



# Records Management Tip

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

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*Records Centre Series*

## Records Disposition – Part 2

Continued from Tip #5.

Revised March 2005

### Now that the Disposition has been authorized...

The disposition process does not end when the Records Analyst approves the disposition. There are several more steps to the process.

### Archival Selection

If the final disposition is Archival Selection/Destroy (**AS/D**), the Records Analyst follows these steps:

- The Records Analyst copies the **Box Inventory Forms** and sends them to the Territorial Archivist.
- An Archivist reviews the forms and checks off the records that the NWT Archives wants.
- The Archivist tells the Records Analyst whether the NWT Archives wants some, all, or none of the records.
- The Records Analyst and the Archivist transfer the records that the Archivist selected to the NWT Archives. The rest of the records will be destroyed.
- The Records Analyst sends the Records Coordinator a letter stating whether or not the records have been acquired by the NWT Archives.

### Destruction – Part 1

If the final disposition is Destroy (**D**), or if the NWT Archives does not select records that were scheduled as AS/D, the Records Analyst follows these steps:

- The Records Analyst places a destruction notice in the **NWT Gazette**, as required by the **Archives Act**. The notice states:
  - The number of boxes to be destroyed
  - The name of the department that has control of the boxes.
  - The disposition file number.
  - The date on which the records will be destroyed.

The public has two weeks to ask to review the records.

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

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- The **Transfer of Records Agreement between the Government of the Northwest Territories and the Government of Nunavut** states that each government must notify the other if any records created before April 1, 1999 are going to be destroyed. The Nunavut Records Manager has 30 days to respond with a request to see the records.

### **Destruction – Part 2**

- If a member of the public asks to see the records advertised in the NWT Gazette, the Records Analyst puts a hold on the destruction. The Records Analyst forwards the request to the Records Coordinator. Most departments treat it as an Access to Information Request.
- If Nunavut asks to see the records, the Records Analyst places a hold on the destruction. The Nunavut Records Manager has 60 days to review the records.

Technically, the records should be reviewed where they are stored. However, in most cases Nunavut will just review the Box Inventory Forms and select records based on those lists. Nunavut identifies the records that it wants and asks to have them sent over. When this happens, the GNWT Records Manager will notify the GNWT Records Coordinator that Nunavut wants the records. The GNWT is obliged to transfer the records that are covered by the agreement. With the Records Coordinator's agreement, the Records Manager ships the records to Nunavut at Nunavut's expense.

### **Destruction – Part 3**

- The remaining records can be destroyed once the 15-day NWT Gazette hold period and the 30-day Nunavut hold period have expired and if there are no other holds on the records. In Yellowknife, the Records Management Unit contracts out destruction services to a local shredding company. In Fort Smith, Fort Simpson, and Inuvik, records are shredded by PWS employees.
- When the records have been destroyed, the Records Management Unit sends a letter to the Records Coordinator stating that the records have been destroyed.

### **⚠ Reasons to Halt Disposition**

Do not dispose of any records that relate to an ongoing investigation, audit, legal proceeding, or access to information request. Immediately contact your Records Coordinator and the Records Manager if your department is under investigation. They will put a hold on the disposition of the records. Disposition will be halted until the investigation ends.

Please contact your Records Coordinator when records are no longer required, so that the regular disposition process can resume.