

**GNWT
RECORDED INFORMATION MANAGEMENT
Administrative Records**

1. Statement

The purpose of this standard is to establish a government-wide administrative records classification system for identifying, describing, organizing, classifying, managing, and disposing of the administrative recorded information of the Government of the Northwest Territories.

2. Standard

Records Disposition Authority 1995-32, the GNWT Administrative Records Classification System is the standard classification system and retention and disposition schedule for administrative recorded information for GNWT departments, as approved and amended by the Public Records Committee.

3. Supporting Documentation and Information

- a) RDA 1995-32, GNWT Administrative Records Classification System (GNWT ARCS)
- b) Archives Act, R.S.N.W.T. 1988, c.A6, as amended by S.N.W.T. 1999, c.21 and S.N.W.T. 2000, c.16.
- c) Recorded Information Management Policy. 6003.00.18.
- d) Electronic Information Security Policy. 6003.00.05 (under development).
- e) Policy on the Management of Electronic Information. 6003.00.20.
- f) Definitions

4. Implementation

Departments shall identify, describe, classify, organize, retain, and dispose of their administrative recorded information according to the classification system and retention and disposition schedules set out in the GNWT ARCS and approved by the Public Records Committee.

Subject to the approval of the Public Records Committee, departments may develop Operational Records Classification Systems (ORCS) for functions or activities that would normally be classified and scheduled by the GNWT ARCS. The Public Records Committee may establish criteria for determining when it is appropriate to use an ORCS to classify and schedule recorded information.

The Department of Public Works and Services (PWS) shall maintain the GNWT ARCS on behalf of government departments. As required, and in



STANDARD

6003.00.19

GNWT RECORDED INFORMATION MANAGEMENT Administrative Records

consultation with all other departments, PWS shall prepare amendments to the GNWT ARCS. All amendments shall be reviewed by the Recorded Information Management Committee (RIMC). Once the amendments have been endorsed by RIMC, PWS shall submit the amendments to the Public Records Committee for review and approval, in accordance with the Archives Act.

The approval of amendments to the GNWT ARCS by the Public Records Committee does not affect the status of the GNWT ARCS as a standard. This standard encompasses amendments to the GNWT ARCS.

Recorded information created, classified, and scheduled under previous versions of the GNWT ARCS may continue to follow the retention and disposition schedules that were in place when the recorded information was created.

Departments that are using another approved administrative records disposition authority when this standard comes into force may continue to use that authority until the Public Records Committee cancels it. When these departments migrate to the GNWT ARCS, the recorded information that was created, classified, and scheduled under the previous administrative records disposition authority may continue to follow the retention and disposition schedules that were in place when the recorded information was created, unless the Public Records Committee decides otherwise.

Departments may apply to the Informatics Policy Committee for exemption from this standard. The Public Records Committee must approve all records disposition authorities before they take effect.

Departments may apply this standard to Boards and Agencies at their discretion.


Chairman of the Informatics
Policy Committee (IPC)

Administrative Records Definitions

Administrative Records Classification System (ARCS)

The government-wide standard for identifying, describing, organizing, classifying, managing, and disposing of all types of administrative (house keeping) records.

Operational Records Classification System (ORCS)

A standardized system for identifying, describing, organizing, classifying, managing, and disposing of all types of operational (program) records.

Records Disposition Authorities (RDA)

A list of public records which indicates and authorizes the length of time a particular series of records should be maintained in the active area of the department, the length of time they should be maintained in semi-active storage, and identifies the final disposition action for the records series; destruction or archival selection.