

GOVERNMENT RECORDS COMMITTEE

ANNUAL ACTIVITY REPORT

April 1, 2019 to March 31, 2020



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

Chairperson's Message

December 17, 2020

Honorable 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 the 2019-20 Annual Activity Report for the Government Records Committee. This report covers the period April 1, 2019 to March 31, 2020 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,

A handwritten signature in cursive script that reads "Kim Porter".

KIM PORTER
Chairperson

TABLE OF CONTENTS

OVERVIEW.....	1
MANDATE.....	2
PRIMARY CLIENTS	3
OBJECTIVES	4
ACTIVITIES	4
CONCLUSION.....	7

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, 2019 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 Paragraph 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 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 (IM) practitioners in the more than 160 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 9 occasions during 2019-20. The committee received and reviewed fourteen (14) retention schedules and approved thirteen (13) 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 9 occasions during 2019-20. The committee received and reviewed nine (9) disposal submissions and recommended that records from two (2) submissions would be transferred to The Rooms Provincial Archives. One (1) disposal submission would be returned to the department for permanent retention.

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.

The Government Records Committee reviewed and approved the Corporate Records and Information Management Standard (CRIMS) for Financial Management and Compliance Management.

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 9 occasions during 2019-20. The committee received and reviewed nine (9) disposal submissions and recommended that records from eight (8) 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*.