

## Permanent Retention by Department or other Public Body

### Overview

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In an October 13, 2015 meeting of the Government Records Committee (GRC) a decision was made regarding how to deal with records that departments and other public bodies have a requirement to keep permanently. Where The Rooms Provincial Archives does not have the capacity to acquire (i.e., autoCAD) or due to excessive access restrictions or legislative reasons they may not want to acquire the records for their collection. What follows is guidance on how to deal with this issue during the retention schedule process.

### Advice

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The term Permanent Retention by Department or other Public Body refers to a retention period applicable to records series that are required to be kept indefinitely by a department or other public body in accordance with either a statutory/regulatory requirement, the physical format of the records, or a specific/enduring business need.

Three instances for use:

1. Legislated requirement to retain records. For example: General Ledgers of an organization need to be kept permanently but the Archives does not need to collect them.
2. Format of record is not conducive to The Rooms Provincial Archives facility - The Rooms Act S. 21. (4.1) states the following "In those circumstances when an archival record is such that it is not practical or feasible to store it in the archives, the director may designate another site as the official repository for that record." (i.e., rock samples)
3. Vital records - A vital record is an electronic or paper record that is essential for preserving, continuing or reconstructing the operations of an organization and protecting the rights of an organization, its employees, its customers and its stakeholders. (Source: ISO 27031:2011)

### Process

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#### Department or other public body consults with OCIO and Archives

- Normally this would come to light as part of Records Retention and Disposal Schedule (RRDS) development when the Government Records Archivist (GRA) is doing archival appraisal of the schedule.
- Public body identifies records that meet one or more of the criteria listed above and engages Office of the Chief Information Officer's (OCIO's) Information Management (IM) Advisory Services team and The Rooms Provincial Archives in preliminary discussions to determine whether or not the request is feasible.

- Once consensus has been reached between the IM Advisory Services and The Rooms Provincial Archives that one or more of the criteria listed above satisfies the conditions in which the retention period is warranted the department or other public body must prepare and submit justification for the retention to the GRC.

**Department or other public body provides justification to Government Records Committee (GRC)** \_\_\_\_\_

- Public body must prepare and submit justification for the retention. If legislative requirement, public body must cite appropriate legislation, including any relevant sections.
- Public body must identify how they will manage these records to ensure long term preservation.

**Things to Consider When Managing Program Administration Records**

- What are the operational, legal and regulatory administrative requirement (s) for retaining the records?
- Does the record series have access issues that affect the series being available to public researchers?
- What controls are in place for managing the records to ensure authenticity, reliability, integrity and usability?
- Who is responsible for managing the records?
- What are the storage requirements (physical/electronic) for long term storage?
- Are there adequate resources (tools, equipment, skilled staff etc..) to properly manage the records for long term preservation?

For questions related to the GRC and its process contact GRLM@gov.nl.ca. General inquires can be directed via email to IM@gov.nl.ca.

**Supporting Materials**

POLICY—Information Management and Protection Policy  
<https://www.gov.nl.ca/exec/ocio/files/im-im-ip-policy.pdf>

**Version History**

(OCIO Ref. DOC02140/2018)

Version 1	2012-10-25
Version 2	2018-08-10
Version 3	2021-03-29

