

Checklist

Managing the Records of External Public Bodies Guideline

Use the below to support your understanding and implementation of the guidance provided in the Managing the Records of External Public Bodies Guideline.

Understand IM Program Complexity

- Establish a clear understanding of the IM requirements based on the size of the organization, sensitivity of the information, the public body type and the business mandate.

Complete an Initial Planning Session

- Meet with the small entity to review and decide on who needs to be involved, explain the type of records created and received and the level of IM engagement required.

Assign and Communicate Accountability

- Issue a formal communication to the head of the small entity and work with Director responsible for IM within your reporting entity or IM Services (OCIO) if assistance is required.

Create a Records and Information Inventory

- Identify and list all of the current information assets, their current storage location, if they contain personal or other sensitive information and any other relevant information to complete an inventory.

Define IM Requirements in a Recordkeeping Guide

- The IM requirements needed by the organization should be assessed based on its compliance requirements, mandate and the stakeholders involved.
- Determine the details of the organization from start to finish.

Create a Recordkeeping Guide

- Modify and finalize a business rules document (a Recordkeeping Guide) that includes all of the IM requirements in a published format accessible to all those engaged to work on behalf of the small entity.

Provide Education and Awareness

- Ensure individuals regularly review relevant material already issued by the OCIO, the reporting entity and those internally published.
- Provide an IM orientation to all new individuals joining the organization and instruction on records management to individuals prior to leaving the organization.

Review Cycle, Monitor and Verify

- Assign responsibility for lifecycle management of the Recordkeeping Guide.
- Review and validate compliance, performance and capacity.