

CHIEF RECORDS OFFICER DIRECTIVE ON ARCHIVING GOVERNMENT INFORMATION

DIRECTIVE: CRO 01-2023

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: October 1, 2023

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 (“the Act”), I, Charmaine Lowe, Chief Records Officer, issue the following directive respecting the digitizing and archiving of government information. This directive amends and replaces the directive issued on October 1, 2021.

Preamble

The Corporate Information and Records Management Office is committed to establishing a digital archive. Work is underway to meet this commitment and implement a solution that meets client needs.

It is expected that the digital archives established under section 12 (1) of the Act will be operational on or before September 30, 2025.

For Government Information in Digital Form:

- (1) Government information in digital form that is scheduled and eligible 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) Scheduled government information in non-digital form that will be eligible for archiving on or before September 30, 2025, is exempted from the requirement in section 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 October 1, 2023. It remains in effect until rescinded or superseded.

July 19, 2023

Date



Chief Records Officer