



# 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 GNWT Records Centre

### **My filing cabinet is getting full. Is there something I can do?**

As a matter of fact, there is. In many cases you can send your files to the GNWT's Records Centre.

### **Great! But...what's a records centre?**

A records centre is a storage facility for records that are in the semi-active phase of their life cycle. It usually costs less to store records in a records centre than in downtown office space. So, governments and businesses can save money and reduce the demand for office space by sending semi-active records to a records centre.

Government-owned and private sector records centres usually offer these services:

- Low cost storage of records.
- Secure storage.
- Retrieval services.
- Disposal services.

### **The GNWT Records Centre**

The Department of Public Works and Services operates four records centre facilities in the GNWT:

- Fort Simpson
- Fort Smith
- Inuvik
- Yellowknife

### **Records Centre Services**

The GNWT Records Centres provide two basic services to government departments:

- They store semi-active records.
- They retrieve records that departments have in storage.

The Records Management Unit coordinates the legal destruction of records. It also coordinates

### **For more information:**

- On Semi-Active Records and the Life Cycle, see Bulletin #6.
- On Retention and Disposition, see Bulletins #7, 9, 11, and 12.
- On Records Disposition Authorities, see Bulletins #7, 9, and 11.
- On the NWT Archives, see Bulletin #17.



**The Yellowknife Records Centre and Central Warehouse**

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the transfer of records to the GNWT Archives and to the Government of Nunavut.

The Records Centres are open from 8:30 a.m. to 5:00 p.m., Monday to Friday. They are closed on holidays and mandatory leave days.

Public Works and Services staff can be contacted for emergency retrievals during off hours.

### **Can I get my records back?**

Yes, you can retrieve any file or box that you have in storage at any time. Simply fill out a “Request for Records” form. Send the form to your Records Coordinator or directly to the Records Centre Contact in your area. You can download the form from our website\*:

<http://www.pws.gov.nt.ca/records/forms.htm>

Routine requests are processed within 24-hours, not including holidays and weekends. Urgent requests are processed within 3 to 4 hours. Retrieval times may be slightly longer in Fort Simpson and Inuvik.

### **When can I send records to the records centre?**

The GNWT Records Centres will only accept records that meet these conditions:

- They must be closed.
- They should be scheduled according to the GNWT ARCS\*, an approved ORCS, or an approved One-Time Records Schedule.♦
- They must have reached the semi-active phase of their life cycle, as identified in an approved records disposition authority.

### **The Records Centre vs. The Archives**

People often get the Records Centre and the Archives mixed up. Actually, the Records Centre and the Archives are two different organizations. The Records Centre is operated by PWS. It stores records that are in the semi-active phase of their life cycle on behalf of program departments.

The Northwest Territories Archives is part of the Department of Education, Culture, and Employment. It is located in the Prince of Wales Heritage Centre in Yellowknife. The NWT Archives collects and controls historically significant government records that have reached the end of their life cycle. It also collects record from the private sector and private individuals.

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\* Click on the “Request for Records Form” link. If you are using Internet Explorer, the form should open in your browser window. Go to the File menu, and click on “Save As...” Save the file onto your computer. Then open the saved form in MS Word, fill it out, and send it in.

If you are prompted to save or open the file, chose the Save option. Save the file onto your computer. Then open the saved file in MS Word.

♦ Departments that are using their own version of ARCS must purchase an iRIMS license, and use the software to transfer their records into the Records Centre.

♦ The Records Centre may accept unscheduled operational records.

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