

RECORDED INFORMATION MANAGEMENT MANUAL

Government Records Service	RIM Number: RIM 102
Province of British Columbia	Approval Date: 2015/02/18
Policy: GOVERNMENT RECORDKEEPING Specification: RIM 102A <i>Specifications for Identifying Administrative and Operational Records</i>	
AUTHORITY	
From Core Policy and Procedures Manual , 12.3.3. III: General: Government must appropriately provide access to, manage, preserve and dispose of its records in compliance with the <i>Document Disposal Act</i> , the <i>Freedom of Information and Protection of Privacy Act</i> , and other relevant legislation, policies and standards, in order to: <ul style="list-style-type: none">• ensure government accountability;• provide evidence of its activities and organizational structure;• document its responsibilities, rights and entitlements; and• preserve records of enduring value. Records deemed to have enduring value will be preserved in the government archives. Government records are eligible for final disposition when their scheduled active and semi-active retention periods have expired. The Government of British Columbia standards for the classification and scheduling of its records are documented in the <i>Administrative Records Classification System (ARCS)</i> , the <i>Operational Records Classification System (ORCS)</i> , ongoing records schedules and other approved records schedules. Policy: b) 1. Ministries must implement and maintain the government standard records classification and scheduling systems (i.e., <i>ARCS</i> , <i>ORCS</i> , Ongoing Records Schedules).	
Security Classification: PUBLIC	

1. SCOPE

This policy establishes basic recordkeeping responsibilities of government offices. Offices must manage the records they create and receive in accordance with approved retention periods and dispositions. They must also ensure that the records are accessible to all authorized users.

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1.1 Authority

- [Document Disposal Act](#) (RSBC 1996, c. 99)
- [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

Every office that is part of a government ministry, agency, board or commission subject to the *Document Disposal Act* is required to manage the records it creates and receives in accordance with government records legislation, and applicable policies and **records schedules**.

While specific procedures for managing records may vary according to office requirements, and the values and risks associated with the records and records formats, this policy sets out three principles applicable to all government records:

Principle I **Government records must be retained in accordance with retention periods and dispositions established in approved records schedules.** Unscheduled records must be retained until an appropriate schedule has been approved.

Principle II **Government records must be accessible to all authorized users who need to use them.** This includes, for example, program area staff working with the records, management and other ministry/agency staff who may need to use them over time, appropriate central agency staff, and staff involved in freedom of information or litigation searches.

Principle III **Ministries and agencies must implement and maintain office recordkeeping systems** organized in accordance with the *Administrative Records Classification System (ARCS)*, a program-specific *Operational Records Classification System (ORCS)*, and/or other **ongoing records schedules** (including government-wide **Special Schedules** and program-specific ORSs).

2.1 Organizing and Keeping Records

Official file copies of records should be classified and filed in office recordkeeping systems organized according to ARCS (for **administrative** and **common records**), ORCS (for **operational records**), and other ongoing records schedules (as appropriate).

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Official file copies that belong in the recordkeeping system, but are not covered by approved records schedules, should be arranged in a manner that makes sense and meets business requirements, until a records schedule has been developed.

Records that are maintained outside of the office recordkeeping system must be retained and disposed of in accordance with approved records schedules, and be organized and maintained in a manner that makes them accessible to all authorized users. Records stored in locations that cannot be accessed by employees who may need them must be moved to more appropriate locations (e.g., documents stored in personal email folders, PST files, limited access SharePoint sites, and desk drawers may need to be moved to locations accessible to colleagues and management).

See RIM 102A *Specifications for Identifying Administrative and Operational Records* for interpretation guidance for such special circumstances as central agency records, common records, unscheduled records, and records covered by special schedules.

3. ROLES AND RESPONSIBILITIES

3.1. Government Records Service (GRS)

GRS is responsible for developing and maintaining records schedules, and for providing policy, advice, guidance and training to government offices and Corporate **Records Officers** to assist them with identifying the appropriate records schedules to apply to their administrative and operational records, establishing their recordkeeping systems, and ensuring that records are appropriately accessible.

3.2. Ministries and Agencies

Government ministry, agency, board and commission office staffs are responsible for retaining the records they are responsible for in accordance with approved records schedules, for ensuring the records are accessible to staff who need them, and for maintaining office recordkeeping systems organized according to *ARCS* and *ORCS*.

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RELATED POLICIES AND SPECIFICATIONS

The following specifications are founded upon this policy:

RIM 102A *Specifications for Identifying Administrative and Operational Records*

Policies and specifications that closely relate to this policy include:

RIM 101 *Government Records*

RIM 201 *Records Schedule Development, Approval and Amendment*

RELATED GUIDES – see RM Guides and Online Training Modules

Office Recordkeeping System

Revision History: First approved: 2015/02/18 Revised: n/a

This supersedes the following policies:

- 01-04 DISTINCTION BETWEEN ADMINISTRATIVE AND OPERATIONAL RECORDS
- IM/IT Supplement 2007 (*policy supplement to CPPM formerly posted by IM/IT Governance Branch of the Office of the Government CIO*)
12.3.3 III (a) III. Components of a Recorded Information Management Program

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)

Administrative records

ARCS

Central agencies

Classification

Common records

Government records

Government office

Recordkeeping system

Official file copy

Ongoing records schedule

Operational records

ORCS

Records Officer

Records schedule

Secondary

Special schedules