

Saskatchewan Records Management Policy

For information and guidance regarding compliance with this document, please consult the following companion documents:

*Basic Records Management Practices for Saskatchewan
Government
Guidelines for the Management of Transitory Records*

*Effective Date: March 21, 2006
Updated: April 2015*

Scope

This policy applies to all Saskatchewan Government entities subject to *The Archives and Public Records Management Act*.

Purpose

The purpose of this policy and accompanying guidelines is:

- to ensure that Government Institutions efficiently manage all records in their possession and control in order to meet legislative requirements, to document government decisions, to support program and service delivery, to preserve the province's historical record, and to demonstrate accountability.
- to ensure that records in **all** formats (paper, electronic, microfilm, photographs, e-mail, etc.) are managed by Government Institutions in a way that maintains the records' authenticity, accuracy, integrity and reliability.
- to provide guidance to Government Institutions with regard to the regular disposal of government, transitory and non-government records, in order to: reduce the time required to locate specific documents, eliminate duplicate and additional records, reduce both physical and electronic storage costs, and minimize the amount of personal information under an institution's control.
- to provide guidance to government employees in the efficient use and management of all records.

Policy Statement

It is the policy of the Government of Saskatchewan that Government Institutions will manage all records in their possession or control, **regardless of format**, in order to meet their obligations as outlined in *The Archives and Public Records Management Act*.

Policy Requirements

As required by *The Archives and Public Records Management Act* all Government Institutions will preserve government records in their possession and control, and retain them in such a way that they can be readily accessed and retrieved.

As defined in *The Archives and Public Records Management Act* "record" means recorded information in any form.

The management of all government records is covered by the policies and procedures articulated in the Archive's Administrative Records Management System 2014 (ARMS2014) and Operational Records Schedules (ORS) for ministries, agencies, boards and commissions or a comprehensive, corporate-wide classification and retention schedule for Crown Corporations.

As required by *The Archives and Public Records Management Act*, all Government Institutions will prepare and implement records schedules that apply to the records in their possession or under their control.

Government Institutions will plan for and implement appropriate records management software for the management of all records, specifically electronic records, e-mails and their attachments. Pending the implementation of an electronic document and records management system (EDRMS), interim solutions such as storing records in electronic directory structures or printing and filing, and doing so in accordance with an approved records schedule, will be implemented.

Accountability

Government Institutions are responsible for managing records with consideration to legislative, business and accountability requirements.

Heads of institutions are responsible for compliance with this policy.

All government employees are responsible for creating and retaining government records within the appropriate records classification and retention schedule in a format and media that ensures the records' authenticity, integrity and security.

As provided for in *The Archives and Public Records Management Act*, the Provincial Archivist, as represented by the Archive's Information Management Unit, will provide advice to all Saskatchewan Government Institutions concerning records management standards and procedures. This includes advice on creation of records schedules, managing e-mail records, policy development, and all other aspects of records management.

As provided for in *The Archives and Public Records Management Act*, the Public Records Committee (PRC) is responsible for the review and approval of all records schedules.

Implementation

Implementation details for the management of all government records, including electronic records, will depend on each individual institution's business requirements, organizational structure, corporate culture and technology architecture. For these reasons, **it is the responsibility of each institution to ensure that they develop procedures in relation to the management of all records that are in compliance with the policy articulated in this document.**

References

This policy and accompanying guidelines for records management will assist government institutions in complying with the following related legislation and policies:

The Archives and Public Records Management Act

Freedom of Information and Protection of Privacy Act (FOIPP)

The Health Information Protection Act (HIPA)

The Electronic Information and Documents Act, 2000 and The Saskatchewan Evidence Act

Overarching Personal Information Privacy Framework for Executive Government

Crown Sector Privacy Framework

Public Service Commission Policy PS1103 – Acceptable Use of Information Technology (or equivalent policies)

Definitions

Government Institution, for the purposes of this policy, means a government institution within the meaning of *The Freedom of Information and Protection of Privacy Act*. Also includes independent officers of the Legislative Assembly.

Government records include all recorded information that relates to the transaction of government business, regardless of format (e.g. documents, maps, e-mails, photographs, etc.)

Transitory records are records of temporary usefulness that are needed only for a limited period of time, to complete a routine task or prepare an ongoing document.

Also, exact copies of official records made for convenience of reference. For further information, please see the *Guidelines for the Management of Transitory Records*.

Non-government records are everything that does not fall within the definition of government records. Such records include external publications and non-work-related records. This policy does not apply to non-government records. For further information regarding non-government records, please see the *Guidelines for the Management of Transitory Records*.