



Records Management Tip

Records management advice prepared for GNWT records professionals by the Records Management Unit, PWS

No. 14 – April 2004

Records Centre Series

Nunavut Dispositions

Revised March 2005

Division with Nunavut

On April 1, 1999, the Territory of Nunavut was created out of the eastern half of the Northwest Territories. This event was the result of nearly three decades of planning and negotiation. On that day, most of the Government of the Northwest Territories' departments, agencies, and crown corporations divided in half, and the Government of Nunavut took control of operations in the Eastern Arctic.*

The Records Centre series gives you information on how to access the Records Centre's storage, retrieval, and disposition services.

Effect on Records Management

The Government of the Northwest Territories and the Interim Commissioner of Nunavut signed a **Transfer of Records Agreement** on March 29, 1999. The Agreement set out how the two governments would handle records that were created before Division.

The highlights of the agreement are:

- The Government of the Northwest Territories (GNWT) will, on request, transfer records about Nunavut to the Government of Nunavut (GN).
- All records that were physically located in the new Territory of Nunavut as of April 1, 1999 would become the property of the GN.
- If the GN receives an Access to Information and Protection of Privacy request for records that are held by Nunavut in confidence, the GN must seek permission from the GNWT to release the records.
- If the GNWT decides to destroy records that were created before April 1, 1999, the GN must be notified before the destruction takes place. The GN may review the records before they are destroyed, and have them transferred to the GN. Likewise, the GNWT must be notified if the GN decides to destroy records created before April 1, 1999.

How the Disposition Process Works in Practice

1. A GNWT department authorizes the destruction of a number of boxes. The department sends a letter of authorization to the Records Management Section, Public Works and Services.

* The Workers' Compensation Board of the Northwest Territories and Nunavut continues to operate as a single organization.

2. The Records Management Section confirms that the boxes are ready to be destroyed. If the boxes are not already in the Records Centre, the department sends the boxes into the Records Centre.
3. The Records Management Section identifies the boxes that contain records that were created before April 1, 1999. The GNWT Records Manager sends the GN Records Manager a **notice of destruction**. This notice states that the GNWT wants to destroy records. It includes copies of the Box Inventory Forms or any other listings of the files that are in the boxes. The GN has 30 days to respond to the notice.
4. The GN Records Manager forwards the notice of destruction to the appropriate GN department. The department reviews the forms and decides if it would like to review any of the records. The GN Records Manager notifies the GNWT Records Manager if any of the records have been requested.
5. If none of the records have been requested by the end of the 30-day period, the GNWT will destroy the records.
6. According to the Agreement, the GN has 60 days to send someone to the Northwest Territories to review the records in person. In practice, the GN makes a **transfer request** for any records that it wants to see.
7. The Records Management Section contacts the GNWT department if it receives a transfer request from the GN. If the GNWT department does not object to the transfer, the Records Management Section will send the files to the GN. The GN pays the shipping charges. The remaining records will be destroyed.

Destruction of Records by the Government of Nunavut

The same process applies if the Government of Nunavut wants to destroy records that were created before April 1, 1999.

1. The GN Records Manager notifies the GNWT Records Manager that records will be destroyed.
2. The GNWT Records Manager forwards the request to the appropriate GNWT department.
3. The GNWT department makes a transfer request for any records that it wants to review.
4. The GNWT Records Manager coordinates the transfer with the GN Records Manager. The GNWT department pays the shipping charges.