reorganization, and gather/create supporting documentation.</p>	<p><b>Supporting documentation</b> = Organizational charts, notification messages, agreements, and records location information (e.g., file lists for onsite and offsite records, systems reports, <i>ORCS</i>, systems documentation, documentation of LANs, SharePoint sites, and websites; as well as relevant Orders-in-Council).</p>

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<p>3. When changes are finalized, ministry/agency contact needs to provide RO Contact with the <b>official titles of current and prior legal custodians, and their positions in the hierarchy.</b></p> <p><b>UPDATE INFORMATION TIPS:</b></p> <ul style="list-style-type: none"> <li>Legal custodians need to be documented at the recordkeeping system level but not necessarily below that level (e.g., if all the work teams in one program area share an <i>ORCS</i>, GRS may not need the team names). Determine this in consultation with GRS.</li> <li>If changes are extensive, provide the information in a table or spreadsheet or on an annotated IOC.</li> <li>If any broader public sector (BPS) agencies are linked to the office, include that documentation.</li> <li>If an office splits apart, document which of its records should belong to each new office.<sup>1</sup></li> </ul>	<p><b>Current legal custodian (CLC)</b> = Current office responsible for the records and the recordkeeping system. In <i>ORCS</i> and other records schedules, the CLC is identified using the designation “OPR”.</p> <p><b>Prior legal custodian (PLC)</b> = Previous office responsible for the records<sup>2</sup>. GRS maintains PLC historical data in ARIS.</p> <p><b>Hierarchy</b> = The corporate structure that the CLC is part of. At minimum, GRS needs to know ministry/agency, division, and branch entity names, and to whom each entity reports. <i>Note that GRS will assume that a subordinate/reporting office moves with the entity it reports to unless otherwise specified. Each entity in the hierarchy is assigned an ARIS ID number for tracking purposes.</i></p> <p><b>ORCS</b> = <i>Operational Records Classification System</i> – used to classify and schedule the records of an operational program.</p> <p><b>Office of Primary Responsibility (OPR)</b> = the offices identified in an <i>ORCS</i> as being responsible for the records (i.e., the CLCs).</p>
<p>4. The RO contact analyses the information gathered in step 3 for the purpose of updating the IOC, then reviews IOC documentation with ministry/agency contacts for potential corrections.</p>	<p><b>IOC documentation review</b> = Review of GRS documentation of the ministry/agency hierarchy. <i>Note that the hierarchy levels are tracked separately for executive offices, so it is normal for a “level 7” executive office to have authority over a “level 3” corporate office.</i></p>
<p>5. The process is complete when the information has been captured in the IOC and the ministry/agency has confirmed its accuracy.</p>	<p><b>Confirmation</b> = An email message from the CLC and, if possible, also the PLC of the records is needed to confirm the accuracy of the IOC documentation.</p>

<sup>1</sup> If access to certain records needs to be shared after the split, this needs to be documented as well, ideally in a protocol agreement.

<sup>2</sup> PLC information is available in *ORCS* OPR designations, ARIS reports, and TRIM (see Properties “Notes” field and Locations “Assignee” field).