The Management of Information Act (MOIA)requires departments and other public bodies to create such records as are reasonably necessary to document business activities, operations and decisions. Departments and other public bodies must regularly review and assess organizational business functions to ensure the required processes for the creation of records to document important decisions are implemented, practiced, and monitored.

This Records Assessment Form Template has been developed to enable an individual to assess business activities within their area of responsibility for the purpose of identifying associated records.

**Instructions:**

**Step One:**

Make a list of all the business processes that your organization is responsible for.

**Step Two:**

For each of the processes, complete the table below. Additional tables can be added by simply copying and pasting the information below.

# <Add Business Process Name>

|  |  |
| --- | --- |
| **Process Description:** | <add description here> |

| Records and Information Assessment | Response |
| --- | --- |
| Identify the business process that resulted in the creation of these records. |  |
| Who initiates the process? Is there a document or piece of information created to initiate the process?  |  |
| What are the steps that occur to complete the process? Are more documents or records created as a result of the process? What are they?  |  |
| What information is required to complete the process? Complete the transaction? Provide the service? |  |
| Are records scanned into the Electronic Content Management System? Who performs this function? What happens to the original paper?  |  |
| Who is involved in this process? Internal staff? Other Government Departments? External Stakeholders? |  |
| Who is responsible/accountable for the execution of this process? |  |
| How often does the activity/process occur? Daily/Weekly/Monthly?  |  |
| What is the anticipated volume? |  |
| Is the process regularly scheduled?  |  |
| Is the process related to a larger program? Identify is applicable.  |  |
| What is the outcome of the process? How is this documented?  |  |
| Once the process is complete, how often do you need to access the records? Is it more than once every 3 months? 6 months? Maybe Never?  |  |
| Are the records physical, electronic or both? Where are copies of records retained?  |  |
| How are the records organized? Is the same organization applied to all formats?  |  |
| Who is responsible for keeping records organized?  |  |
| Is the organization of the records documented anywhere?  |  |
| Are there any specialized media (e.g., video, audio, photos, negatives)  |  |
| Is there an IT system/application related to these records? Identify it and provide a contact name.  |  |