GOVERNMENT RECORDS COMMITTEE

ANNUAL REPORT
April 1, 2023 to March 31, 2024

Government of Newfoundland and Labrador
Government Records Committee

Chairperson's Message

The Honorable Elvis Loveless
Minister of Digital Government
and Service NL
and Minister Responsible for the
Office of the Chief Information Officer
2nd Floor, West Block, Confederation Building
P.O. Box 8700
St. John's, NL
A1B 4J6

Dear Minister Loveless:

I am pleased to submit the 2023-2024 Annual Report for the Government Records Committee. This report covers the period April 1, 2023 to March 31, 2024, and is prepared in accordance with the responsibilities for a category three entity under the **Transparency and Accountability Act**.

My signature below is on behalf of the Government Records Committee and indicative of our accountability for the development of this plan and achievement of the results reported.

Respectfully submitted,

KIM PORTER
Chairperson

TABLE OF CONTENTS

OVERVIEW 1
MANDATE 2
PRIMARY CLIENTS 3
OBJECTIVES 4
ACTIVITIES 4
HIGHLIGHTS AND PARTNERSHIPS 7
OPPORTUNITIES AND CHALLENGES 8
CONCLUSION 8

OVERVIEW

The Government Records Committee supports departments and other public bodies in the development and maintenance of their Information Management Programs by providing authority for the disposal of records and transfer to the Provincial Archives.

Subsection 5 .1 (1) of the **Management of Information Act (the Act)** provides for the membership of the Government Records Committee, and as of April 1, 2023, the membership is:

(a) the Director of The Rooms Provincial Archives appointed under section 22 of the **Rooms Act**; Director/Provincial Archivist, currently Greg Walsh.

(b) the Deputy Minister of Justice and Public Safety or a person designated by him or her to act on his or her behalf; Solicitor, Civil Division, currently Mark Sheppard.

(c) the Deputy Minister of Finance or a person designated by him or her to act on his or her behalf; Director of Tax Administration, currently Glenn Lockyer.

(d) the Chief Information Officer or a person designated by him or her to act on his or her behalf; Director of Information Management Services, currently Kimberly Porter.

(e) those other persons whom the minister may appoint; Manager of Information Management Services, currently Sherry De Souza.

In accordance with Section 5.1(3) the committee has designated the Manager of Information Management Services, Office of the Chief Information Officer, as the Secretary.

All members of the committee are located in St. John's and that is where the committee meets.

Members of the committee are appointed by virtue of their professional positions and no remuneration is provided.

This committee operates at no cost to government and is not required to prepare financial statements.

MANDATE

The Government Records Committee is mandated by Section 5.1 (5) of **the Act** to:

(a) Establish and revise schedules for the retention, disposal, destruction, or transfer of records;

(b) Make recommendations to the Minister respecting government records to be forwarded to the archives;

(c) Establish disposal and destruction standards and guidelines for the lawful disposal and destruction of government records; and

(d) Make recommendations to the Minister regarding the removal, disposal, and destruction of records.

Furthermore, the Government Records Committee may recommend, for approval by the Lieutenant Governor in Council pursuant to subsection 7.1 of **the Act**, regulations respecting the procedures and duties of the committee and regulations to give effect to **the Act**. There are currently no regulations prescribed.

PRIMARY CLIENTS

The primary clients of the Government Records Committee are the Information Management (IM) practitioners in the more than 140 public bodies that fall under **the Act**.

The list is available at the following link: Public Bodies under the **Management of Information Act**.

OBJECTIVES

The objectives of the Government Records Committee, as a Category three public body, are set out in subsection 5.1(5) of **the Act** as follows:

Government Records Committee

5.1(5) The committee may:

(a) Establish and revise schedules for the retention, disposal, destruction, or transfer of records;

(b) Make recommendations to the Minister respecting government records to be forwarded to the archives;

(c) Establish disposal and destruction standards and guidelines for the lawful disposal and destruction of government records; and

(d) Make recommendations to the Minister regarding the removal, disposal, and destruction of records.

ACTIVITIES

The committee identified four issues in its 2023-2026 activity plan:

Issue One: Schedules

Establish and revise schedules for the retention, disposal, destruction, or transfer of records.

With respect to establishing and revising schedules the following objective is the focus for each of the fiscal years ending March 31, 2024, 2025 and 2026. This objective will be reported in each of the respective annual reports.

Objective: The Government Records Committee will efficiently and effectively establish, and revise schedules as required.

The following details the committee's successful achievement of the indicator as outlined in the activity plan for 2023-2026.

Indicators: Established and revised schedules at regularly held meetings.

The Government Records Committee met on nine occasions during 2023-2024. The committee received and reviewed thirty-nine schedules. Twenty-nine schedules were approved, one schedule was amended, seven schedules transferred ownership, one was rescinded, and one was withdrawn.

Issue Two: Archival Records

Make recommendations to the Minister respecting government records to be forwarded to the archives.

With respect to making recommendations to the Minister regarding government records to be forwarded to the archives, the following objective is the focus for each of the fiscal years ending March 31, 2024, 2025 and 2026. This objective will be reported in each of the respective annual reports.

Objective: The Government Records Committee will effectively and efficiently make recommendations regarding archival records as required.

The following details the committee's successful achievement of the indicator as outlined in the activity plan for 2023-2026.

Indicators: Recommendations made as required.
The Government Records Committee met on nine occasions during 2023-2024. The committee received and reviewed thirty-nine schedules, and five schedules have archival records required be transferred to The Rooms Provincial Archives.

Issue Three: Standards and Guidelines

Establish disposal and destruction standards and guidelines for the lawful disposal and destruction of government records.

With respect to establishing disposal and destruction standards and guidelines for the lawful disposal and destruction of government records, the following objective is the focus for each of the fiscal years ending March 31, 2024, 2025 and 2026. This objective will be reported in each of the respective annual reports.

Objective: The Government Records Committee will effectively and efficiently establish standards and guidelines as required.

The following details the committee's successful achievement of the indicator as outlined in the activity plan for 2023-2026.

Indicators: Established standards and guidelines as appropriate.
During 2023-2024, the Government Records Committee reviewed and approved the Corporate Records and Information Management Standard (CRIMS) for Human Resources functional areas for Personal File Management, Position Establishment, Classification and Organizational design and Staffing and Recruitment. The Government Records Committee also reviewed and approved Instant Messaging FAQ.

Issue Four: Removal, Disposal and Destruction of Records

Make recommendations to the Minister regarding the removal, disposal, and destruction of records.

With respect to making recommendations to the Minister regarding the removal, disposal, and destruction of records, the following objective is the focus for each of the fiscal years ending March 31, 2024, 2025 and 2026. This objective will be reported in each of the respective annual reports.

Objective: The Government Records Committee will have effectively and efficiently made recommendations to the Minister regarding the removal, disposal, and destruction of records.

The following details the committee's successful achievement of the indicator as outlined in the activity plan for 2023-2026.

Indicators: Recommendations made as required.

The Government Records Committee met on nine occasions during 2023-2024. The committee received and reviewed thirty-nine schedules and recommended that records from twenty-three schedules would be disposed of in a secure manner.

HIGHLIGHTS AND PARTNERSHIPS

Highlights

Increased the number of Records Retention and Disposal Schedules reviewed from previous reporting period from eighteen to thirty-nine schedules. This was accomplished through partnering with IM Advisory Services division of the Office of the Chief Information Officer (OCIO) and the Rooms Provincial Archives.

Increased the number of records recommended to be forwarded to the archives from previous reporting period from two to five schedules.

Increased the number of records recommended for the removal, disposal, and destruction of records from previous reporting period from three to twenty-three schedules.

Partnerships

The GRC (Government Records Committee) works closely with the Office of the Chief Information Officer (OCIO) as it supports public bodies in submitting records retention and disposal requests to the GRC, organizes committee meetings and communicates decision made by the GRC to relevant public bodies.

OPPORTUNITIES AND CHALLENGES

Opportunities

Increased client engagement through OCIO IM Services Division enables public bodies with the resources and knowledge required to develop and implement record retention and disposal schedules.

Challenges

Competing priorities of public bodies as they develop retention and disposal schedules for submission to the GRC. Retention and disposal schedules prescribe records retention periods and plans to record in any format and authorize disposal of records legally.

CONCLUSION

The Government Records Committee is committed to supporting the mandate of the Minister Responsible for the Office of the Chief Information Officer and will continue to fulfil the responsibilities of its mandate as prescribed by **the Act**.