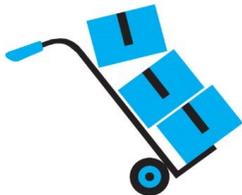


# Best Practices When Leaving a Minister's Office



This material complements the more detailed

[\*Information Management and Transferring Employees.\*](#)

## Overview

[Government information](#) created and used by British Columbia's cabinet ministers and their staff is a valuable public asset and must be managed in a manner consistent with policy, [information schedules](#), and [Standards of Conduct](#).

Official government records must be retained by the responsible authority ([Office of Primary Responsibility](#)) when individuals transfer to another office or leave government. Managing all digital and physical information appropriately as part of regular office practice will make it easy to transition when you leave.

### What can you take with you?

- personal records
- constituency records (if you are the MLA)
- records that relate to a function or program that is moving with you to a different ministry

## Six Key Practices

### 1. Manage government information separately from non-government information.

When you leave, you may take [non-government records](#) with you. If you are a Member of the Legislative Assembly (MLA), you may also take your [MLA records](#) (i.e. constituency records) or ask the Legislative Library for assistance (you can choose to donate your records or to have them temporarily stored by the Library). [Government information](#) must be retained according to [information schedules](#) and continue to be available to serve the ongoing needs of the ministry.

### 2. Ensure official records are sent to the appropriate responsibility centre or filed appropriately.

What does this mean? See the following bullets and also *Appendix A: Minister's Office Records Processes*.

- **Official records** document substantive activities, decisions, and decision making processes of the office. They include the master or file copies of records documenting the performance of minister's office functions or the running and administration of the office itself (e.g. email and attachments, other executive correspondence, final reports, minutes).
- A **responsibility centre** is an office or functional area to which the Minister's Office routinely delegates relevant records it generates and receives.
- **Regularly transfer** official records to the appropriate responsibility centre – in most cases a Deputy Minister's office.
- **File official records** that belong in the Minister's office in an appropriate recordkeeping system such as the Local Area Network.

# GOVERNMENT INFORMATION MANAGEMENT

### 3. Dispose of [transitory information](#).

Delete or otherwise securely destroy redundant copies, working materials no longer needed, ephemeral emails, and other transitory records that you have retained for reference purposes. For more information, see the

[Transitory Information Schedule](#).

### 4. Ministers and other staff, with the Deputy Minister's permission, may retain reference copies of information needed for their new role

(e.g. email, speeches). Keep in mind these may be subject to requests made under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

### 5. Remove information access for the departing staff member (i.e. facility and information systems).

This needs to be done by the Minister's Office staff member responsible for access.

### 6. Review the checklist for departing employees.

The exit checklist for paper and [digital records](#) on the [Information Management and Transferring Employees](#) website will help you ensure you haven't forgotten anything.

#### Governing legislation and policy

- [Information Management Act \(SBC 2015, c. 27\)](#)
- [Core Policy and Procedures Manual – Chapter 12, IM/IT Management](#)
- [Recorded Information Management \(RIM\) Manual](#)
- [Oath of Employment for Political Staff](#)
- [Oath of Employment for BC Public Service Employees](#)
- [Appropriate Use of Government Information and Information Technology Resources \(Appropriate Use Policy\)](#)
- [CRO Directive on Documenting Government divisions 2019-01](#)

**Remember:** All of the official records needed for government business must remain with the appropriate ministry responsibility centre. This includes records of [government decisions](#). A government body should create and retain records that serve one or more of the following purposes:

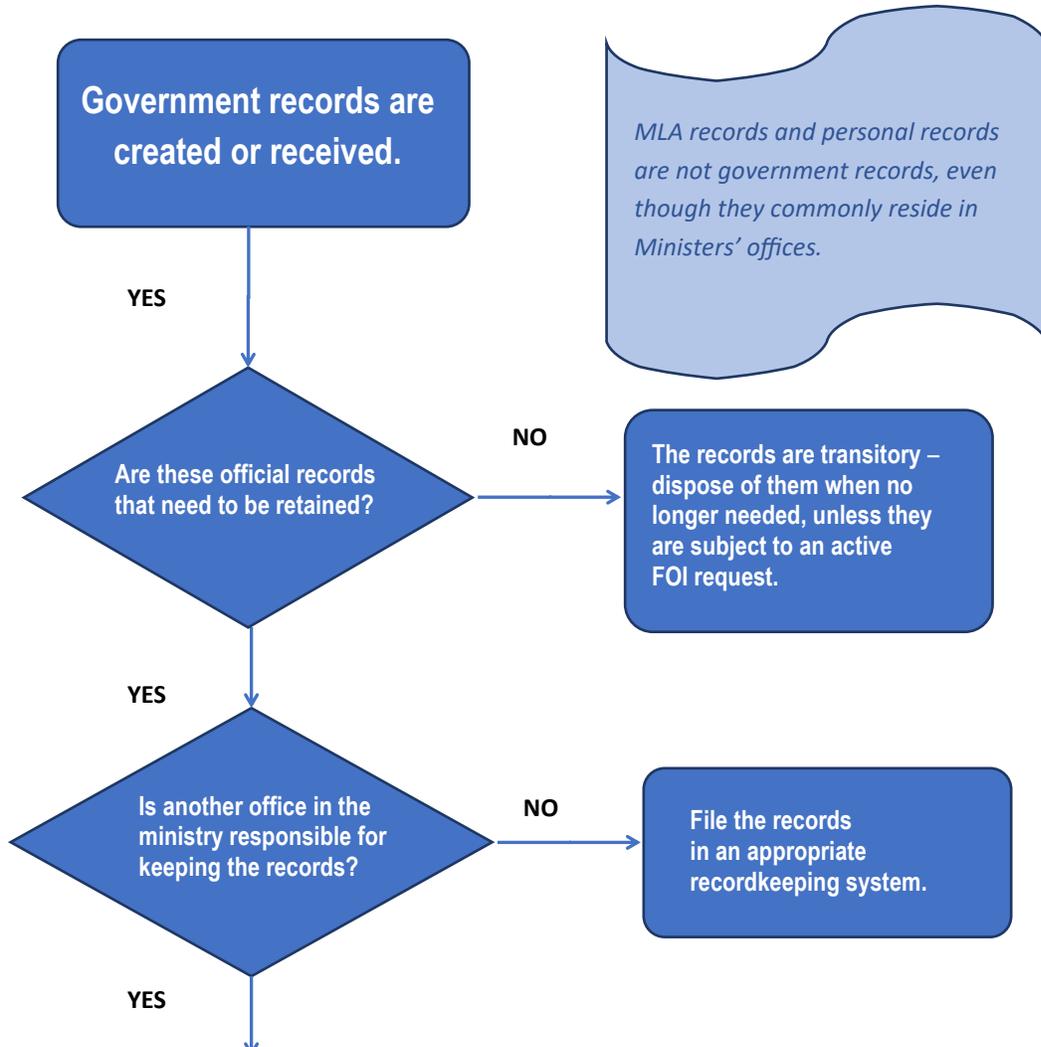
- Informing the government body or others about the evolution of the government body's programs, policies or enactments;
- Protecting the legal or financial rights or obligations of the government body, the Crown, or any person, group of persons, government or organization that is directly and materially affected by the decision;
- Facilitating the government body's accountability for its decisions, including through internal or external evaluation, audit or review.

## Helpful Tips

- **Check all the places you store government information** to make sure it is properly handled – this includes email folders, Cliff Correspondence Tracking System, H: drive, mobile devices such as laptops and smart phones, voice mail, and your desk drawers
- Ensure **Cabinet records** are sent to Cabinet Operations
- Transfer **expense records** to the Ministry of Finance
- Make sure that **other offices are aware** you are transferring official records, not reference copies
- **Accessibility:** ensure authorized staff can access the records after you go by sharing encryption passwords and resolving access restrictions

# GOVERNMENT INFORMATION MANAGEMENT

## APPENDIX A: Ministers' Office Records Processes



*MLA records and personal records are not government records, even though they commonly reside in Ministers' offices.*

Send records to the office identified as the responsibility centre, and maintain a record of their location. Examples (note that offices and locations vary among ministries):

TYPE OF RECORD	OFFICE	LOCATION
Cabinet submission drafts	Deputy Minister's Office	LAN (Local Area Network)
FOI request files	Corporate Services	EDRMS (Enterprise Document and Records Management System)
Minister's calendar	Minister's Office	Outlook (current month); LAN (previous months)
Minister's speeches	Govt. Communications & Public Engagement	LAN (Structured Local Area Network) with the Administrative Records Classification System (ARCS) and Operational Records Classification System (ORCS) applied

### Additional Information

Please see the [Government Information Management](#) page and [Contacts](#).