

## RIM 423A SPECIFICATIONS FOR PROVIDING OFFSITE RECORDS STORAGE SERVICES

Government Records Services (GRS) administers the following offsite records storage services for ministries and agencies.

Service	Description	Related Authority / Specifications
<b>1. Accepting records for storage</b>	Records submitted by ministries and agencies for offsite storage are assigned an accession number, tracked in the central records services agency database (ARIS), and accepted for transfer to an approved offsite records storage facility.	See RIM 423 <i>Provision of Offsite Records Storage Services</i> , 2.2 See RIM 422A, 422B, and 422C for boxing, listing and accessioning requirements for records to be accepted for storage
<b>2. Transferring, retrieving, and returning records</b>	Records will be physically transferred, retrieved from, and returned to storage safely, securely, and promptly upon request by an authorized employee. If appropriate, authorized employees may view records in a designated file viewing area at the records storage facility.	See RIM 423 2.3 See RIM 423B <i>Specifications for Approved Offsite Records Storage Facilities</i>
<b>3. Storing and maintaining records</b>	Records will be stored in a facility that conforms to standards relating to building type, location, and maintenance, security, confidentiality, and environmental conditions.	See RIM 423 2.1 See RIM 423B
<b>4. Removing records</b>	Records may be permanently removed upon request; i.e., permanently removed from the accession and from offsite storage by the ministry/agency (also known as “deaccessioned” or “reactivated”).	See RIM 423 2.5
<b>5. Transferring legal custody (ownership)</b>	Legal custody of records will be tracked over time and transferred when functions/ programs are moved due to reorganization, or when inactive records scheduled for full or selective retention (FR/SR) are transferred to the government archives.	See RIM 423 2.4 See also RIM 502 <i>Records Transfer to the Government Archives</i>
<b>6. Destroying eligible records</b>	Records eligible for destruction will be destroyed in a secure manner.	See RIM 423 2.6 See also RIM 501 <i>Records Destruction</i>
<b>7. Notifications and response to inquiries</b>	GRS and the contracted records storage facility providers will notify ministries and agencies about completion of actions relating to records and any relevant issues, and will respond promptly to communications from ministries and agencies.	See RIM 423 3.1