

Records Management Education and Employment

Entering the Records Management Field

Records management is an interesting and rewarding occupation. Many people have asked us for information on how to get a job in records management. If you want to join this field, you will need a certain level of knowledge and skill.

Education and Training Opportunities

There are a number of routes that you can take to get an education in records management. The Records Management section, PWS, keeps a list of colleges that offer records management programs.



- **Degree in information management, archival studies, or library studies** – These are usually graduate degree programs. You must have a bachelor degree in order to enrol in these programs. They are offered at universities across Canada.
- **Diploma in information management, records management, or archival studies** – These diplomas are offered by technical and community colleges. You usually need a high school diploma to enrol in these programs. Some programs are offered through correspondence or distance learning.
- **ARMA International correspondence courses** – ARMA is the professional association for records managers in Canada and the United States. It offers correspondence courses in records management: <http://www.arma.org/learncenter> and <http://www.arma.org/bookstore/productdetail.cfm?ProductID=1005>. Some on-line information sessions are available free of charge to members.
- **Institute of Certified Records Managers** – If you have the required level of education and experience, you can take the Certified Records Manager examinations. The people who pass the exams can call themselves a Certified Records Manager (CRM). <http://www.icrm.org/>
- **On the job training** – Many people learn records management on the job. If you take this route, find a good mentor and take as many records management courses and seminars as you can find.
- **PWS' Records Management Courses** – These are 1 to 2 day sessions that provide instruction on GNWT procedures. <http://www.pws.gov.nt.ca/records/>

GNWT Records Management Positions

There are many records management jobs in the government. A few of them are listed on the next page. We have also included the qualifications that you need and some of the typical duties for each position.

Title	Department	Education/Experience	Responsibilities
Records Manager	Public Works and Services (central agency)	<ul style="list-style-type: none"> ▪ Master degree in records management, information management, or archival studies, and 7 years of experience; or ▪ Equivalent experience. 	<ul style="list-style-type: none"> ▪ Responsible for government-wide records management program and central agency services. ▪ Develops and implements government-wide policies, standards, guidelines, and procedures. ▪ Advises senior management on issues concerning records and information management.
Senior Records Analyst	Public Works and Services	<ul style="list-style-type: none"> ▪ Degree in records management, information management, or archival studies, and 4 years of experience; or ▪ Equivalent experience. 	<ul style="list-style-type: none"> ▪ Oversees the maintenance and use of the GNWT Administrative Records Classification System (ARCS). ▪ Advises departments on the development of Operational Records Classification Systems (ORCS). ▪ Responsible for the operations of the GNWT Records Centres.
Records Analyst	Public Works and Services	<ul style="list-style-type: none"> ▪ Diploma in records management, and four years of experience; or ▪ Equivalent experience. 	<ul style="list-style-type: none"> ▪ Advises departments on records management processes. ▪ Processes requests to transfer records into storage and requests to dispose of records. ▪ Delivers training programs.
Junior Records Analyst	Public Works and Services	<ul style="list-style-type: none"> ▪ Diploma in records management, and one year of experience; or ▪ Equivalent experience 	<ul style="list-style-type: none"> ▪ Advises departments on records management processes. ▪ Processes requests to transfer records into storage and requests to dispose of records. ▪ Assists in the delivery of training programs.
Records Coordinator	All departments	<ul style="list-style-type: none"> ▪ Diploma in records management and 3-5 years of experience; or ▪ Equivalent experience. 	<ul style="list-style-type: none"> ▪ Responsible for development and implementation of a department's records management program. ▪ Develops ORCS for a department. ▪ Prepares transfers to GNWT records centres with PWS. ▪ Develops department-specific procedures.
Records Clerk	All departments	<ul style="list-style-type: none"> ▪ No specific education requirements. Familiarity with records management is an asset. 	<ul style="list-style-type: none"> ▪ Follows departmental and government-wide procedures. ▪ Maintains active files for department. ▪ Prepares transfers to GNWT records centres under supervision of the Records Coordinator.