



Community Government and Services

## RECORDS MANAGEMENT POLICY

### PURPOSE

The purpose of this policy is to provide guidance to departments in managing their records while they are in the department's care and custody. It assigns operational responsibility for managing records to the department that creates them, and defines a framework to facilitate the necessary co-operation on corporate and public policy issues related to records management.

### PRINCIPLES

1. This policy is consistent with the Pinasuaqtavut Mandate priority of simplicity and unity and supports the following objective:
  - 1. The structures and activities of government serve Nunavut's needs, with the most effective use of resources;*

### APPLICATION

This Nunavut policy applies to any "government body" as defined in the Archives Act meaning the Legislative Assembly or a department or division of the Government of Nunavut and includes the office of any commission, board, bureau or other branch of the public service

### DEFINITIONS

#### Record

As defined in the Access to Information & Protection of Privacy Act and the Archives Act.

#### Records Management

Means the set of tools, practices and procedures by which departments create, organize, accumulate, and finally, dispose of their records.

## **ROLES AND RESPONSIBILITIES FOR THE IMPLEMENTATION AND ADMINISTRATION OF THIS POLICY**

1. This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to the Policy rests with the Executive Council.
2. The Minister of CGS is accountable to the Executive Council for the implementation of this policy.
3. The Deputy Minister of CGS is responsible to the Minister of CGS for the administration of this Policy.

## **PROVISIONS**

1. The first goal of records management is to help Program Managers deliver programs to the public. Records provide an essential support to decision making, and provide a basis for accountability for those decisions. Primary responsibility for records management therefore lies with each department that creates records in the course of delivering programs and services.
2. In addition to operational requirements, there are important public policy issues that impact on how a department manages its programs' records:
  - I. protecting the government's overall legal and fiscal interests (some referenced in the Financial Administration Act),
  - II. preserving an historical record of government operations (referenced in the Archives Act), and
  - III. providing public access to information and protecting the privacy and other rights of individual citizens (referenced in the Access to Information and Protection of Privacy Act [ATIPP]).
  - IV. other legislation that impacts on specific programs and records.
3. Responsibility for addressing public policy needs lies with the individual departments and programs that create and manage records, except to the extent that specific responsibilities are assigned to others in legislation.
4. When records are no longer required by departments for operational purposes, the destruction and archival care of records is governed by the Archives Act.
5. Recognizing that there is a need for specialized technical assistance to program managers, and that there is value in having departments take a consistent approach to meeting the public policy needs, this policy assigns responsibility to Community Government and Services, Records Management to provide standardized support services to departments.

## **DIVISION OF RESPONSIBILITY OF RECORDS MANAGEMENT**

### **Records Management Division of Community Government and Services**

The Records Management Division is charged with standardizing, promoting and coordinating a corporate perspective on information management. Within the context of its interest in information management, the division will:

1. Provide advice on public policy and other corporate issues relating to managing the government's records;
2. Promote opportunities for the government to improve program delivery through improved records management;
3. Encourage and organize inter-departmental co-operation on initiatives and services that can be done more economically or more effectively in a co-operative manner;
4. Promote the development of corporate strategies, standards and infrastructure to support the integration of a corporate perspective into all information management systems by:
  - I. identifying needs,
  - II. reviewing and approving written strategies that will form the basis of interdepartmental consultation, and endorsing standards arising from those consultations.

### **Departments**

Departments will be responsible for:

1. Classifying, scheduling, and managing their records to meet the operational and administrative needs of their programs, including the need to be accountable for program operations;
2. Managing their records to meet the public policy requirements set out in the FAA, the Archives Act, the ATIPP Act, and other acts and regulations that may affect their specific programs and records;
3. Accessing the advice and expertise available in other departments with respect to managing records in the context of public policy;
4. Designating a responsible official to be the departmental liaison with Records Management and develop records schedules for operational requirements, and to deal with public policy issues that may arise with respect to their records.

## **Community Government and Services and Finance**

The Department of Community Government and Services, and Finance, will be responsible for supporting the activities of the Records Management and helping program departments achieve their goals by:

1. In consultation with all departments, developing strategies, plans and standards that will enable government departments to realize opportunities for coordinating and sharing information management resources and investments;
2. Developing and managing infrastructure that is shared by government departments;
3. Providing insight and guidance on the applications of information management principles to various technology tools that are used to manage information;
4. Operating a records centre where departments may store semi-active records according to retention schedules developed by departments to meet their operational requirements.

### **Others**

Other departments, particularly Justice, Executive and Intergovernmental Affairs have special skills that may be required from time to time to advise departments on the handling of their records. These departments will designate contact people who can provide advice when required.

### **PREROGATIVE OF EXECUTIVE COUNCIL**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take actions regarding records management, outside the provisions of this Policy.

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Premier