

CHIEF RECORDS OFFICER DIRECTIVE ON ARCHIVING GOVERNMENT INFORMATION

DIRECTIVE: CRO 02-2019

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, 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 ("the Act"), I, Kerry Pridmore, Chief Records Officer, issue the following directive respecting the digitizing and archiving of government information. This directive amends and replaces the directive issued on December 27, 2017.

Preamble

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

It is expected that the digital archives established under s. 12 (1) of the Act will be operational on or before September 30, 2021.

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, 2021, 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 October 1, 2019. It remains in effect until rescinded or superseded.

June 11, 2019
Date


Chief Records Officer