

GOVERNMENT RECORDS COMMITTEE

ACTIVITY PLAN

April 1, 2026 to March 31, 2029



Government of Newfoundland and Labrador
Office of the Chief Information Officer
Government Records Committee

Chairperson's Message

June 04, 2026

Honourable Mike Goosney, E.C.N.L.
Minister of Government Services
Minister Responsible for the
Office of the Chief Information Officer
Minister of Labour
Minister Responsible for WorkplaceNL
2nd Floor, Confed. Bldg., East Block

Dear Minister Goosney:

I am pleased to submit a three-year Activity Plan for the Government Records Committee. This plan covers the period April 1, 2026, to March 31, 2029, and is prepared in accordance with the responsibilities for a category three entity under the ***Transparency and Accountability Act***. The Committee recognizes the vision and mission of the Office of the Chief Information Officer and is committed to its supporting role in information management.

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 contained objectives.

Respectfully submitted,

Kimberly Porter

KIM PORTER

Chairperson

TABLE OF CONTENTS

Overview	1
Mandate.....	2
Vision.....	2
Primary Clients	2
Objectives	3
Conclusion.....	3

Overview

The Government Records Committee supports 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.

Paragraph 5.1 (1) of the **Management of Information Act** (the “Act”) provides for the membership of the Government Records Committee (the “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
- (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
- (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
- (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
- (e) those other persons whom the minister may appoint; Manager of Information Management Services and/or Manager of Government Records Lifecycle Management

The Chairperson for the committee is the individual appointed in accordance with section 5.1 (1) (d) of the *Act*.

In accordance with Paragraph 5.1 (3), the Committee has designated the Manager, IM@OCIO, Office of the Chief Information Officer, as the secretary. The Manager, Advisory Services, Office of the Chief Information Officer will serve as back-up to the secretary.

All members of the committee are 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 Committee is mandated by Paragraph 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 generally so as to give effect to the *Act*. There are currently no regulations prescribed.

Vision

The Committee recognizes the vision of the Office of the Chief Information Officer and is committed to its supporting role in information management. Office of the Chief Information Officer's vision is as follows:

To establish an inclusive, modern workforce providing world class modern technology and information management services to the public service and citizens of NL to enable the business of government.

Primary Clients

The primary clients of the Government Records Committee are the Information Management practitioners in the more than 150 public bodies that fall under the *Act*. Information Management is a collective responsibility for all employees and inherently the work of the Government Records Committee benefits all.

The list is available at the following link: [Public Bodies under the *Management of Information Act*](https://www.gov.nl.ca/exec/ocio/public-bodies-listing/). <https://www.gov.nl.ca/exec/ocio/public-bodies-listing/>

Objectives

The following objectives will be the focus of this three-year plan:

By March 31, 2027, 2028 and 2029, the Government Records Committee will efficiently and effectively fulfill its responsibilities under Paragraph 5.1(5) of the Act, at regularly scheduled meetings and within established timelines. This includes:

- Establish and revise records retention and disposal schedules to authorize and govern the retention, disposal, destruction, and transfer of government records in accordance with legislated requirements
- Make recommendations regarding archival records
- Establish and maintain disposal and destruction standards and guidelines to ensure the lawful disposal and destruction of government records
- Make recommendation to the Minister regarding the removal, disposal and destruction of records

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 fulfill the responsibilities of its mandate as prescribed by the *Act*.