



Records Management Tip

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

No. 37 – August 2006

Getting Started Series

The Getting Started series looks at how to start setting up a records management program.

Setting up a Departmental Records Management Committee

Departmental Coordination

Several departments have set up internal records management committees. These committees help the Records Coordinator organize records management activities in the department. They provide a forum for sharing news, discussing problems and concerns, and finding answers. They may also be involved in promoting records management in the department.

What is a Departmental Records Management Committee?

A departmental records management committee is a committee of employees who have an interest in the department's records management program. They meet on a regular basis to discuss the records management program. They assist and support the Records Coordinator. They also help ensure that records are managed consistently throughout the department.

Typically, a departmental records management committee and its members will address the following areas:

- Help the Records Coordinator implement the records management program.
- Provide advice and assistance to other employees when the Records Coordinator is unavailable.
- Help the Records Coordinator train employees.
- Help the Records Coordinator develop, implement, and maintain the department's records classification systems.
- Work with the Records Coordinator in setting priorities for the records management program.
- Work with the Records Coordinator in planning projects and activities.
- Provide input into procedures, standards, and guidelines.
- Provide a forum for discussing news and information about the records management program.
- Provide a forum for addressing issues and concerns with the records management program.

Authority for the Committee

Ideally, a committee will receive its authority and mandate from the Deputy Minister. The committee will be most effective if it is supported and endorsed at senior levels in the department.

Membership on the Committee

The Chair of the committee is usually the Records Coordinator. The position of Secretary may be assigned to one person, or it may rotate among the members.

The committee should include one or more members from each division, region, or area office. A large division may want to send a person from each section or work unit. Members from regions should be able to participate via teleconferencing or videoconferencing.

Departments may wish to include members representing the information systems, finance, and policy offices.

Terms of Reference

The committee's terms of reference should describe the committee's role and objectives, its membership, and how often it should meet. The terms of reference may also identify a reporting relationship to management.