



# Records Management Bulletin

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

*Books are the treasured wealth of the world and the fit inheritance of generations and nations.*  
- Henry David Thoreau<sup>1</sup>

*Books are the carriers of civilization. Without books, history is silent, literature dumb, science crippled, thought and speculation at a standstill.*  
- Barbara Tuckman<sup>2</sup>

*Old books that have ceased to be of service should no more be abandoned than should old friends who have ceased to give pleasure.*  
- Sir Peregrine Worsthorne<sup>3</sup>

### The GNWT as a Publishing House

We seldom think of the government as a publisher, but it is. In fact, all levels of government are major publishers in Canada. They issue hundreds of titles each year. The Government of the Northwest Territories is no exception.

Each year, the GNWT creates many types of publications to serve many purposes. They may be used to inform the public, to be accountable to the public, to help the civil service perform its duties, or to promote the Territory.

<sup>1</sup> The Columbia World of Quotations. 1996. Found online at <http://www.bartleby.com/66/47/60447.html> (accessed December 13, 2004).

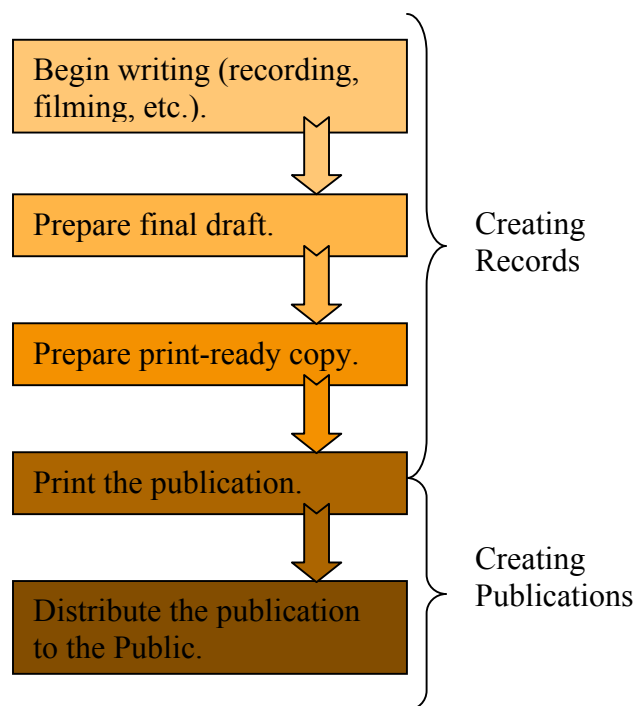
<sup>2</sup> Simpson's Contemporary Quotations, compiled by James B. Simpson. 1988. Found online at <http://www.bartleby.com/63/76/7076.html> (accessed December 13, 2004).

<sup>3</sup> The Columbia World of Quotations. 1996. Found online at <http://www.bartleby.com/66/36/65636.html> (accessed December 13, 2004).

### This is a Records Management Bulletin! Why are we talking about Books?

Publications and records are closely linked. It is sometimes hard to know when something should be treated as a record or when it should be treated as a publication.

The **Archives Act** states that public records include books and periodicals.<sup>4</sup> However, most records managers would not look at books and magazines as records. Librarians, archivists, and records managers tend to view the link between publications and records like this:



<sup>4</sup> Archives Act, R.S.N.W.T. 1988, c.A-6, s.1.

Records are created while a publication is being developed. Records are also being created when a publication is brought to print. The records that you might keep on a publication include:

- Significant drafts and working materials.
- Edited material.
- Correspondence with the printer.
- Printer proofs, print-ready artwork.
- **One copy** of the final publication.

You can classify all of these records in the Administrative Records Classification System (ARCS). Use primary 6040.

The distribution copies that you have made of your publications are not substantive records. They should not be filed in your filing system. Out of date publications can be destroyed under the authority of the **Transitory Records Schedule**, RDA 1997-02.

### **Distributing Your Publication**

In 2003, the Commissioner issued the **Publication Regulations**. These regulations require government bodies to give copies of their publications the Legislative Library and the Northwest Territories Archives. The Library and the Archives make sure that the public and the Members of the Legislature have access to government publications.

Departments and agencies should set aside five copies of every publication. Four copies go to the Library. The fifth copy goes to the Archives. The publications must be provided within seven days of their publication or release.

The regulations only cover publications that were created for public distribution.<sup>5</sup>

More information about the regulations is available from the Legislative Librarian or the Territorial Archivist.

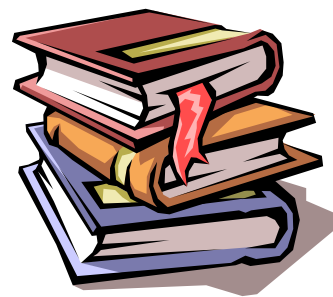
### **Legal Deposit**

Library and Archives Canada (NAC) also has a depository program, which they call **Legal Deposit**. Under this program,

- If more than three but less than 101 copies are made, then one copy must be sent to NAC.
- If 101 or more copies are made, then two copies must be put on deposit.
- Only one copy of sound recordings or multi-media kits must be deposited.

More information about legal deposit with NAC is available on its website:

<http://www.collectionscanada.ca/6/25/index-e.html>.



<sup>5</sup> Publications Regulations, R-056-2003, s.1.

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