

# IM Advisory—Transferring Records to the Provincial Records Centre

## Overview

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The Provincial Records Centre (PRC) is operated by the Office of the Chief Information Officer (OCIO). The PRC provides secure storage for the following classes of scheduled semi-active Government records:

- Vital Records that are identified as either crucial to a mission critical business operation or essential for the continuation of an organization during or following a disaster.
- Records for which the legal or operational needs of the department or other public body dictate that custody and/or control of the information must remain within government.
- Records which, due to their enduring value or historical significance, are to be transferred to The Rooms Provincial Archives Division when no longer required by the department or other public body when space is available. These records will be stored for a defined shorter period to be discussed prior to inclusion into the PRC.
- Records which have longer than usual semi-active retention periods may be considered, to lessen the burden of storage costs on departments and other public bodies.

A Records Transfer Form must be completed when transferring records to the PRC. This ensures that all records are captured appropriately, detailing the retention and disposition requirements and any unique identifiers to facilitate retrievals.

## Advice

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- Consult with PRC staff before beginning the transfer process to:
  - Verify that records fall within the PRC requirements.
  - Ensure space is available for storage. Note that an individual transfer must not exceed 100 boxes.
  - Schedule a date for transfer.
  - Establish a PRC Client Chart of Authority (COA) for access to records.
- Records must be boxed as per the IM Advisory Preparing Paper Records for Offsite Storage.
- Ensure boxes awaiting transfer are locked in a secure location.

- Engage a reputable vendor to physically transfer records. Accompany vendor while boxes are loaded and verify that security measures will be in place during transit. There may be standing offer agreements in place for such services and departments and other public bodies should consult internally with those responsible within their organization.
- Forward completed forms to the PRC via email to [GRLM@gov.nl.ca](mailto:GRLM@gov.nl.ca) prior to transfer to ensure acceptability and to confirm shipment date/time.
- PRC staff will process boxes as they arrive.

## The Records Transfer Form

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Reminder: Always use the updated Records Transfer Form located on the PRC webpage on the OCIO website; Forms must be completed electronically as handwritten forms are not accepted; and a complete and accurate Records Transfer Form must accompany the request.

### Part 1 - Records Centre Use Only

- o This section of the form is completed by PRC staff, and returned to the department or other public body.
- o This section will include tracking and location information required by the department or other public body to request records in the future.

### Part 2 - Departmental Information

- o **Department / Public Body / Branch / Address:** Identify the organization and unit that is responsible for the records.
- o **Records Custodian / Email / Phone Number:** Identify the name and role of the employee responsible for the records.
- o **Requestor Name / Email / Phone Number:** Identify the employee that has initiated the transfer. This may be different from the records custodian.
- o **Record Series Title:** Use the title assigned on the department's relevant Records Retention and Disposal Schedule (RRDS).
- o **Schedule Number:** Identified on the RRDS.
- o **File Date Range:** Provide the dates contained within the box as indicated on the file list.
- o **Disposal Date:** Calculate this date based on the date of the records retention timeline as indicated on the RRDS. The PRC will not accept records without a disposal date.

- o **Departmental Box Number:** The unique identifier assigned by the department or other public body for its own tracking purposes.

### Part 3 - Records Transfer List

The top section of this form will be populated from the fields in page one of the form above.

- o **Dates of Records:** Indicate the date range in the YYYY-MM-DD format.
- o **File Title:** Provide a detailed list of file titles. It is important that box contents can be matched accurately to this listing in the event that the department or other public body requests access to an individual file.
- o **File Numbers:** Identify specific file numbers (if applicable).

For more information on Transferring Records to the Provincial Records Centre contact the PRC by phone or email.

#### Provincial Records Centre

Phone: 709-729-3628

Email: [GRLM@gov.nl.ca](mailto:GRLM@gov.nl.ca)

#### Supporting Materials

POLICY—Information Management and Protection Policy

<https://www.gov.nl.ca/exec/ocio/files/im-im-ip-policy.pdf>

FAQ—Provincial Records Centre (PRC)

<https://www.gov.nl.ca/exec/ocio/files/faq-provincial-records-centre-prc.pdf>

#### Version History

(OCIO Ref. DOC01730/2017)

Version 1      2012 02 01

Version 2      2021 03 29

