An appropriate recordkeeping system should:

- contain logical, organized naming conventions that can be followed by all staff;
- ensure the preservation and accessibility of records over time;
- protect against accidental or unauthorized access, alteration, copying, movement or deletion;
- minimize duplicate storage of records; and
- permit the retention requirements of information schedules to be applied accurately and efficiently.

Types of Recordkeeping Systems include:

- **Structured Local Area Network (LAN)** with the Administrative Records Classification System (ARCS) and Operational Records Classification Systems (ORCS) applied, as appropriate.
- **Enterprise Document and Records Management System (EDRMS)** EDRMS Content Manager (formerly TRIM) is the government standard.
- **Line of business applications** (e.g. case management systems).
- **Physical (paper) filing system** with the Administrative Records Classification Schedule (ARCS) and Operational Records Classification Schedule (ORCS).

In the BC Government, the requirements for establishing office recordkeeping systems are set in the following legislation, policy and standards:

- Information Management Act
- Freedom of Information and Protection of Privacy Act
- Core Policy and Procedures Manual Chapter 12
- Administrative and Operational Records Classification Schedules (ARCS and ORCS)

Government bodies must create and maintain adequate records of their decisions to meet their obligations under the Information Management Act. If your drafts contain important decisions, they must be saved in the appropriate recordkeeping system. For more information on the requirements to document government decisions see the Documenting Government Decisions guidelines.
Recordkeeping Systems
Limitations and Capabilities

- **Structured Local Area Network (LAN)**
  This method is viable for limited volumes and types of electronic records, and is suitable as an interim approach pending use of a fully functional EDRMS.

- **Enterprise Document and Records Management System (EDRMS)**
  A comprehensive recordkeeping system with a full range of records management tools including a classification table with linked information schedules and sophisticated searching and retrieval functions. EDRMS enables integrated management of both physical and electronic records and is the approved government standard.

- **Line of business applications**
  Many line of business applications are built for operational and administrative purposes and often lack the full range of records management tools of a dedicated EDRMS.

- **Physical Filing System**
  Printing and filing records can be a suitable approach for some types of records, but is not viable for many categories of government records. It is also not consistent with key government goals of electronic operations, reduced carbon emissions, and enhanced information sharing.

Responsibilities

- **Employees**
  at all levels are responsible for managing government information in the course of their work. Employees are responsible for documenting their work by ensuring key records they create or receive are filed in the appropriate recordkeeping system.

- **Government Bodies**
  should clearly define roles and responsibilities for information management within their respective organizations. This can include designating staff to champion and promote information management. Such staff should be at a sufficiently senior level and have relevant knowledge and skills. They should also have clear authority, and clear, committed and ongoing Senior Executive support, respecting all aspects of information management, including the adoption and administration of recordkeeping systems.

You must file your records in the appropriate recordkeeping system

It is important to recognize that employees at all levels actively manage government information in the course of their daily work. Storing records in employee-specific network drives or email folders is not equivalent to filing them in the office recordkeeping or shared filing system.

Failure to file your records results in:
- **Restricted access**
  No one else has access to drive and its contents.
- **Incomplete records**
  Key records may not be classified appropriately.
- **Difficulty searching**
  Records may be missed when responding to requests under FOIPPA or during the legal document discovery process.

Additional Information
Contact your Records Team or check out the Records Management website.