

Get Started

- Ministry/Division initiates Information Destruction Authorization (IDA) process and requests a Destruction Number

Preparer Follows
EDRMS Onsite
Disposition Manual for
Electronic Folders and
Physical Folders

- Consults GRS for assistance if required

IDA is Approved
by Delegated
Ministry
Employee

- Ministry/Division follows requirements defined in Ministry Destruction Authorization Model

Preparer
Destroys
Records Onsite

- Preparer follows specifications in RIM Manual for destroying onsite records.

Ministry Sends
Destruction
Request to GRS

- Ministry sends request to EDRMS.Help@gov.bc.ca to set boxes to Destroyed in EDRMS.

GRS Sets Boxes
to Destroyed in
EDRMS and
notifies Ministry

- Ministry/ Division updates IDA Log.

EDRMS Onsite
Disposition Process