



Office of the Chief Information Officer

Guideline

Managing the Records of External Public Bodies

Governance

Authority: Office of the Chief Information Officer

Audience: Information Management professionals and other resources responsible for the implementation and operation of a records and information management system (also referred to as an Information Management Program) within a department or other public body, as defined in the Management of Information Act.

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1.0 Overview

The Management of Information Act (MOIA) mandates that each department or other public body implement a records and information management system (also referred to as an Information Management (IM) Program) to manage records. The Office of the Chief Information Officer (OCIO) administers the MOIA by providing guidance to departments and other public bodies to increase overall IM capacity.

The MOIA is the primary legislation that prescribes requirements for the management and protection of government records and information. Government records include any media capable of capturing information including paper records, electronic records, email messages, system data, etc. **The value of a record is dependent on its significance to the event, transaction, activity or process to which it relates and not to its format.**

A department or other public body must be able to produce government records to demonstrate how it carried out its mandate. The burden rests with the department or other public body to identify, manage and protect the government records necessary to meet compliance, accountability and transparency requirements.

The MOIA requires authorization of the Government Records Committee (GRC) to dispose of a government record. Note approval from the GRC is not required for the secure disposal of transitory records when assessed as low-value and the initial purpose for their retention is no longer valid. This protects departments and other public bodies by providing a legal authority to dispose of records. Internal disposal processes are encouraged to ensure there are no known legal issues that require a delay of the disposal (e.g. ongoing litigation, information request made under the Access to Information and Protection of Privacy Act (ATIPPA, 2015)). The GRC requires public bodies have an approved Records Retention and Disposal Schedule (RRDS) to manage their government records. Disposition includes records assessment, retention, destruction, deletion, transfer to The Rooms Corporation, Provincial Archives Division for permanent preservation and in rare cases retention by the department or other public body.

Section 2(d) of the MOIA establishes which public bodies must follow this legislation and does not distinguish based on their size, budget or complexity. A listing of the public bodies to which the MOIA applies is located on the OCIO website.

Section 6 of the MOIA provides the following direction to the permanent head of a public body:

(1) A permanent head of a public body shall develop, implement and maintain a record management system for the creation, classification, retention, storage, maintenance, retrieval, preservation, protection, disposal and transfer of government records.

(2) A system required under subsection (1) shall provide for retention periods and disposition by: (a) destruction, or (b) transfer to the archives, in accordance with the guidelines and schedules established by the GRC.

(3) A permanent head of a public body shall ensure that the retention, disposal and removal of public records is carried out in accordance with this Act.

Guidelines are recommended actions and general approaches that can guide operational behaviors as they are generally a description that clarifies what should be done and how to achieve the objectives set out in policies, directives and standards. Guidelines are not compulsory, although recommended.

This policy instrument will be reviewed and updated as required. Incidental revisions, which may be required from time to time as a result of changes in operational requirements, legislation or other policies, will be made in a timely manner as necessary.

2.0 Purpose

This guideline provides departments (reporting entities) with external public bodies (small entities) and those responsible for administering the small entity with an approach to assess and demonstrate compliance with the MOIA.

This guideline includes elements or issues to consider when assessing IM program needs within a small entity only. Features that may determine whether a public body is considered small include but are not limited to:

- May not have the operational need or resources to support independent/internal IM or IT services.
- May not receive centralized Government of Newfoundland and Labrador administrative (e.g. Finance, Human Resources) or IT (e.g. government network access, application support) services.
- May be a Category 2 or Category 3 public body under the Transparency and Accountability Act.

A public body's IM program, regardless of organizational size, should ensure:

- Complete, accurate and reliable records are created and managed to demonstrate the activities undertaken by the public body to meet its mandate.
- Sensitive information, including information that is defined as personal or exempt from public access as per the ATIPPA, 2015, is used, shared and stored in an appropriate manner.
- Information and records must be securely disposed when the public body has met all operational and legal requirements for retention. Disposition includes records assessment, retention, destruction, deletion, transfer to The Rooms Corporation, Provincial Archives Division for permanent preservation and in rare cases retention by the department or other public body.
- Information processes should support sufficient compliance and monitoring of the IM activities completed by the small entity.

3.0 Definitions and Acronyms

A complete listing of terms are located on the OCIO website - Information Management and Protection (IM&P) Glossary of Terms.

Government Records Committee (GRC) – The Government Records Committee is the official body mandated to:

- Review and revise schedules for the retention, disposal, destruction or transfer of government records;
- Make recommendations to the minister respecting public records to be forwarded to The Rooms Corporation, Provincial Archives Division;
- Authorize disposal and destruction standards and guidelines for the lawful disposal and destruction of government records;
- Make recommendations to the minister regarding the removal, disposal and destruction of records. (Source: MOIA)

Information Management – Information Management (IM) is the field of management responsible for establishing and implementing policies, systems, and procedures to capture, create, access, distribute, use, store, secure, retrieve, and ensure disposition of an organization’s records and information. (Source: ARMA)

Information Technology – Information Technology (IT) is the development, maintenance, and use of technology to acquire, process, store and distribute digital information. (Source: ISO/IEC 19770-1:2017)

Record – A correspondence, memorandum, form, paper, parchment, manuscript, map, plan, drawing, painting, print, photograph, magnetic tape, computer disc, microform, electronically produced document and other documentary material regardless of physical form or characteristic. (Source: MOIA)

Archival Records – Records that are preserved because of their continuing value. The Rooms Provincial Archives is the organization mandated to collect, preserve, present, exhibit and make available for research the archival records that represent and illustrate the significant history, culture and natural heritage of the province of Newfoundland and Labrador (Source: Rooms Act).

Government Record - A record created by or received by a department or other public body in the conduct of its affairs and includes a Cabinet record, transitory

record and an abandoned record. Disposal of a government record must be sanctioned by a records retention and disposal schedule (RRDS) that has been approved by the Government Records Committee (GRC). (Source: MOIA)

Transitory Record - A government record of temporary usefulness in any format or medium having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. Transitory records can be securely destroyed when no longer of value without authorization of the Government Records Committee. (Source: MOIA)

Vital Record – A vital record is defined as one that is indispensable to a mission critical business operation or a record identified as essential for the continuation of an organization during or following a disaster. Such records are required to recreate the organizations legal and financial status and to support the rights and obligations of employees, customers, shareholders and citizens (source: Making the Transition from Paper to Electronic, David O. Stephens, ARMA International, 2007).

Public Body – As defined in the MOIA, a public body is:

- i) a department created under the Executive Council Act or a branch of the executive government of the province,
- ii) a corporation, the ownership of which, or a majority of shares of which, is vested in the Crown,
- iii) a corporation, commission, board or other body, the majority of the members of which, or the majority of members of the board of directors of which, are appointed under an Act of the province, the Lieutenant-Governor in Council or a minister of the Crown,
- iv) a court established under an Act of the province, and
- v) the House of Assembly and committees of the House of Assembly. (Source: MOIA)

Records Retention and Disposal Schedule (RRDS) – A records retention and disposal schedule is a legal document that guides the management of a government record. A RRDS will define the content of the record series or types, link the records to the organizational unit and business process, dictate how long the records need to be retained in active and semi-active storage to meet operational and legislative requirements, and authorize the disposal of information in a legal manner including either secure destruction or transfer to the Rooms Provincial Archives. It can also identify vital records that need to be permanently retained by a department or agency.

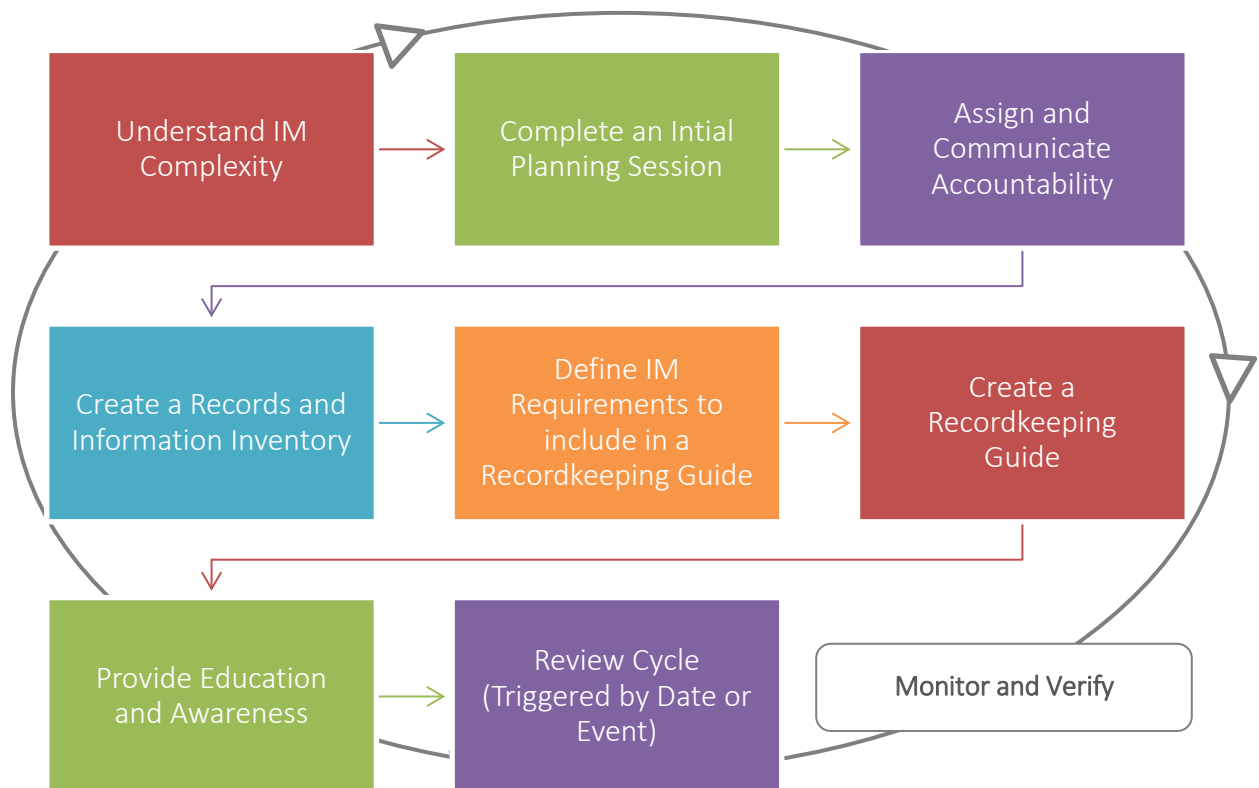
The table below includes common abbreviations used by OCIO as well as acronyms found within this document.

Abbreviation	Description
ATIPPA, 2015	Access to Information and Protection of Privacy Act, 2015
CRIMS	Corporate Records Information Management Standard
GRC	Government Records Committee
IM	Information Management
IM&P	Information Management and Protection
IP	Information Protection
MOIA	Management of Information Act
OCIO	Office of the Chief Information Officer
RRDS	Records Retention and Disposal Schedule
OTD	One Time Disposal

4.0 Recommended Approach

To assess and implement IM program components necessary to meet and show compliance with the MOIA, departments and small entities must manage records throughout the information lifecycle. Departments and small entities must undertake basic IM activities, understand their records, establish their requirements and develop processes to properly manage information. For some small entities, this approach may be less formal and documentation may be minimal. Activities recommended may include but are not limited to:

- Understand IM Program Complexity
- Complete an Initial Planning Session
- Assign and Communicate Accountability
- Create a Records and Information Inventory
- Define IM Requirements to include in a Recordkeeping Guide
- Create a Recordkeeping Guide
- Provide Education and Awareness
- Review Cycle (triggered by date or event)
- Monitor and Verify



4.1 Understand IM Program Complexity

Many variables, such as size of the organization/committee, sensitivity of the information generated/received, public body type and business mandate, influence the level of complexity required in an IM Program necessary to comply with the MOIA.

4.1.1 Organizational Size

Public bodies that are large (e.g. Memorial University, Regional Health Authorities, etc.) maintain full corporate, administrative and information technology (IT) services. As such, IM program requirements are detailed and resources can be made available to meet them internally. For these public bodies the OCIO recommends use of the GuideBook, also known as the Guide to Information Management for Public Bodies, to develop a comprehensive IM Program.

Many smaller public bodies do not have internally supported corporate, administrative and/or IT services. These public bodies take direction on administrative requirements from the departments to which they report. This guideline provides an approach for departments to support these small entities on their IM requirements, which will enable the small entity to fulfill their obligations under MOIA. For those public bodies which are small and have less complexity, the OCIO recommends use of the Record Keeping Guide to develop their IM Program.

4.1.2 Sensitivity of Information

Some entities have a very limited mandate that may not affect the personal lives of citizens or significant interests of businesses. However, some entities may be required to create and maintain documentation that contains personal (e.g. names, addresses, birthdates, medical information, etc.) or commercially sensitive information (e.g., tax records, business secrets, etc...). This type of information may require a more developed and secure IM program.

4.1.3 Public Body Type

For the purposes of this guideline, the OCIO uses the public body type indicated below to distinguish between the various references to departments and other public bodies (defined in the MOIA) that exist with the Government of Newfoundland and Labrador.

Public Body Type	Description
Reporting Entity (Internal)	Internal public body that is part of core government, i.e. the Department which an external entity reports. Generally a Category 1 entity under the Accountability and Transparency Act.
Large Entity (External)	External public body that: <ul style="list-style-type: none"> — is not a part of core government — supports the corporate, administrative and/or IT services within the organization — reports to a government department (i.e. reporting entity) through the Minister responsible — is generally a Category 1 or large/complex Category 2 entity under the Accountability and Transparency Act
Small Entity (External)	External public body that: <ul style="list-style-type: none"> — is not a part of core government — does not support the corporate, administrative and/or IT services within the organization — reports to a government department (i.e. reporting entity) through the Minister responsible — directed on administrative requirements by the department to which they report — is generally a small/simpler Category 2 or a Category 3 entity under the Accountability and Transparency Act

4.1.4 Business Mandate

IM Program requirements vary depending on the size and complexity of a public body as well as the nature of its mandated functions. For example, a transaction-based organization that processes payments in return for licenses, permits or other services varies greatly from that of a policy-based organization engaged in extensive consultation, research and analysis. The impact to citizens and businesses in the Province should be considered in assessing the IM needs of the entity.

4.2 Complete an Initial Planning Session

A reporting entity (e.g. a government department) has the responsibility to provide a small entity (e.g. committee or board) who reports to the same Minister with guidance on IM compliance requirements. This role may be assigned to a director-level resource in the reporting entity.

Decisions made regarding the engagement of the small entity in the reporting entity's IM program will need to be assessed on a case-by-case basis. Different decisions may need to be made on how best to manage the records of each entity. For example, the records of a tribunal that deals with sensitive personal information will likely need different IM controls than that of a committee that maintains publicly accessible information (e.g. is contained in the annual report, published minutes or would be released under ATIPPA, 2015).

It is recommended that the reporting entity 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. This initial planning session between the reporting entity and its smaller entity is important in order to determine the requirements necessary to complete a Recordkeeping Guide.

4.3 Assign and Communicate Accountability

Under the MOIA the permanent head of a department or other public body (reporting, large and small entities) is mandated to implement a records and information management system (also known as an IM Program). This will typically be a Deputy Minister, Chief Executive Officer, Chief Operating Officer, President or Chief Information Officer in reporting and large entities. Small entities may feature a variety of roles with this level of accountability. For example, it may fall to a Chairperson who is appointed by a Minister to hold this position.

The reporting entity should issue a communication to the permanent head of the small entity to:

- Outline their roles and responsibilities under the MOIA
- Incorporate regular meetings regarding IM matters with the small entity including inviting the small entity representative to join the IM Community maintained by the OCIO
- Identify IM services available to the small entity by the reporting entity, the OCIO, etc.
- Request/communicate assignment of an IM lead from the small entity
- Request the small entity complete a records and information inventory
- Communicate plans to define IM requirements for the small entity

The OCIO’s IM Services Division, specifically IM Advisory Services, are available to assist in developing content for this communication. A template and example have been included in the appendices.

4.4 Create a Records and Information Inventory

One of the first tasks for the small entity will be to identify and list all of the current information holdings and storage location of those records. The OCIO Guideline, Records and Information Inventory, provides useful information for how to complete this task. This inventory will provide a critical input to the requirements process. The OCIO also provides training on how to complete an inventory.

4.5 Define IM Requirements to include in a Recordkeeping Guide

Critical to a good IM Program is getting the right information, to the right person at the right time. Components or issues for consideration when defining IM requirements may include but are not limited to those listed in the below table.

Background	IM Practices and Advice
Mandate Operational Requirements Individual Engagement Funding Sources	Review and Approval Process Location of Work Confidentiality Agreements Record of Authority Record Series Records Creation Record Labelling and Organization Publication Process RRDS and/or One Time Disposal Collaboration Email Usage Storage Secure Destruction Termination Services provided by the Public Body

Reviewing each of these pieces will allow a more efficient completion of the Record Keeping Guide. Each of these elements is discussed in the sections which follow. Small entities should reflect on these elements to determine which are the most important and relevant to their role and discuss with their reporting department if needed.

4.5.1 Background



Mandate:

Overview of the small entity’s mandate as outlined in annual reports or other documentation provided by the IM lead from the small entity.

Operating Requirements:

Does the small entity operate on a full-time or part-time basis. Numerous small entities are established to operate on a part-time and/or on demand basis (e.g., council, committee or tribunal).

Individual Engagement:

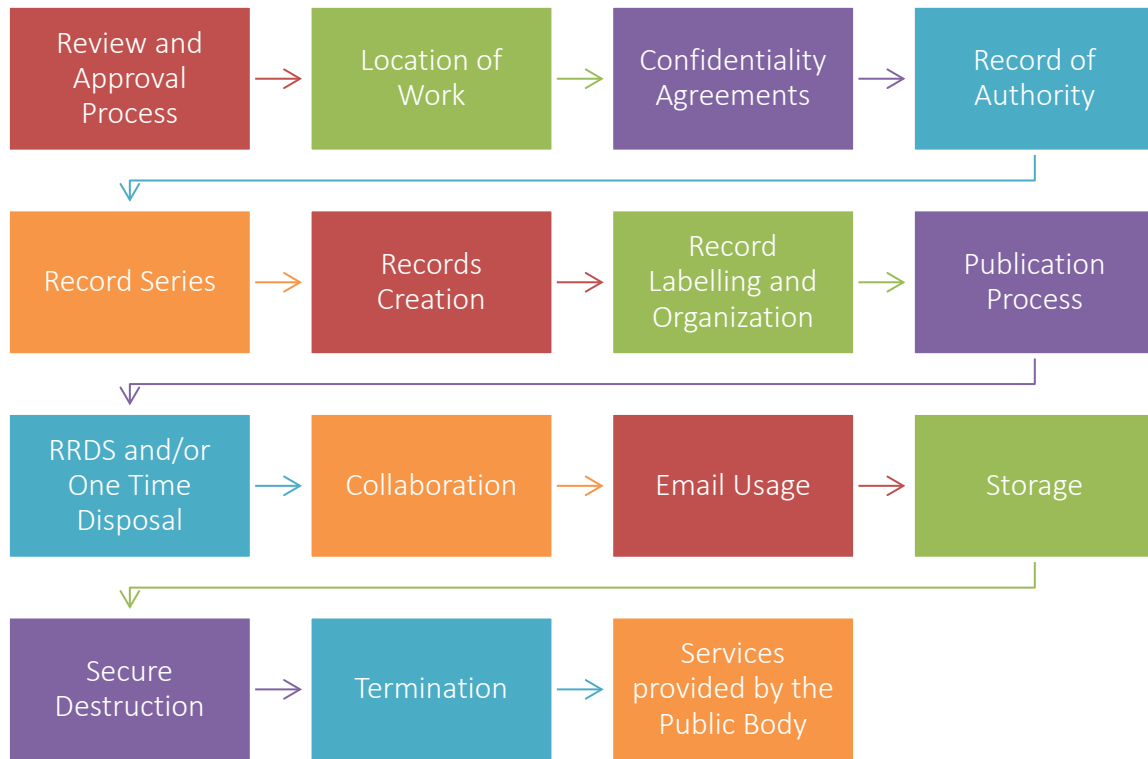
Small entities benefit from the ability to engage the public in participation. This often means that individuals engaged to perform work on behalf of the small entity may or may not have an employment contract with a public body. It would be helpful in determining requirements to have:

- A general idea of the type of engagement the individuals typically have – employee, volunteer, term-based, etc.
- A public sector employee that participates as a part of their assigned work duties? If so then this individual may have access to the government network and/or IT resources. Is it appropriate for this individual to be assigned accountability for retention and storage of records?

Funding Sources:

Small entities may be funded outside the provincial government. For example, the federal government may provide funding and may impose record creation and/or reporting requirements.

4.5.2 IM Practices and Advice



Review and Approval Process:

Identify who will be engaged to approve IM program deliverables such as the RRDS, and identify who is responsible for implementing deliverables. Ensure this resource and others supporting IM have the necessary support and training to start the IM program for the small entity. The OCIO’s Guideline – Information Management Governance, Accountability and Organization provides additional information and resources.

Location of Work:

The small entity may or may not have a dedicated work location. It may rely on the use of public buildings or alternatively it may procure locations from private sector (e.g., conference centre, hotel meeting space, etc.) to hold meetings or collaborate on deliverables. From an IM perspective, this may mean that there is no onsite storage location for records. The small entity will need clear guidance on the use of public space to complete work, use of portable information storage, safe meetings, how and where to safely store records, and overall treatment of records in storage.

Confidentiality Agreements:

When an individual is engaged in the work of the small entity, are they required to sign a confidentiality agreement? If so, does this agreement reference records and information?

Does it need to be modified to accommodate the IM program requirements? The IM representative should ensure such documents are properly managed.

Record of Authority:

Who will be responsible for retention and storage of records and information? The small entity will need to advise each member what his or her requirements are in relation to IM. The objective of the IM program is to ensure the retention of a complete, accurate and reliable record of authority. Depending on the type of engagement individuals have with the small entity, there may be copies of information held by those individuals externally. Guidance needs to be clear on where the records are and what individuals should do with copies. Copies of sensitive information, for example, may not be permitted and/or individuals may be advised that such records should be returned to the small entity for secure destruction.

Record Series:

What records series are generated by the small entity? Follow up with knowledgeable individuals on the content of the inventory to identify the record series maintained by the small entity. Some complex record series may require the identification of records series secondary and tertiary subseries.

Records Creation:

Based on the record series and subseries, it is important to identify what records are created to support the processes of the small entity. An Assessment Template is included in the appendices to assist. Use the results to identify which records need to be retained to support compliance, accountability and transparency requirements. Where appropriate, create forms and templates to be used by the small entity. IM Advisories are available on the OCIO Website provide links to guide individuals on appropriate records creation for:

- Executive Records
- Program Administration
- Case Files
- Meeting Records
- Note To File

Record Labelling and Organization:

Based on the record series provide instruction on how the records should be labelled and organized.

Publication Process:

Under the Rooms Act, the Legislative Library is the official repository for all published materials. Public bodies, both large and small entities, can transfer up to three copies of published materials to the legislative librarian for permanent retention. Based on the assessment of the record series and creation requirements it is possible that many records that need to be retained are published and therefore transferred to the legislative library. All records must still be assessed – the potential for administrative and operational records not transferring to the Legislative Library exists.

RRDS and/or One Time Disposal (OTD):

When ready, the small entity should schedule their records for retention/disposal by using an inventory (complete listing) of their records. Based on the record series, the entity will need to complete the RRDS Template for Operational Records available on the OCIO website. The OCIO's IM Services Division can be engaged to support the process and it is recommended that consultation occur early on in the process. In preparing for this, a small entity's records inventory may reveal a backlog of records that require immediate disposal through a pre-approved RRDS that already exists. In addition, a one time disposal (OTD) inventory can also be completed for a backlog of other records that require immediate disposal but that will not be part of a RRDS. For OTD follow the process outlined on the OCIO website.

Collaboration:

Based on the process analysis, how do the members of the small entity collaborate and communicate? It is likely that individuals rely heavily on email to transfer content and then may save information locally for review/editing. Based on the level of sensitivity (e.g., personal information, health records, etc.) the small entity may decide it needs to develop secure transfer/collaboration processes.

Email Management:

Government-issued email accounts should be the standard method used for conducting public body business. However, depending on the engagement of the individual, government-issued email may not be used. Individuals may feel they can rely on the use of personal or other non-government email accounts to complete small entity work - exposing government records to potential lack of access or loss/destruction while in private sector storage. As noted earlier, the OCIO has a clear directive restricting the use of non-government emails for department or other public body work unless there is a well-documented exception process as approved by the head of the public body. The department to which the public body reports (referred to as the reporting entity) will need

to assess the appropriateness of using personal or other non-government email on a case-by-case basis and establish an exception for the small entity if required. Please review the Use of Non-Government Email Accounts for Work Purposes Directive.

Storage:

Storage of electronic and physical records will need to be assessed by a small entity on a case-by-case basis. Clear guidance should be provided to individuals completing work on behalf of the entity to ensure the safety and security of government records. The OCIO has a number of published materials available on the OCIO website to assist.

Storage considerations, which should be discussed with the reporting entity, may include:

- Use of approved public facilities for storage of physical records;
- Third party storage for physical records;
- Individual storage of physical record;
- Storage of government records on the department or other public body's network (e.g., PSNL for public bodies that receive IT services from OCIO);
- Storage of records on private individual home or business network – clear documented, provisions to transition this information to government records needs to be established;
- Where appropriately established based on the types of records, and clear direction is provided to the small entity, use of cloud-based storage; and
- Use of encrypted portable storage devices.

Secure Destruction:

The MOIA requires secure destruction of records including those in electronic media. Secure destruction can be completed onsite or through a vendor as outlined in the OCIO Guideline Disposal of Records.

Termination:

Small entities may have individuals engaged for a set time period after which the responsibilities may be transferred to others (e.g., a new council is appointed). Individuals need clear direction on what happens to any records, tools, equipment, etc. in their possession at the end of the term. Access to any government resources, assets or applications must also be terminated at this time; the reporting department should ensure appropriate procedures are in place in the department, reporting entity, and the small entities for these transitions.

Services Provided by the Public Body:

The reporting entity will need to determine on a case-by-case basis what IM-related services will be provided to a small entity. Many variables may impact the decision making including the requirements defined for compliance, existing engagement of internal employees, provision of other administrative service (e.g., finance, HR), resource allocation and level of sensitivity of information maintained. The services to be provided should be articulated in the business rules or reference document and be approved by any applicable central agency (e.g. Human Resource Secretariat (HRS), Department of Finance) if required.

4.6 Create Recordkeeping Guide

Based on the requirements identified in the Define IM Requirements to include in a Recordkeeping Guide, the small entity should create a Recordkeeping Guide document that includes the IM requirements for the organization in a centralized authoritative reference document. The Recordkeeping Guide should be provided to all individuals engaged in work on behalf of the small entity. A separate template and example document for a Recordkeeping Guide is available, on the OCIO website, which can be modified to accommodate the small entities requirements.

4.7 Provide Education and Awareness

The OCIO has extensive training and support resources available on the OCIO website. This includes:

- IM@Work: Making Information Management Work for You - This presentation provides general guidance on the MOIA, individual responsibilities and best practices to manage and protect information. It is suitable for all individuals engaged in work on behalf of a public body.
- Reference materials available on multiple topics, which include:
 - Transitory Records;
 - Safe Business Practices,
 - Password Management,
 - Recommended Approaches for
 - Encrypting GNL Files,
 - Email Management, etc.

- OCIO IM Advisories are available on a range of subjects including Meeting Records, Case Files, How to Prepare Records for Transfer.

Provide new members/employees with an Information Management Orientation and an overview of the organization's Recordkeeping Guide. A checklist has been included in the appendices that summarizes some common information management requirements.

4.8 Review Cycle

Assign responsibility for ensuring that the IM program requirements including the Recordkeeping Guide, Inventory and other related materials are reviewed and updated, as required, based on a regular schedule or triggering event (e.g., change of committee members).

4.9 Monitor and Verify

A review and validation of IM compliance, performance and capacity are the mechanisms for monitoring and verifying IM. The practices that make up the Recordkeeping Guide should be validated to ensure the organization continues to remain aligned with its accountability under the MOIA.

5.0 Roles and Responsibilities

Deputy Minister or Permanent Head or Designate

(Department or other Public Body)

- Implement the relevant components within this Guideline for a records and information management system (IM Program or Recordkeeping Guide) across their department or other public body.
- Support their department or other public body's compliance with the MOIA, the IM&P Policy and other policy instruments issued by OCIO, and other relevant organizational IM&P legal and regulatory requirements.

Executive, Director, Manager and other resources responsible for IM

(Reporting Department or other Public Body)

- Issue appropriate direction for managing the records of external public bodies for use within the department or other public body.
- Ensure that all individuals receive training in both OCIO-issued and organizational policy instruments regarding IM&P.

Management and other supervisory staff

(Department or other Public Body)

- Ensure all individuals within the program or service area of responsibility are aware of both OCIO-issued and organizational IM&P policy instruments.
- Provide direction to individuals working on behalf of the department or other public body on managing records as per the organization's mandate.
- When an individual is no longer working on behalf of a department or other public body, it is the responsibility of the individual to which they report to ensure an individual's information has been managed according to the recordkeeping guide.

Individuals

- Comply with the MOIA, the IM&P Policy and other mandatory policy instruments issued by OCIO, and other relevant organizational IM&P legal and regulatory requirements.

Office of the Chief Information Officer (OCIO)

As part of OCIO's administration of the Management of Information Act, the OCIO:

- Recommends to Treasury Board policies for adoption.

- Develops, manages, monitors, and communicates IM&P policy instruments and supporting materials to departments and other public bodies.
- Provides direction on IM&P best practices, resource requirements, organizational structure, recordkeeping systems and IM Programs to departments and other public bodies.
- Assists departments and other public bodies to improve their IM&P capacity.
- Provides IM&P advisory, training and awareness services and support to departments and other public bodies.
- Supports IM forums, committees, and other professional practice communities, consisting of IM representatives from departments and other public bodies.
- Manages the Provincial Records Centre (PRC).
- Provides administrative support to the Government Records Committee (GRC).

In addition, the OCIO will:

- Maintain the Managing the Records of External Public Bodies Guideline and any associated supporting materials.
- Provide education and awareness on creation of an IM Program and Recordkeeping Guide to support compliance with the MOIA for departments or other public bodies.

6.0 Supporting Materials and Version History

Supporting Materials

Below is a listing of supporting materials hyperlinked to the published location.

Management of Information Act

<http://www.assembly.nl.ca/Legislation/sr/statutes/m01-01.htm>

Access to Information and Protection of Privacy Act, 2015

<http://www.assembly.nl.ca/Legislation/sr/statutes/a01-2.htm>

Rooms Act

<https://assembly.nl.ca/legislation/sr/statutes/r15-1.htm>

Executive Council Act

<https://www.assembly.nl.ca/Legislation/sr/statutes/e16-1.htm>

Transparency and Accountability Act

<https://www.assembly.nl.ca/Legislation/sr/statutes/t08-1.htm>

Independent Appointment Commission Act

<http://www.assembly.nl.ca/Legislation/sr/statutes/i02-1.htm>

Public Service Commission Act

<http://www.assembly.nl.ca/Legislation/sr/statutes/p43.htm>

Information Management and Protection Policy, TBM 2018-111

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

Directive - Acceptable Use of the Government Network and IT Assets

<https://www.gov.nl.ca/exec/ocio/files/policies-acceptable-use-it-assets.pdf>

Transitory Records

<https://www.gov.nl.ca/exec/ocio/transitory-records>

Standard – One Time Disposal

<https://www.gov.nl.ca/exec/ocio/im/im-disposal/>

FYI – Encrypting Files

<https://www.gov.nl.ca/exec/ocio/files/im-employees-pdf-fyi-information-protection-7-zip-and-winzip-what-you-should-know.pdf>

Guideline – Managing Departmental Information through the Employment Cycle

<https://www.gov.nl.ca/exec/ocio/files/im-practitioners-guideline-managing-information-employment-lifecycle.pdf>

Guideline – Password Management

<https://www.gov.nl.ca/exec/ocio/files/publications-policies-guideline-password-management.pdf>

Webpage – Records Retention and Disposal

<https://www.gov.nl.ca/exec/ocio/im/disposal/>

Guideline – Information Management Governance, Accountability and Organization

<https://www.gov.nl.ca/exec/ocio/files/im-practitioners-guideline-docs-1-1-governance.pdf>

FYI – Safe Business Practices

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

FYI – Safe Email Practices

<https://www.gov.nl.ca/exec/ocio/files/im-employees-pdf-safe-email.pdf>

OCIO Website

<https://www.gov.nl.ca/exec/ocio/>

Version History

The following table highlights the version history of this document including date issued and version number.

Date (yyyy-mm-dd)	Version
2017-01-11	1.0
2020-09-30	2.0

Appendices

Appendices listed below directly relate to Managing the Records of External Bodies and are published independent of this Guideline on the OCIO website.

Appendix	Title
A	Managing the Records of External Public Bodies – Checklist
B	Quick Reference - Records and Information Management System
C	Records Assessment Form – Template
D	IM Orientation Checklist – Template and Example
E	Recordkeeping Guide – Template and Example
F	Meeting Agenda – Template
G	Meeting Minutes (Sample 1) – Template
H	Meeting Minutes (Sample 2) – Template
I	IM Services Letter to Small Entities – Template and Example
J	Managing My Records – Checklist
K	Meeting Minutes (Oral Briefing) - Template