

GOVERNMENT RECORDS COMMITTEE

ANNUAL ACTIVITY
REPORT

April 1, 2018 to March 31, 2019

Chairperson's Message

Honorable Tom Osborne
Minister, Office of the Chief Information Officer
East Block, Confederation Building
P.O.Box 8700
St. John's, NL A1B 4J6

Dear Minister:

I am pleased to submit the 2018-19 Annual Activity Report for the Government Records Committee. This report covers the period April 1, 2018 to March 31, 2019 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

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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.

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, 2017 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**

In accordance with section 5.1(3) the committee has designated the Manager of Government Records Lifecycle Management, 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) 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.

VALUES OF THE COMMITTEE

While the Government Records Committee is a public body independent from the Office of the Chief Information Officer it performs its duties within the core values established by the Office of the Chief Information Officer as follows:

CLIENT FOCUS

Each person responds to, and follows up on, client needs in a respectful, timely and appropriate manner.

ACCOUNTABILITY

Each person represents the Office of the Chief Information Officer to the best of his or her ability, assuming responsibility/ownership for the commitments of the organization.

LIFE-LONG LEARNING

Each person takes responsibility for his or her ongoing professional development and learning in support of their career growth and corporate objectives.

INTEGRITY

Each person conducts themselves with honesty, while treating all dealings and conversations with clients and peers with sensitivity, objectivity, and consideration for the rights, values, needs and opinions of others.

FLEXIBILITY

Each person is adaptable and committed to providing creative and innovative service in a rapidly changing organization with many demands.

STEWARDSHIP

Each person takes responsibility for the stewardship of government's information and financial assets; protects the personal information of citizens; and takes all reasonable measures to ensure appropriate management of government information.

PRIMARY CLIENTS

The primary clients of the Government Records Committee are the Information Management (IM) practitioners in the more than 150 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 2017-20 activity plan:

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, 2018, 2019 and 2020. This objective will be reported in each of the respective annual reports.

Objective: The Government Records Committee will have efficiently and effectively established and revised schedules as required.

The following details the committee's successful achievement of the indicator as outlined in the activity plan for 2017-20.

Indicators: **Established schedules at regularly held meetings. Revised schedules as required.**
The Government Records Committee met on 10 occasions during 2018-19. The committee approved twenty-seven retention schedules.

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, 2018, 2019 and 2020. This objective will be reported in each of the respective annual reports.

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

The following details the committee's successful achievement of the indicator as outlined in the activity plan for 2017-20.

Indicators: Recommendations made for records to be transferred to the archives as required.

The Government Records Committee met on 10 occasions during 2018-19. The committee recommended that the records from two disposal submissions would be transferred to The Rooms Provincial Archives.

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, 2018, 2019 and 2020. This objective will be reported in each of the respective annual reports.

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

The following details the committee's successful achievement of the indicator as outlined in the activity plan for 2017-20.

Indicators: Established standards and guidelines as appropriate.

No new standards or guidelines were required during this reporting period.

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, 2018, 2019 and 2020. 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 2017-20.

Indicators: Recommendations made for the disposal of government records as required.

The Government Records Committee met on 10 occasions during 2018-19. The committee recommended that the records from fifteen disposal submissions would be disposed of in a secure manner.

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**.