

CHIEF RECORDS OFFICER DIRECTIVE ON DOCUMENTING GOVERNMENT DECISIONS

DIRECTIVE: CRO 01-2019

SUBJECT: **Documenting Government Decisions**

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

APPLICATION: This directive applies to all government bodies.

EFFECTIVE DATE: March 31, 2019

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, Joel Fairbairn, Chief Records Officer, issue the following directive respecting documenting government decisions.

Creating an appropriate system

1. The head of a government body must, in ensuring that an appropriate system is in place within the government body for creating and maintaining government information that is an adequate record of that government body's decisions, take reasonable steps to ensure that the government body complies with this directive and is guided by any guidelines issued under section 6(1) of the *Information Management Act*.

Elements of an appropriate system

2. An appropriate system must include at least the following:
 - a. recorded policies and procedures and defined roles and responsibilities for creating and maintaining, in a manner consistent with this directive and any applicable enactments and provincial government policies, adequate records of decisions that the head of the government body has determined, in accordance with this directive and any guidelines issued under section 6(1) of the *Information Management Act*, are to be recorded;
 - b. appropriate recordkeeping systems that ensure the preservation and accessibility of records of decision over time;
 - c. a program for ongoing training of relevant employees of the government body respecting the creation and maintenance of adequate records of decisions;
 - d. a program for monitoring implementation by the government body of the system and of its compliance with applicable laws and government policies.

Determining which decisions are to be recorded

3. The head of a government body, in determining which decisions of that government body are to be recorded, must consider whether a record of decision would:
 - a. inform the government body or others about the evolution of the government body's programs, policies or enactments;
 - b. protect the legal or financial rights or obligations of the government body, the Crown, or any person, group of persons, government or organization that is directly and materially affected by the decision;
 - c. facilitate the government body's accountability for its decisions, including through internal or external evaluation, audit or review.

Adequate records of decisions

- 4. Government information is an adequate record of the government body's decision if it can reasonably be expected that someone not familiar with the circumstances in which the decision was made could be reasonably informed about the following, as applicable:
 - a. the individual who made the decision and that individual's title;
 - b. when the decision was made and when it takes effect;
 - c. any person, group of persons, government or organization reasonably likely to be directly and materially affected by the decision and, where practicable, the way in which they are reasonably likely to be affected by the decision;
 - d. the basis for and context in which the decision was made, including, as applicable, any relevant legal, policy or factual information.

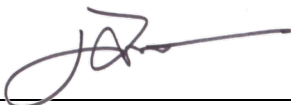
Other obligations

- 5. This directive does not affect any statutory or other legal obligation for a government body to create or maintain a record of decision or other government information.

This Directive is effective as of March 31, 2019. It remains in effect until rescinded or superseded.

March 21, 2019

Date



Chief Records Officer