

GOVERNMENT RECORDS COMMITTEE

ACTIVITY PLAN

April 1, 2020 to March 31, 2023



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

Chairperson's Message

December 17, 2020

Honourable Sarah Stoodley
Minister of Digital Government and ServiceNL
Minister Responsible for the
Office of the Chief Information Officer
2nd Floor, Confed. Bldg., East Block

Dear Minister Stoodley:

I am pleased to submit a three-year Activity Plan for the Government Records Committee. This plan covers the period April 1, 2020 to March 31, 2023 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.

The strategic directions, as communicated by the Minister, Office of the Chief Information Officer, were reviewed and it was determined that none of the directions are applicable to the Committee.

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,

Kim Porter
KIM PORTER
Chairperson

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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, 2020, 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 Government Records Lifecycle Management and Manager of Information Management Advisory Services

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 of Government Records Lifecycle Management, Office of the Chief Information Officer, as the secretary. The Manager of Information Management Advisory Services will serve as back-up to 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 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.

PRIMARY CLIENTS

The primary clients of the Government Records Committee are the Information Management practitioners in the more than 160 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.](#)

OBJECTIVES

The objectives of the Government Records Committee, as a category three entity, are set out in Paragraph 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.

Issue One: Schedules

Established and revised 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, 2021, 2022 and 2023. 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.

Indicators: Established and revised schedules at regularly held meetings.

Issue Two: Archival Records

Made 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, 2021, 2022 and 2023. 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.

Indicators: Recommendations made as required.

Issue Three: Standards and Guidelines

Established 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, 2021, 2022 and 2023. 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.

Indicators: Established standards and guidelines as appropriate.

Issue Four: Removal, Disposal and Destruction of Records

Made 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, 2021, 2022 and 2023. This objective will be reported in each of the respective annual reports.

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

Indicators: Recommendations made as required.

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*.