

RECORDED INFORMATION MANAGEMENT MANUAL

Government Records Service	RIM Number: RIM 101
Province of British Columbia	Approval Date: 2015/02/18
Policy: GOVERNMENT RECORDS	
AUTHORITY	
From <i>Interpretation Act</i> (RSBC 1996, c. 238), s. 29: "Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise	
From <i>Core Policy and Procedures Manual</i> , 12.3.3, Part III: "The <i>Interpretation Act</i> definition of "record" includes all recorded information, whatever the media or format. Information management is a core component of government infrastructure and ensures that critical characteristics such as authenticity, reliability, integrity and usability of a record are preserved and protected for as long as required."	
Security Classification: PUBLIC	

1. SCOPE

This policy identifies which records are government records that must be managed in accordance with cross-government records legislation and policy.

1.1 Authority

- [Document Disposal Act](#) (RSBC 1996, c. 99)
- [Interpretation Act](#) (RSBC 1996, c. 238)
- [Core Policy and Procedures Manual \(CPPM\), c. 12](#)

1.2 Applicability

Ministries, agencies, boards, commissions, and Crown corporations covered by the *Document Disposal Act*.

2. POLICY

Government records that are created by offices governed by the *Document Disposal Act* must be identified and managed in accordance with legislation and corporate policies governing the management of government information.

2.1 Identifying Government Records

2.1.1 Definition

Any and all recorded information created or received by government offices in the course of business activity and maintained as evidence of those activities, regardless of their digital or physical format, are government records.

Government offices include offices that are part of any ministry, agency, board, commission, Crown corporation, institution, committee or council reporting or responsible to the Government of British Columbia, some but not all of which are governed by the *Document Disposal Act (DDA)*.

2.1.2 Types of records

This includes all types of records regardless of media or format¹, such as:

- Electronic messages relayed via information communications technologies (including **email**, instant messaging, voicemail, and any other messages created using mobile devices)
- **Data** maintained on **electronic systems** (i.e., databases or other computer applications)
- **Metadata** (information used to manage data and records)
- Paper records (correspondence, reports, forms, statistics, publications, etc.)
- Audio and audiovisual records (physical or digital)
- Calendars, appointment books, daytimers, diaries and “black books” containing employees’ notes relating to work-related activities
- Maps, plans, and diagrams, including information stored in geographic information systems (GIS)
- **Microfilm** and microfiche records
- Photographic records (analog negatives and prints, digital, and digitized)
- Web pages and other records maintained on **websites** (blogs, wikis, etc.)
- Any other documentation that records government work

2.1.3 Records of Cabinet Ministers

Cabinet ministers' records (also known as ministerial records) that are created and/or accumulated and used by a minister (or a minister's office) in developing,

¹ The collective term for non-textual physical records (e.g., photographs, audio and video film recordings, blueprints, maps) is **special media**.

implementing and/or administering programs of government are government records covered by the *Document Disposal Act*.

Records created by cabinet ministers in their role as MLAs are not government records (see 2.2.4).

2.1.4 Records of Bodies not covered by the Act

Some offices, agencies, and other bodies are not covered by the *Document Disposal Act*. These include:

- Independent offices of the legislature (listed in section 2.2.3),
- Agencies and other bodies whose governing legislation specifically exempts them from the *Act*, and
- Agencies and other bodies that do not fall within the *Act* definition of ministerial office, as evidenced by a legal opinion from the Legal Services Branch.

2.1.5 Freedom of Information and Protection of Privacy Act

The scope of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) extends beyond government records to cover records of public bodies that are not part of the Government of British Columbia. Records covered by this *Act* may or may not be government records.

2.2 Identifying Non-Government Records

The following categories of records are non-government records; some of these may, however, be found in government offices.

2.2.1 Personal Records

Employees' records of a **personal** nature that may reside in government offices or servers are not government records (e.g., personal emails, family photographs, a personal collection of reference books, awards, or greeting cards). However any records created or collected by an employee in the course of conducting government business are government records, regardless of their format or where they reside (i.e., on a government or private server). This includes electronic messages, research material, field notes, studies and other information created or collected in the course of government work.

2.2.2 Legislative Records

Legislative records are the records created, accumulated and used by an individual or an office in the administration or operation of the Legislative Assembly of British Columbia. They include records created by the Office of the

Speaker, the [Officers of the House](#) (the Sergeant-at-Arms and the Legislative Clerk), Hansard Services, and the Legislative Library. Legislative records are distinct from government records and are not governed by the *Document Disposal Act*.

2.2.3 Independent Office Records

Records of **independent offices of the Legislature** (also known as the offices of the [BC Statutory Officers](#)) are not government records. These offices currently include:

- Auditor General
- Chief Electoral Officer
- Conflict of Interest Commissioner
- Information and Privacy Commissioner
- Merit Commissioner
- Ombudsperson
- Police Complaint Commissioner
- Representative for Children and Youth

2.2.4 Member of the Legislative Assembly (MLA) Records

MLA records are records created and/or accumulated and used by a Member of the Legislative Assembly of British Columbia (MLA) acting in that capacity. They include records that document legislative and political activities, but do not include personal or business records. MLA records are not covered by the *Document Disposal Act*.

However, MLAs who are cabinet ministers do create government records in their capacity as cabinet ministers, which document the Minister's ministerial and cabinet functions. These records are termed "**ministerial records**" and are covered by the *Document Disposal Act* (see 2.1.3).

MLA records should be maintained separately from ministerial records.

3. ROLES AND RESPONSIBILITIES

3.1. Government Records Service (GRS)

GRS, as the central records services agency, is responsible for establishing policies, schedules, systems, standards and guidelines for government records, for providing advice and training for ministries and agencies to ensure these are properly implemented

RECORDED INFORMATION MANAGEMENT MANUAL

throughout government, and that the properties of **authenticity, reliability, integrity** and **usability** of records are preserved and protected for as long as required.

3.2 Office of the Chief Information Officer (OCIO)

The Office of the Chief Information Officer is responsible for government’s **information management** program which, as stated in *CPPM* (see Authority section at beginning of this policy), is a core component of government infrastructure.

3.3 Ministries and Agencies

Ministries, agencies, boards and commissions are responsible for implementing the policies, systems, standards and guidelines provided by GRS to ensure that the government records for which they are responsible (as “**current legal custodians**”) are properly managed.

3.4 Government Employees

All government employees, including consultants and elected officials, are responsible for managing the government records they create and receive in the course of their work, in accordance with legislation and policy identified in this document and elsewhere.

RELATED POLICIES AND SPECIFICATIONS
Policies and specifications that closely relate to this policy include: RIM 102 Government Recordkeeping RIM 102A Specifications for Identifying Administrative and Operational Records
RELATED GUIDES – see RM Guides and Online Training Modules
<i>The Benefits: Why ARCS and ORCS?</i> Module 1 of Records Management Basics (online training module)

Revision History: First approved: 2015/02/18 Revised: n/a
This supersedes the following policies: <ul style="list-style-type: none">• 01-01: Government Records• IM/IT Supplement 2007 (<i>policy supplement to CPPM formerly posted by IM/IT Governance Branch of the Office of the Government CIO</i>) 12.3.3 III (a) i. Identification and Management of Government Records

RECORDED INFORMATION MANAGEMENT MANUAL

Index and Glossary Terms – see [RIM Glossary](#) for definitions of terms that appear in bold blue text (for the first usage of each term in the policy, as well as below)

Audio recordings

Authenticity

Current legal custodian

Data

Digital records

Electronic system

Email

Government records

**Independent Office of the Legislature
records**

Information management

Integrity

Legislative records

Metadata

Microfilm

**Member of the Legislative Assembly (MLA)
records**

Ministerial records

Non-government records

Personal records

Records

Reliability

Special media

Usability

Website