

# RECORDED INFORMATION MANAGEMENT MANUAL

Government Records Service	RIM Number: RIM 423
Province of British Columbia	Approval Date: 2015/01/13
<b>Policy: PROVISION OF OFFSITE RECORDS STORAGE SERVICES</b> Specifications: RIM 423A <i>Specifications for Providing Offsite Records Storage Services</i> RIM 423B <i>Specifications for Approved Offsite Records Storage Facilities</i>	
<b>AUTHORITY</b>	
From <b><i>Core Policy and Procedures Manual, 12.3.3. Part III (a) 5:</i></b> Ministries transferring records to off-site storage must use approved records centres.	
Security Classification: PUBLIC	

## 1. SCOPE

This policy establishes the requirements for providing offsite storage services for government records.

### 1.1 Authority

- [Document Disposal Act](#) (RSBC 1996, c. 99)
- [Core Policy and Procedures Manual \(CPPM\), c. 12](#)
- [Procurement Services Act](#) (RSBC 1996, c. 22)

### 1.2 Applicability

The central records services agency for the BC Government (Government Records Service [GRS]), as well as ministries, agencies, boards, commissions, and Crown corporations using government contracted offsite storage facilities.

## 2. POLICY

Offsite records storage services ensure that records in the **physical custody** of records storage facilities remain secure, **confidential**, **usable**, and **accessible** to authorized employees, and are transferred and disposed of in accordance with related policies and specifications.

### 2.1 Providing Offsite Records Storage

GRS provides offsite records storage services to government ministries and agencies using contracted offsite storage facilities. These facilities are required to maintain a secure,

environmentally controlled environment for the records; to provide efficient transfer, retrieval and **final disposition** services for the clients; and to be cost-effective.

GRS and Procurement Services collaborate to select and monitor contracted facilities, and to ensure compliance with relevant specifications.

## 2.2 Accepting Records for Offsite Storage

GRS accepts and tracks all records submitted by ministries and agencies for offsite storage that comply with the relevant policy and specifications:

- RIM 422 *Preparation of Records for Offsite Storage*
- RIM 422A *Specifications for Boxing Records*
- RIM 422B *Specifications for File Lists*
- RIM 422C *Specifications for Assigning Records to Accessions*

## 2.3 Providing Timely Transfer and Records Retrieval Services

GRS-approved offsite records storage facilities are required to provide records retrieval services to authorized government employees. See *Specifications for Offsite Records Storage Facilities* (RIM 423B).

## 2.4 Tracking Legal Custody and Authorized Access

GRS tracks **legal custody** of records in offsite records storage facilities over time to ensure that the records remain linked to the ministry or agency responsible for them. GRS also tracks current ministry/agency access authorization of employees to retrieve specific boxes of records. See *Specifications for Providing Offsite Records Storage Services* (RIM 423A).

The **current legal custodian** of the records can authorize access to the records in storage to designated employees. After legal custody has been transferred from one ministry or agency to another (i.e., when relevant functions/programs are transferred), the prior legal custodian no longer has authorized access to the records, except by arrangement with the new legal custodian. GRS has access to records throughout their time in storage in order to carry out needed records management functions (e.g., preservation actions and archival selection).

After records appraised for full or selective retention are transferred to the government archives, the ministry or agency that created them may access the records through the [BC Archives Reference Service](#).

## 2.5 Permanently Removing Records from Storage

When ministries and agencies need to initiate **permanent removal** of records; that is, return them to the office from offsite storage, they may request GRS to return them to the ministry/agency (also known as “deaccessioning” or “reactivation”).

## 2.6 Providing Disposition Services

GRS arranges for secure disposition of eligible **inactive records** in approved offsite records storage facilities, either by destruction or by transfer (see RIM 501 *Records Destruction*, RIM 502 *Records Transfer to the Government Archives*, and RIM 503 *Records Transfer Within Government*).

## 2.7 Recovering Offsite Records Storage Services Costs

GRS recovers the costs for offsite records storage through chargeback fees to clients.

## 2.8 Contracting Offsite Records Storage Services

Contracts for offsite storage are executed in accordance with the *Procurement Services Act* and associated regulations and policies.

Contractors must be bonded and insured, and must provide and manage facilities and services that comply with RIM 423B *Specifications for Approved Offsite Records Storage Facilities*.

## 3. ROLES AND RESPONSIBILITIES

### 3.1. Government Records Service (GRS)

GRS is responsible for administering offsite records storage services, including:

- setting relevant specifications
- arranging for and managing contracts with approved records storage facilities
- tracking records, transfers, legal custody, and access authorizations
- notifying ministries and agencies about actions relating to records, and any relevant issues

### 3.2. Ministries and Agencies

Ministries and agencies are responsible for preparing records for offsite storage in compliance with specifications, and for providing GRS with accurate, timely information about the records, legal custody, and employees authorized to access them.

Ministries and agencies are responsible for paying for records storage.

### 3.3. Offsite Records Storage Facilities

Contracted offsite records storage facilities are responsible for meeting the specifications required for providing those services.

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## RELATED POLICIES AND SPECIFICATIONS

The following specifications are founded upon this policy:  
 RIM 423A *Specifications for Providing Offsite Records Storage Services*  
 RIM 423B *Specifications for Approved Offsite Records Storage Facilities*

Also closely related to this policy are:  
 RIM 422 Preparation of Records for Offsite Storage  
 RIM 422A *Specifications for Boxing Records*  
 RIM 422B *Specifications for File Lists*  
 RIM 422C *Specifications for Assigning Records to Accessions*

## RELATED GUIDES – see RM Guides and Online Training Modules

n/a

## Revision History: First approved: 2015/01/13 Revised: n/a

This supersedes the following policies:

- 5-06-06 Provision of Records Centre Services
- 03-03 Contracted Records Centre Storage Services *(already obsolete)*
- 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) i. Physical and Legal Custody of Government Records  
 vi. Storage and Preservation of Government Records

## 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)

<p><b>Accessibility</b></p> <p><b>Accession</b></p> <p>Authorized access</p> <p>Chargebacks</p> <p><b>Confidential record</b></p> <p>Contracts</p> <p>Cost recovery</p>	<p><b>Current legal custodian</b></p> <p><b>Destruction of records</b></p> <p><b>Final Disposition</b></p> <p><b>Inactive records</b></p> <p><b>Legal custody</b></p> <p>Offsite storage</p>	<p>Permanent removal of records from storage</p> <p><b>Physical custody</b></p> <p>Records Centre Services</p> <p>Transferring records to storage</p> <p><b>Usability</b></p>
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