

RIM 501B SPECIFICATIONS FOR DESTROYING RECORDS IN OFFSITE STORAGE FACILITIES

Records in offsite records storage facilities must be disposed of (destroyed) in accordance with the following specifications.

Feature	Specifications
Eligibility for Destruction	Records must be eligible for destruction in accordance with the conditions prescribed in RIM 501 Section 2.1. In addition, records eligibility must be documented in the Government Records Service (GRS) accession files ¹ and its ARIS database (i.e., schedule application authorization, removal of any “holds” for litigation or other reasons, completion of archival selection, and other necessary processes).
Notifications of disposition dates and holds	GRS must notify ministries and agencies of the upcoming destruction of records 60 days prior to the proposed disposition date (using the 60-Day Notice of Final Disposition Action report [ARS196] generated using the ARIS database, which provides information about the specific accessions and boxes/containers to be destroyed). The ministry or agency must respond before the proposed disposition date if a “hold” needs to be placed.
Holds on Disposition	To request a hold ² that prevents or delays destruction of records, the ministry or agency must email their GRS contact requesting that final disposition action be held, and providing a reason and estimated time period for this delay. GRS will then cancel the disposition action. The records will remain in the legal custody of the ministry or other body until the ministry or agency notifies GRS in writing that the scheduled final disposition may be applied to the records. ³
Destruction of boxed records	Final disposition is applied at the box level, which means the entire box or container is destroyed, if scheduled as “DE”.
Documentation	GRS is responsible for documenting the destruction of records in offsite storage facilities, including the authorization and dates of destruction actions. This destruction is recorded for each specific box of records, and the documentation is linked to specific accessions and to the relevant ministry or agency (the “current legal custodian”). See <i>REMS ORCS</i> (schedule 201294).

¹ GRS accession files are classified under *REMS ORCS* secondary 12410-20 Master accession files.

² “**Holds**” may be requested by a ministry or agency on records eligible for scheduled final disposition if there is an immediate or ongoing need for the records; e.g., the records are required for current or upcoming litigation, program review or evaluation, inquiries or requests for information under the *Freedom of Information and Protection of Privacy Act*. A hold may also be placed if the records in question are covered by a schedule under amendment.

³ EDRMS TRIM workers: the default selection when placing a hold should be “only prevent disposition of records”.