



RECORDS MANAGEMENT AS A FOUNDATION

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CORPORATE INFORMATION MANAGEMENT BRANCH (CIMB) MANDATE

- **Provide a government-wide framework for the management of records, including policies, standards and strategic direction.**
- **Determine on behalf of government which records have ongoing (archival) value.**
- **Provide common records management systems (e.g., EDRMS, ARCS and ORCS, off-site records storage)**



What is Records Management (RM)?

It is the systematic control of records throughout their life cycle to ensure their availability and integrity in support of an organization's accountabilities and actions.



GOOD RECORDS MANAGEMENT PRACTICE WILL:

- **Ensure timely access to records,**
- **Help identify and apply appropriate retention periods,**
- **Let you know where personal information is located, and**
- **Apply appropriate security to records.**



WHAT DOES RECORDS MANAGEMENT DO FOR YOU?

- **It meets business, legal & accountability requirements,**
- **Supports decision-making,**
- **Saves time and money,**
- **Documents citizens' rights, and**
- **Preserves corporate memory.**

WHAT IS A RECORDS CLASSIFICATION SYSTEM?

A system for organizing records based upon function/subject/content, for the purpose of facilitating retrieval & filing.

Types may include:

- alphabetical,
- numerical, or
- alpha/numerical.





WHAT IS FUNCTIONAL CLASSIFICATION?

Identification & arrangement of records based on an analysis of organization's business activities.

For example:

45200 First Nation Taxation

45200-20 First Nation taxation files

45300 Municipal School Tax Administration

45300-07 Municipal school statements

45800 Property Transfer Tax

45800-04 Land title office batch reports



WHAT IS A RETENTION SCHEDULE?

A timetable that governs the life span of a record:

- From creation,
- Through active use in an office,
- Retention in off-site storage,
- To destruction or transfer to an archives.



KEY RM TOOLS IN THE BC GOVERNMENT:

Records classification

+

Retention schedule

=

Integrated records system



TWO SYSTEMS

ARCS - *Administrative Records
Classification System*

&

ORCS - *Operational Records
Classification System*



ADMINISTRATIVE RECORDS

Document and support functions that are common to all offices:

- Management of facilities & property,
- Finances,
- Equipment & supplies,
- Personnel,
- Information systems, and
- Management processes (committees, RM, libraries, mailing, information services, etc.)



OPERATIONAL RECORDS RELATE TO:

Operations/services provided by an office in carrying out the functions for which it is responsible according to statute/mandate/policy.

For example: employment support, education, land, child benefits, etc.

WHAT IS ARCS?

- **Records keeping system government uses to classify & schedule administrative records**
- **Organizes records into a structure that reflects administrative functions**
- **Used for identifying, documenting, scheduling and retrieving records**

WHAT IS ARCS? (cont.)

- Ensures records are kept for sufficient time to meet legal, audit, operational, fiscal or other requirements
- Identifies records that have enduring values and provides for transfer to gov't archives
- ARCS is available at:
<http://www.lcs.gov.bc.ca/CIMB/>

ARCS EXAMPLE

Classification – 1050-02

Primary Title – Cheques and Financial Transactions

Secondary (Series) Title – Returned cheques

Retention Period – FY+1 6Y DE

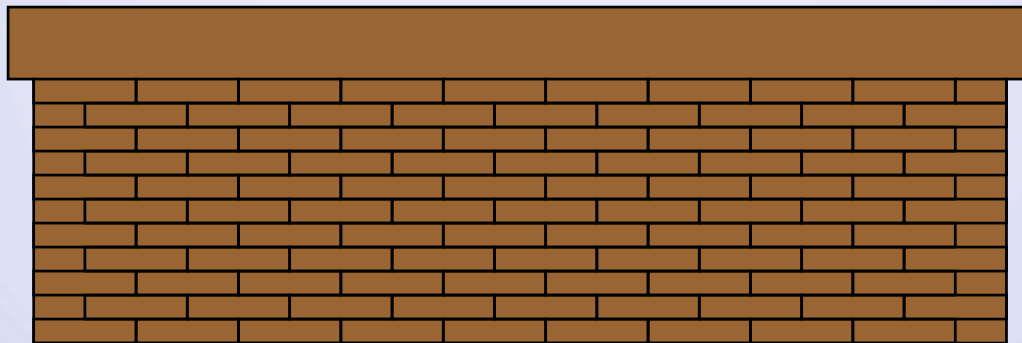
In office, Fiscal year + 1 year

In storage, 6 years

Final Disposition, Destruction



Good Physical Records Management is the **Foundation** for



Electronic Records Management



CANNOT CONTINUE TO PRINT & FILE





Electronic Records Challenges

- **E-mail silos**
- **Local Area network drives**
- **Personal computer hard drives**
- **E-collaboration tools**
- **E-transactions**



Meeting the Challenge

Enterprise Document and Records Management System (EDRMS)

**to establish control of electronic
records**



EDRMS TO ESTABLISH CONTROL

- **Manage electronic records**
- **Apply classifications**
- **Ensure consistent filing**
- **Apply security**
- **Apply retention schedules**
- **Centralize retrieval**
- **Manage backups and e-storage**

EDRMS SUMMARY

- **Establishes a critical, common infrastructure for e-records management**
- **Standardizes information management practices across an organization**
- **Allows for future integration with**
 - **other IM software (workflow, collaboration, web publishing, etc.)**
 - **line of business applications**

BUILDING ON THE FOUNDATION

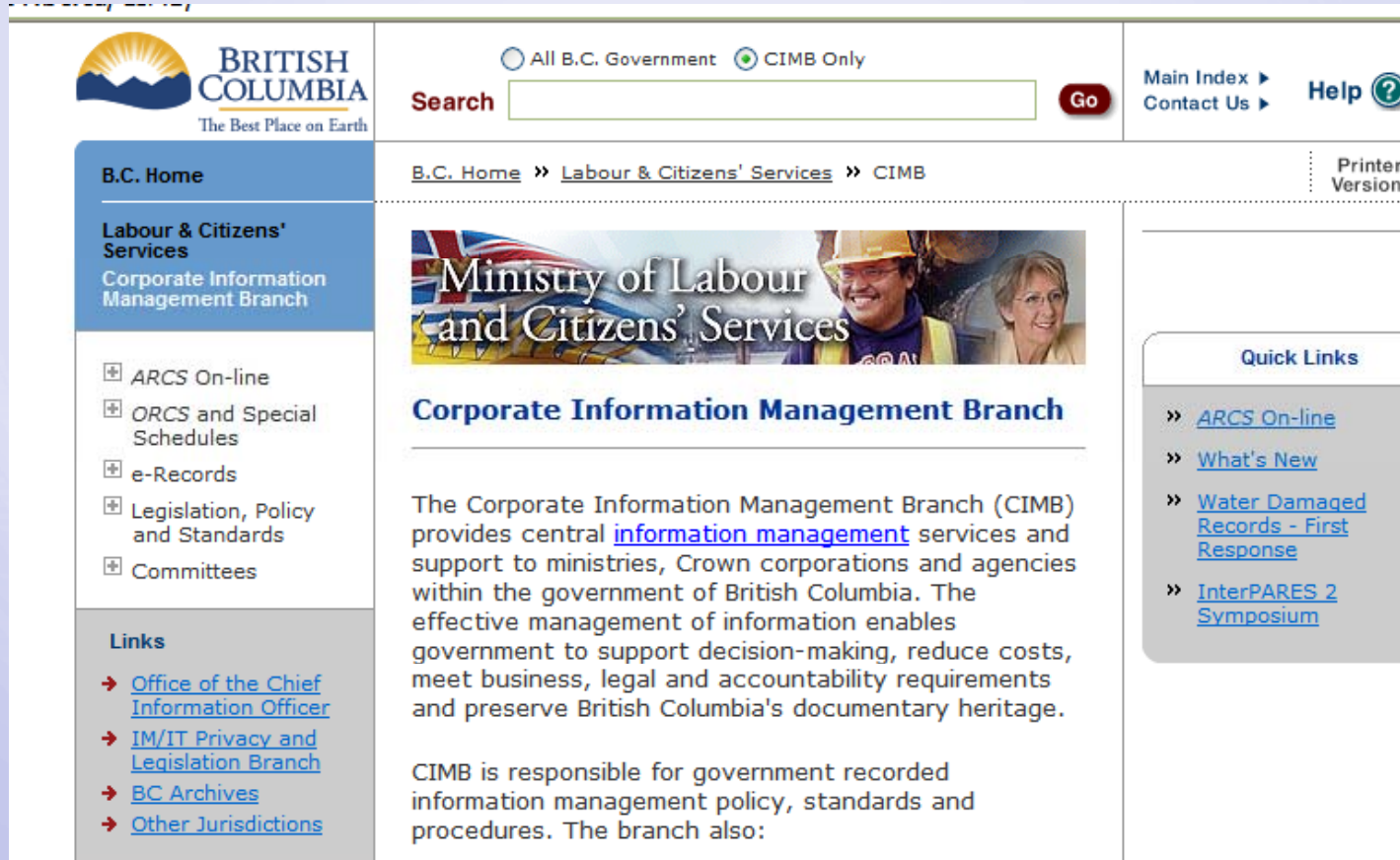


- Use EDRMS first to manage physical records
- Build on EDRMS success/experience
- Expand to manage electronic records
- Reduce # of physical records
- Manage more and more in electronic only




CIMB RM RESOURCES:

<http://www.lcs.gov.bc.ca/CIMB/>



The screenshot shows the website interface for the Corporate Information Management Branch (CIMB). At the top left is the British Columbia logo. To its right is a search bar with radio buttons for "All B.C. Government" and "CIMB Only", and a "Go" button. Further right are links for "Main Index", "Contact Us", and "Help". Below the search bar is a breadcrumb trail: "B.C. Home » Labour & Citizens' Services » CIMB". A "Printer Version" link is also present. The main content area features a banner with the text "Ministry of Labour and Citizens' Services" and a photo of two people. Below the banner is the heading "Corporate Information Management Branch" and a paragraph describing the branch's role in providing information management services. A "Quick Links" sidebar on the right contains links to "ARCS On-line", "What's New", "Water Damaged Records - First Response", and "InterPARES 2 Symposium". A left sidebar lists various services like "ARCS On-line", "ORCS and Special Schedules", "e-Records", "Legislation, Policy and Standards", and "Committees", along with a "Links" section containing "Office of the Chief Information Officer", "IM/IT Privacy and Legislation Branch", "BC Archives", and "Other Jurisdictions".

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**Ministry of Labour
and Citizens' Services**

Corporate Information Management Branch

The Corporate Information Management Branch (CIMB) provides central [information management](#) services and support to ministries, Crown corporations and agencies within the government of British Columbia. The effective management of information enables government to support decision-making, reduce costs, meet business, legal and accountability requirements and preserve British Columbia's documentary heritage.

CIMB is responsible for government recorded information management policy, standards and procedures. The branch also:

Quick Links

- » [ARCS On-line](#)
- » [What's New](#)
- » [Water Damaged Records - First Response](#)
- » [InterPARES 2 Symposium](#)

B.C. Home

Labour & Citizens' Services
Corporate Information Management Branch

- ✚ ARCS On-line
- ✚ ORCS and Special Schedules
- ✚ e-Records
- ✚ Legislation, Policy and Standards
- ✚ Committees

Links

- [Office of the Chief Information Officer](#)
- [IM/IT Privacy and Legislation Branch](#)
- [BC Archives](#)
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Ministry of
Labour and
Citizens' Services

QUESTIONS?



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