



# Records Management Bulletin

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

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### **Records Management Services in and from Yellowknife**

Public Works and Services (PWS) offers a range of records management services to government departments through its Yellowknife offices. These services include:

- Advice and assistance. The Records Management Section provides advice on all aspects of records management
- Training. Nine records management courses are offered on a regular schedule. IRIMS training and specialized training can be provided on request.
- Records storage, retrieval, and disposal services. The Yellowknife Records Centre stores, retrieves, and disposes of government records.

In addition to the services provided by PWS, each department has a full or part-time Records Coordinator who can provide help with:

- Classification and retention of records.
- Preparation of transfers to the Records Centre.
- Designing and implementing filing systems in your department.

### **Services in Fort Smith, Fort Simpson, and Inuvik**

PWS runs Records Centres in Fort Smith, Fort Simpson, and Inuvik. These Records Centres provide storage, retrieval, and disposal services to government offices in the local and surrounding communities.

Once a year, the Records Management Section offers a two-day training course in each of these communities. During their stay, Records Management staff can visit your office and answer your questions.

For immediate assistance, phone or e-mail your Departmental Records Coordinator in Yellowknife.

### **Services Available in Other Communities**

Advice and assistance is always available by phone from Departmental Records Coordinators and the Records Management Section. In some departments, Records Coordinators make regular visits to regional offices to provide training and assistance.

The Records Management Section provides training in other communities on a cost-recovery basis.

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Departments may use the Records Centre that is closest to their community. Departments are responsible for transportation costs.

- North Slave Region: use the Yellowknife Records Centre.
- South Slave Region: use the Fort Smith Records Centre.
- Deh Cho: use the Fort Simpson Records Centre.
- Sahtu and Beaufort Delta: use the Inuvik Records Centre.

### **Storage of Records in Communities**

Storage and disposal of records in communities that do not have a Records Centre is often a problem. Departments often decide not to use the Regional Records Centres because shipping the boxes out of town can be expensive and inconvenient.

Departments should use the Regional Records Centres wherever possible. The Records Centres provide the safest and most secure storage for records. However, the reality is that departments are storing their records in their own storage spaces. So, here are a few tips on how to store semi-active records:

- **Do** store records in clean boxes that are in good shape. Boxes can be ordered from PWS' Stocked Items Catalogue (In the North Slave Region order stock number 22821 - ARC File Box. In other regions, order stock number 22721 - Small Rec/Ship Box).
- **Do** make and keep lists of all files that have been boxed. The Box Inventory Form can be used to list the files.
- **Do** keep track of files that have been removed from boxes. Put an out card in the box to mark which file was removed. Keep a charge-out log to keep track of borrowers.
- **Do** mark each box clearly with a box number; the name of the department, region, section or program; and the date range of the files that are in the box.
- **Do** store boxes on shelving units. It is easier to retrieve files out of boxes that are on shelves. Shelves also keep the boxes off the ground and keep them from being crushed.
- **Do not** stack boxes more than 5 high. The weight of the boxes on top will crush the boxes on the bottom.
- **Do not** store boxes directly on the floor. Put them on a pallet that is at least 15 cm (6 inches) off the ground. This will help to protect the boxes from water damage.

### **Disposal of Records in Communities**

Contact your department's Records Coordinator before disposing of any records.

The **Archives Act** prohibits the destruction of records without the authorization of the Public Records Committee (PRC). This means that it is illegal to destroy records that have not been scheduled by an approved Records Disposition Authority. Those who destroy records illegally may be charged with an offence that carries a penalty of a fine of up to \$5000, imprisonment for

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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

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a term not exceeding one year, or both. In addition, the destruction of all records must be advertised in the **Northwest Territories Gazette**. PWS prepares this advertisement on behalf of the PRC.

The GNWT has an agreement on records with the Government of Nunavut. All records created before April 1, 1999 must be offered to Nunavut before they are destroyed. PWS facilitates this process.

Departments may hire contractors to dispose of records in communities that do not have a Records Centre. Disposition must be done in accordance with approved Records Disposition Authorities, and coordinated with the Records Management Section and your Records Coordinator. Records must be cross-shredded or incinerated, so that they cannot be reconstructed. **Records must not be disposed of intact in the local landfill.**

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