



SOCIAL MEDIA AND RECORDS MANAGEMENT POLICY

Background

Saskatchewan government institutions on a daily basis use social media applications and platforms for informational and promotional purposes. Government institutions are accountable for the public official records they generate using social media and must ensure that these records are managed in accordance with *The Archives and Public Records Management Act*, *The Freedom of Information and Protection of Privacy Act*, *The Health Information Protection Act* and other applicable legislation.

This policy applies to a variety of social media formats including, but not limited to: text, pictures, video, audio and interactive dialogues as well as to the tools used to post these formats including: social networks such as Facebook, Twitter, blogs, wikis, discussion forums, podcasts and similar tools.

Purpose

The purpose of this policy is to specify the records management requirements for all Saskatchewan government institutions that use social media.

Policy

It is the responsibility of all Saskatchewan government institutions to capture and maintain, within the institution's official records keeping system, all government (public) records posted to social media sites. In addition, the institution must determine if any feedback, data, commentary, etc., generated from the utilization of the social media tool meets the definition of a government (public) record and is, therefore, required to be retained. Any associated metadata (date posted, author, social media tool used, etc.) must also be retained with the record. For examples of the types of social media content which should be preserved and managed, refer to the table in the "*Social Media and Records Management Guidelines*".

The record maintained within the institution's record-keeping system is considered the *official record* and, as such, must be managed in accordance with the requirements of *The Archives and Public Records Management Act*, and the institution's internal policies and procedures for records management, including: classification within an approved records schedule (ARMS, ORS or a comprehensive, corporate-wide schedule). Government institutions must maintain records throughout their life cycle in a manner that ensures that they are accessible, legible, usable and transferable and guarantees their authenticity and integrity.

Scope/Applicability This policy applies to all Government of Saskatchewan institutions and other government bodies subject to *The Archives and Public Records Management Act*.

This policy solely addresses records management requirements and should be used in conjunction with the Government of Saskatchewan's "*Guidelines on the Use of Social Media Tools for Citizen Engagement in the Government of Saskatchewan*".

Authority

The Provincial Archivist of Saskatchewan has issued this policy in accordance with s.18(2)(e) of *The Archives and Public Records Management Act*.

Accountability

Heads of government institutions are responsible for compliance with this policy.

Glossary of Terms

Refer to the *“Social Media and Records Management Guidelines”* for the Glossary for Terms