Managing Your Records Outside the Office

Records Management Basics

Recordkeeping Responsibilities When Working Outside of the Workplace

The recordkeeping responsibilities for government (public) records **do not** change when working outside of your regular office. Government employees are responsible for ensuring that all the government records produced in the course of their work are captured and filed in accordance with their institutions policies and practices compliant with *The Archives and Public Records Management Act.*

Government institutions' records and information management (RIM) staff and management are responsible for developing and ensuring that RIM policies and procedures are implemented and followed even when employees are working outside their office.

Managing your Records

Proper management of records will help keep operations running as effectively as possible. In compliance with their institution's policies, every employee should ensure that:

- their records are captured and securely retained in their institution's records keeping system
- government records are kept separate from personal and other non-government files
- documents are filed so that they are accessible to coworkers if needed
- confidential information is protected by all necessary safeguards
- the complete public record is preserved.

Destroying Transitory Records

Transitory records are either physical or digital records of a short term value. Examples of transitory records are convenience copies, drafts with formatting changes, etc. When no longer needed transitory records should be destroyed as soon as possible and in compliance with institution policies. This means ensuring that transitory records containing confidential, personal, or personal health information are destroyed in a secure manner.

For more information about transitory records please refer to "Guidelines for the Management of Transitory Records" found on the Provincial Archives of Saskatchewan website here: https://www.saskarchives.com/sites/default/files/pdf/transitory_rec_guide_fin.pdf.

When using VPN, DTS, and other secure remote connections:
- Do not use printers not on the government network to print any documents, emails, or attachments.
  - Files that need to be printed should be printed and filed when you are back in the office.
- Do not download or save any documents or attachments to a nongovernment device.
- For more information please see: https://taskroom.sp.saskatchewan.ca/Documents/Working-from-Home-Technology-and-Access.pdf