



Records Management Bulletin

Records management advice prepared for GNWT employees
by the Records Management Unit of Public Works and Services



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The Recorded Information Management Policy

OK, so you have been reading the Records Management Bulletins. Maybe you have even taken a records management course. But now you are wondering what records management has to do with you?

Quite a lot, actually. We all create and use records as a routine part of our jobs. And just like Mom always told you, if you use something, you had better look after it and put it away where it belongs. We all have some records management responsibilities.

These responsibilities are described in the new Recorded Information Management Policy for the GNWT.

RIM Policy

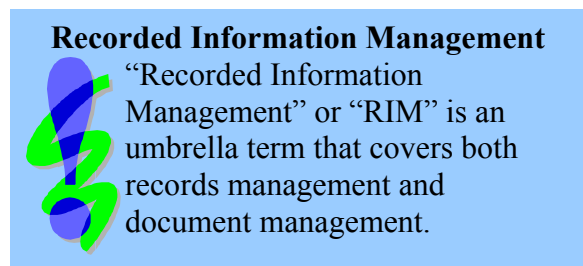
The Recorded Information Management (RIM) Policy was approved in November 2002 by the Informatics Policy Committee.* The Policy assigns roles and responsibilities to different groups in the GNWT.

Of course, some of these duties are already set out in laws and in other GNWT policies. For example, the Archives Act gives the Territorial Archivist and the Public Records Committee their mandates. The Public Works and Services Establishment Policy gives PWS a broad mandate for records management. The RIM Policy fleshes out the older laws and policies so that everyone knows who should be doing what.

So, who IS responsible for what?

A number of committees and departments have a role in records management in the GNWT:

- **The Informatics Policy Committee (IPC)*** approves records management policies and standards.
- **The Recorded Information Management Committee (RIMC)** advises IPC on records management issues. RIMC's members include Records Coordinators, the Records Management section in PWS, the NWT



* The Informatics Policy Committee (IPC) is a committee of deputy ministers that was created by the Financial Management Board. IPC oversees information management in the GNWT.

Archives, and the Office of the Chief Information Officer.

- **The Information Technology Advisory Committee (ITAC)** advises IPC on information technology issues. ITAC's members include department IT managers.
- **The Department of Public Works and Services** is responsible for the government-wide records management program. PWS develops policies and standards; provides advice and training; maintains systems and infrastructure; and runs the GNWT Records Centre.
- **The Northwest Territories Archives** collects government records that have historical value, and makes them available to the public. It also develops policies on how archival records should be handled.
- **The Public Records Committee** authorizes the disposition of public records and approves records disposition authorities.
- **Departments** must manage the records they own or control and must follow government-wide records management policies and standards. Departments are also responsible for their own internal records management programs.
- **All of these groups** are committed to working with one another when developing programs, policies, and standards.

Great. So how does this affect me?

Glad you asked.

Your deputy minister is accountable for how the records in your department are managed. However, your deputy minister does not do the filing for your department – you do, or someone does it for you. Your deputy minister can only be accountable for your department's records if you look after the records that you create, receive, and use every day.

This means that you should use ARCS and ORCS to organize the records that you use. You should make sure that your records are included in your department's filing system. It also means that you should follow your department's procedures on how to create files, organize them, manage them, and dispose of them.

Remember that your electronic records and e-mail also need to be managed according to GNWT policies and your department's procedures.

Talk to your records coordinator to find out what you have to do to help manage your office's records.

RIM Principles

- RIM helps departments provide programs and services to the public and to government.
- Departments are responsible for managing their information.
- Information should be created and kept so that it is complete, reliable, and useful. Complete and reliable information is needed to:
 - Protect the GNWT's legal and financial interests.
 - Preserve the GNWT's history.
 - Provide public access to information.
 - Protect the privacy and rights of citizens.

For more information, contact your department's records coordinator, or contact the Records Management Unit at 920-3009 or 873-7446.