

## CHIEF RECORDS OFFICER DIRECTIVE ON ARCHIVING GOVERNMENT INFORMATION

**DIRECTIVE:** CRO 01-2017

**SUBJECT:** **Archiving of Government Information**

**AUTHORITY:** This directive is issued under section 6 of the *Information Management Act*.

**APPLICATION:** This directive applies to all government bodies.

**EFFECTIVE DATE:** December 27, 2017

# Chief Records Officer

## Directive to Government Bodies Issued under Section 6 of the *Information Management Act*

Under section 6 (1) of the *Information Management Act*, S.B.C. 2015, c. 27, I, David Curtis, Chief Records Officer, issue the following directive respecting the digitizing and archiving of government information. This directive amends and replaces the directive issued on May 10, 2016.

### For Government Information in Digital Form:

- (1) Government information in digital form that is scheduled to be archived under an information schedule must be held by government bodies until further direction is issued by the Chief Records Officer on the timing of its transfer to the digital archives.

### For Government Information in Non-Digital Form:

- (2) Government information in non-digital form that is scheduled and will be eligible for archiving on or before September 30, 2019, is exempted from the requirement in s. 13 (1) of the Act for the information to be digitized before it is archived.
- (3) Government information that is exempted in (2), above, is approved for transfer to the museum archives of government, upon notification by the Corporate Information and Record Management Office that the information is eligible for archiving.

This Directive is effective as of December 27, 2017. It remains in effect until rescinded or superseded.

Dec 27/17  
Date

David Curtis  
Chief Records Officer