



Office of the Chief Information Officer

Guideline

Managing Transitory Records

Governance

Authority: Treasury Board Approval TBM 2018-111

Audience: All staff, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties and other persons working on behalf of the Government of Newfoundland and Labrador, including all departments and other public bodies as defined under the Management of Information Act (hereinafter referred to as "individual").

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Notice:

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Forward questions and/or comments related to this document to IM@gov.nl.ca.

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1.0 Overview

The Management of Information Act (MOIA) mandates that departments and other public bodies implement a records and information management system (also referred to as an Information Management (IM) Program) to manage records. Departments and other public bodies rely on records to provide documentary evidence of the programs and services they operate on behalf of government. Complete and accurate records are necessary to demonstrate transparency and accountability to the public.

It is essential to retain government records that document business decisions and have operational, financial, legal or historical value. However, it is equally important to regularly dispose of low-value and duplicate records, referred to as transitory records.

These low-value transitory records detract from an organization's ability to focus on and manage high-value records, which constitute the evidence of their business activities.

Responsible management of low-value or transitory records increases the overall quality of records maintained. It permits efficient records storage and maintenance, minimizes search and retrieval time, enhances operational effectiveness, reduces discovery costs and improves information reuse and collaboration opportunities.

Individuals directly engaged in business processes are in the best position to decide if records are transitory as they are most familiar with the context or use of the record. Given the distributed nature of recordkeeping in an electronic environment with individuals accessing email, network shares, systems and portable storage devices, once these records are assessed for value, these individuals are also in the best position to securely dispose of these records as a regular course of business.

The OCIO's Transitory Records Directive requires all individuals to identify and manage these records as a regular course of business and encourages the ongoing secure disposal of transitory records.

This Guideline applies to all government departments and other public bodies as defined under the MOIA and issued under the authority of the Information Management and Protection Policy (IM&P) Policy. The IM&P Policy establishes the foundation for development of all IM&P policies, directives, standards, guidelines and procedures by the OCIO and provides the OCIO with a comprehensive approach in addressing IM&P Policy governance.

Guidelines are recommended actions, general approaches and operational behaviors. Guidelines are generally a description that clarifies what should be done and how to achieve the objectives set out in policies, directives and standards. Guidelines issued by OCIO provide a recommended approach and are not compulsory. 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

The purpose of this Guideline is to provide individuals, departments, and other public bodies with guidance on how to identify and manage transitory records as a regular course of business.

Decisions regarding transitory records which are not clear should be made in consideration with immediate managers/supervisors and, where required, in conjunction with staff responsible for IM within the department or other public body. If necessary consultation with OCIO, IM Services can also occur.

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.

Authoritative Record – A record of authenticity, reliability and integrity created by or received by a department or public body that can be depended on because its contents can be trusted as a full and accurate representation of the activities, which it attests.

Individual – For the purposes of OCIO IM policy instruments the definition of individual refers to all staff, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties and other persons working on behalf of the Government of Newfoundland and Labrador, including all departments and other public bodies as defined under the Management of Information Act.

Office of Primary Responsibility – The Office of Primary Responsibility (OPR) is the organization and/or position within an organization that is responsible for maintaining the integrity of a record (Source: CRIMS).

One Time Disposal – A One Time Disposal (OTD) is an alternative to the use of a records retention and disposal schedule to dispose of a backlog of inactive records. This option may be used when records are the result of an activity no longer in progress (e.g., organizational unit, service or function that no longer exists) or where the value of the records supports a high-level decision on their disposal (e.g., administrative records that are 7+ years old). The process includes an inventory of the records and the submission of an OTD Submission Form to the Government Records Committee.

Public Body – As defined under 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)

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)

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)

Record series – a group of records (regardless of format) arranged according to a common filing system or grouped together because they relate to a particular subject or function; result from the same activity or document the same type of transaction. Record series should be able to be grouped under a common title and should have a common retention and disposal plan.

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

Abbreviation	Description
OCIO	Office of the Chief Information Officer
OPR	Office of Primary Responsibility
OTD	One Time Disposal
PSN	Public Service Network
RRDS	Records Retention and Disposal Schedule

4.0 Recommended Approach

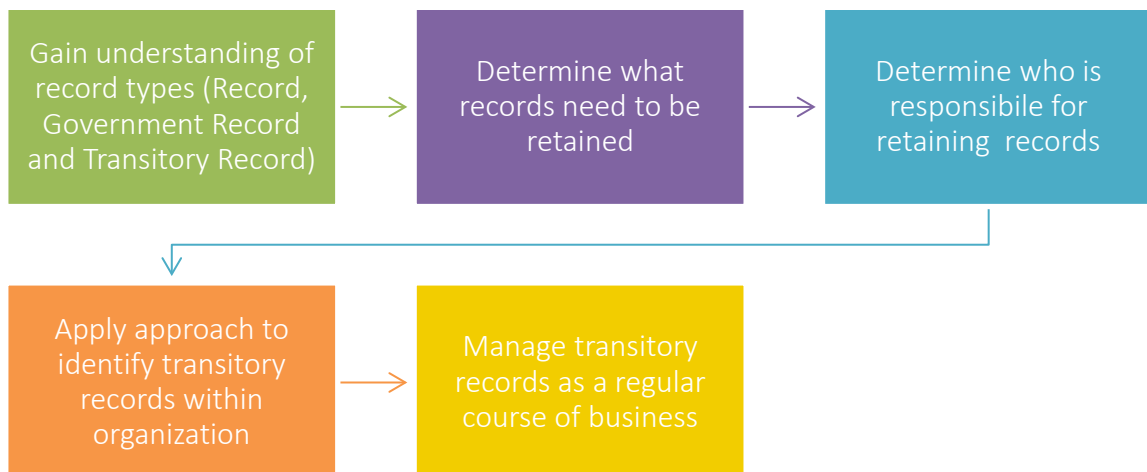
Individuals who create and manage records need to understand the context and value of records in relation to administration, program and/or service delivery. They are in the best position to decide which records to retain as government records and which are transitory. It is important that this decision making process be incorporated into the regular course of business.

Individuals are required to follow department or other public body guidance on transitory records. The examples provided in this document are generalized statements that may or may not apply in the same manner across the variety of business processes within departments or other public bodies. Departments and other public bodies may find that transitory records require further direction due to the unique records created by the organization.

Departments and other public bodies may find they need to develop their own internal policy instruments to support appropriate management of transitory records unique to their organization. Individuals or organizations in analyzing records can use the process, which follows.

The following approach supports transitory records management:

1. Gain understanding of record types
2. Determine what records need to be retained
3. Determine who is responsible for retaining records
4. Apply approach to identify transitory records
5. Manage transitory records as a regular course of business



4.1 Gain understanding of record types (Record, Government Record and Transitory Record)

The MOIA mandates that each department or other public body have a records and information management system (also referred to as an IM Program). While overall accountability for IM rests with the permanent head, individuals must ensure the business activities completed on behalf of the department or other public body are recorded, managed and protected.

Understanding the various types of records will help individuals in ensuring proper management of those records.

Record

A record is information created, received and maintained as evidence and as an asset by an organization or person. Records are created in the pursuit of legal obligations or in the transaction of business. Individuals need to assess their information holdings to ensure they are properly managing their information. This includes the regular review and assessment of their information to determine what must be retained and what information can be identified for secure disposal.

Government Record

Government records, include any media capable of capturing information including paper records, video/electronic records, email messages, system data, etc. and in any location including physically on premise or in the cloud. The assessment of a record's type is dependent on its significance to the event, transaction, activity or process to which it relates and not to its format. Government records are not the property of the individual, and therefore must be kept unless determined to be transitory or properly authorized for disposal.

The disposal of a government record must be authorized by the Government Records Committee (GRC) and documented as a part of the department or other public body's IM program requirements. The additional steps required to dispose of a government record ensure that the

- i) disposal is legal and authorized; and
- ii) there are no known legal issues (e.g., ATIPP, 2015, or legal hold requirement, etc.) that require a delay in disposal.

Transitory Record

In today's work environment, information is easily generated, shared and stored in multiple locations. Individuals often decide how/if records will be retained and disposed of (e.g., email messages). Multiple versions of information are often retained in email (e.g., Inbox, Sent Items, etc.) and on network file shares.

Identifying a record defined as transitory means the record has no enduring, legal or operational value. As per the MOIA, individuals are permitted to dispose of transitory records (assessed as low-value and the initial purpose for their retention is no longer valid) so as not to impose an unnecessary recordkeeping burden for a department or other public body. However, individuals are not permitted to dispose of non-transitory government records unless identified on an approved records retention and disposal schedule (RRDS) or One Time Disposal (OTD) or using the Corporate Records Information Management Standard (CRIMS).

The content and context determines whether a record is transitory; not its format. Even where a record is considered transitory, the content may still contain personal or confidential information. This means that safe handling and secure disposal is essential.

4.2 Determine what records need to be retained

The first step in identifying transitory records is to determine which government records are necessary to meet operational and legal requirements. All records created and received by individuals in the course of their duties on behalf of a department or other public body, are the property of that department or other public body.

If there were a legal issue, audit or access to information request made regarding a program or service, a department or other public body would need sufficient records to provide evidence it met its mandate. The documentation required varies depending on the programs and services in question. Potential sources for this information include but are not limited to:

- Legislative requirements may detail information about the program, service or record requirements. A listing of legislation and regulations is available on the House of Assembly website;
- Industry standards available through professional associations may detail requirements for records (e.g., International Financial Reporting Standards for

financial records, Project Management Body of Knowledge for project management records, etc.);

- Existing organization-wide requirements or practices may already define record requirements (e.g., Occupational Health and Safety Reporting forms, Communications Templates, etc.); and
- Operational requirements dictate what is needed to document a transaction or provide a program or service (e.g., a client's name, address and phone number are required to issue a payment or to provide a service) and this information must be recorded.

Example:

Note books and other note-taking journals/software would need review by the individual keeping the notes to ensure that the information contained is captured in another recordkeeping system if it is needed to establish an operational decision, document an action, or for other operational or legal purposes. In these cases, the information should be copied or captured into that other recordkeeping system. Once complete, the note book itself may be assessed as transitory and could be securely disposed.

Knowing an organization's core lines of business is necessary in identifying whether records are considered government records and need to be retained versus those that can be considered transitory records and can routinely be securely disposed.

4.3 Determine who is responsible for retaining records

Today's collaborative processes can often result in multiple copies and drafts of a document before it reaches its final version. The ability to collaborate using email or other tools to develop communications or updates results in a large volume of information that, once reviewed, is often transitory. Implementing clear processes on who is responsible for filing final version of records in the divisional, departmental or public body filing system and disposing of draft and non-file materials can assist public bodies in managing transitory records.

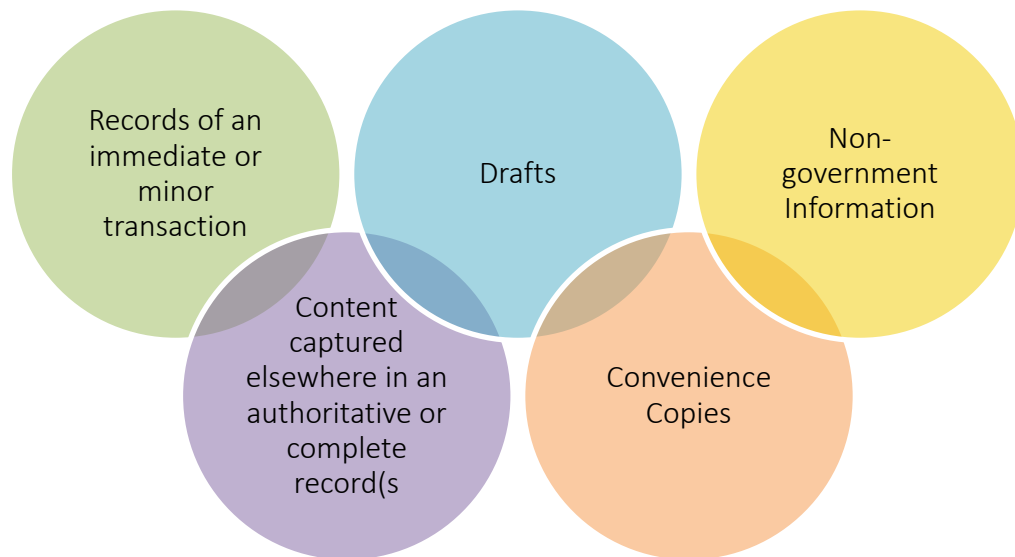
4.4 Apply approach to identify transitory records within organization

Identifying transitory records is an important step in minimizing the volume of temporary value records. Disposing of transitory records relies on an individual's assessment of the

value of information to their organization and the context in which the information is used. There are general guidelines on records often assessed as transitory.

The below examples are provided to assist individuals in developing their assessment skills and are not intended to be a definitive list. In some circumstances, these examples could form an important part of a government record and warrant retention. For example, at times, a copy of a document may be considered transitory (the original is managed by an appropriate individual or group). At other times, a copy may be considered a government record (e.g., the nature of information in the copy could be evidence used to support a thought-process or used in decision-making) and should therefore be retained to provide further rationale to explain an approach used in making a decision that may provide longer-term value to understanding.

General categories of records often determined to be transitory could include, but not limited to, the following (which are described in more detail in the sections that follow):



4.4.1 Records of an immediate or minor transaction

Records in this category have short-term value and are not meant to be retained or preserved in documenting the mandated functions or activities of a department or other public body. Once reviewed or used, these records are no longer required to demonstrate how a department or other public body met its mandate. These documents are minor in nature and have no future reference or administrative value (i.e., the individual no longer needs the information in the record and does not anticipate needing it in the future).

It should be noted that in most work, daily activities are routine (e.g., processing an application). Often, there are services that provide immediate transactions (e.g., issuing a license). The routineness or immediacy of a document does not establish a record as transitory, rather it is the relevance to documenting the service as a whole.

Example:

In processing an application for a license, the original application, copy of the receipt issued to the applicant and the confirmation of the license issued are records that likely need to be retained. Any duplicates of the application or other draft documents of the applicant interaction or service, draft of the email to notify the applicant, etc. may be determined to be transitory. In this instance,

- i) the individual processing the application may never need to refer to the records again for operational purposes;
- ii) however, the department or other public body may have a legal obligation to be able to produce these records at a later date.

Records in this category may be necessary to facilitate mandated functions, but are not required to document the final program, service, activity or transaction. For example, when organizing a divisional meeting there may be many email messages and other information used to book a room or venue, clarify dates with participants, organize content and verify equipment. These records are unnecessary once the meeting has occurred. Other examples may include but are not limited to:

- Booking meetings, equipment and travel where such information is not needed for remuneration or reimbursement of expenses;
- Material copied or forwarded for reference (e.g., PSN messages, departmental or team updates, etc.) no longer needed once reviewed;
- Unsolicited information (e.g., advertising, publications, catalogs, etc.);
- Routing slips or envelopes used to transmit information including items such as a minor administrative comment (e.g., I will attend the meeting);
- Emails used to route information where the timestamp of receipt is not needed (e.g., updated document is attached);

- In-transit or logistical updates (e.g., I’m on my way, the meeting is moved to another location); and
- Typing correction or formatting instructions.

The government records that may need to be kept would potentially include: the final content, presentations, agenda/minutes, participant list and handouts.

4.4.2 Content is captured in an authoritative record(s)

Records in this category contain information captured in an authoritative record and do not contribute additional information to support a better understanding of the event, activity, program or service being documented. These records may be part of the development of the authoritative record, but are not themselves significant in relation to the other records available and are not required to meet mandates, provide evidence of business activities or sustain operations. As this information is contained in an authoritative record, it may be unnecessary for the organization to separately retain supporting materials. Examples of these types of materials may include but are not limited to:

Supporting Materials
Working papers or supporting materials used in preparation of and with content captured in a subsequent record which will be retained
Personal notes used to develop record content, initial plans, ideas, outlines, designs, etc.
Messages that contain content encapsulated in another record (e.g., exchange of draft documents between collaborators, the content of which is contained in a final report)
Non-relevant reference material or research deemed to be inconsequential
Notes on the purpose, scope or content of a record in the planning or development stages
Printouts and extracts from databases

4.4.3 Drafts

Drafts are a sub-component of the above noted content captured in an authoritative record category. Drafts or versions may be critical to the collaborative process but

unnecessary when the final copy or authoritative record is available as the final record captures the intent in the drafts. For example, communications such as news releases, executive correspondence or website content may produce multiple drafts. Work is prepared at an operational level, circulated to stakeholders for agreement and then approved by the appropriate individual. It is important to be able to determine the final authoritative record that was approved and released to the public. In such cases, a decision may be made to securely dispose of all former drafts once the final version is approved.

As a general guideline, the MOIA permits the secure disposal of drafts where the content is included in a subsequent record. From an operational perspective, the retention of multiple drafts may lead to increased confusion over which record is the final or most up to date. All records, including drafts are discoverable and must be produced in the event of a legal issue, audit or access to information request. The retention of unnecessary drafts provides no value to those searching for information and it decreases productivity, as more time is spent trying to find out which draft is the most current.

As with all categories of transitory records, the decision whether to retain a draft must be made operationally on a case-by-case basis at the organizational-level. The decision is based on whether drafts contribute to an understanding of the decision-making or development process. If unsure, an individual can check with staff responsible for IM within their organization.

4.4.4 Convenience copies

Convenience copies are exact duplicates of government records, which are managed by the appropriate individual, division, department or other public body. Convenience copies have temporary usefulness and are usually retained for reference purposes to support communication, administration and collaboration.

Where a convenience copy has been altered and contains high-value additional or new information that is not captured in the final version, it can no longer be a duplicate record but rather an annotated version. This version is not considered a transitory record.

The use of technical tools to create, update and share information often results in multiple copies of information. Many copies of a single record can be easily generated from an individual's desktop computer or mobile device. In many cases, these copies are transitory and should be securely deleted or disposed of as soon as no longer needed by the individual.

There are instances where a copy of information is essential to understanding a process or decision – these are not considered transitory records but rather they are copies of convenience. Over time, these copies will require assessment to determine if this information can be linked to an already existing record.

Convenience copy examples include but are not limited to:

- Exact copy of a government record available in an alternate location and format;
- Copy of a report stored elsewhere temporarily kept with a file until the file is complete and the report is no longer needed as a reference;
- Photocopies of paper records of meeting agendas and minutes that do not contain annotations; and
- Electronic version of a signed document, where it has been determined that the signed paper version is the official government record to be kept and managed.

4.4.5 Non-government information

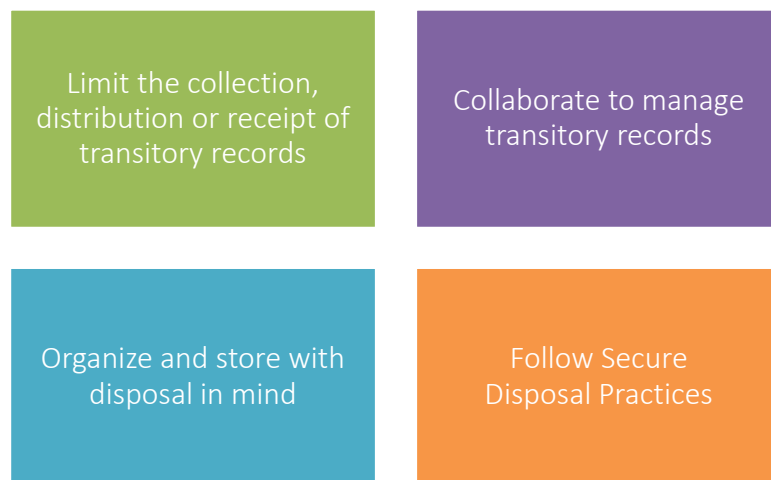
Information considered non-government is not work related and should be deleted or disposed of as soon as the content within has been reviewed. Examples include but are not limited to:

- Non-work related information (e.g., email notifications from a child’s school, junk mail), limited personal messages received at work;
- Copies of personal records (e.g., timesheets) or those related to professional development (resume, learning plan, etc.);
- Reading files;
- Printed publications produced/received for mass distribution (e.g., stock/forms); and
- Departmental or other public body messaging (e.g., jeans day, special events, broadcast messages etc.)

4.5 Manage transitory records

Individuals should regularly dispose of items that they assess to be transitory records as a regular course of business. By promptly disposing transitory information, individuals are better able to identify and recover records more quickly. Transitory records should be disposed of when they are no longer of value, with important exceptions: **if a department or other public body receives a legal hold, audit or access to information request.**

The below graphic, and following sub sections, highlight four areas of focus to assist individuals in managing transitory records.



4.5.1 Limit the collection, distribution or receipt of transitory records

Individuals should have a good understanding of where the highest volume of the records and information they deal with originates. There are actions an individual can take to limit the volume of records associated with these activities or processes. Considerations may include but are not limited to:

- Limit the non-business use of your government-issued email account. The OCIO's Directives (Use of Non-Government Email Accounts for Work Purposes and Acceptable Use of the Government Network and/or Information Technology Assets) prohibit the personal use of government assets that interfere with work duties. Limiting the use of email for personal reasons will greatly reduce the volume of transitory records;

- It is important to remember that messages that involve personal information, unrelated to a program or service in a department or other public body, are transitory and must be securely disposed of immediately;
- Use instant messaging technology internally to communicate routine activities or trivial messages to colleagues. These tools are designed for quick conversations for such instances. Instant messages are not backed-up or retained by government systems; therefore, transfer to an appropriate recordkeeping system is needed if these messages become a Government record. Individuals can use the OCIO's Quick Reference - Transitioning Instant Message Content to a Recordkeeping Format for assistance. Using instant messaging for brief communications or transactions will assist in managing transitory records;
- Do not use your government-issued email address to sign up for services or subscriptions that are not essential to your role within the organization;
- Do not use your government-issued email address for personal reasons; and
- Find alternative tools to engage or inform others to limit reliance on sending mass documents or email. For example,
 - Use the department or other public body's Intranet to communicate updates. Email based communications can still be sent as long as they reference/link to the published content eliminating the need for everyone to retain a copy of the email;
 - Include updates during regular meeting(s) and ensure the updates are recorded in the minutes, eliminating the need to send and retain multiple copies of information updates; and
 - Place updates and reference materials in an accessible central location such as a file share or electronic content management system eliminating the need for everyone to retain a copy.
- Minimize the number of printed materials:
 - modify printer settings to support double-sided printing;
 - present materials electronically where possible; and

- inform meeting attendees to request in advance if paper copies are required.

4.5.2 Collaborate to manage transitory records

Establish a clear understanding across the department or other public body on which individual or organizational unit is responsible for retaining records based on the role of the individual or organizational unit. Consider associating recordkeeping responsibilities in a manner that reflect the most common way that information is handled in the department or other public body (e.g., meeting organizer, secretary, project manager, supervisor, etc.). In situations where recordkeeping may be more complex (e.g., rotating schedule, unique to line of business, etc.) it can be documented by a designated individual. Individuals should not create or maintain multiple copies of any record unnecessarily, regardless of medium. Consider the following options:

- Work with the team or supervisor to determine how versions or drafts will be controlled and which types, if any, need to be retained. Where established, follow established departmental or other public body standards for version control;
- Include a draft control table in the document itself to note the individual, file name, version number and changes. This table can be deleted from the final record;
- Use a watermark in the document to indicate the document is a draft. This must be removed from the final document;
- When working internally, send document references or hyperlinks to drafts for review/comment instead of electronic attachments or paper copies. This will reduce both the number of copies and drafts; and
- Include only those who need to know on an email message or memo. Sending emails or memos to distribution lists and carbon copying to multiple recipients can create unnecessary transitory records.

4.5.3 Organize and store transitory records with disposition in mind

Individuals can create spaces in file locations, physical and/or electronic, where they will keep things of temporary value. These are the documents, emails, copies, drafts, etc. that are known to be transitory for the specific department or other public body and therefore

can be purged when the program, service, activity, transaction, etc. has been completed and final version approved.

4.5.4 Follow secure disposal practices

Transitory records should be securely disposed of as a regular course of business (e.g., daily, weekly, etc.). Once actioned, through secure shred or permanent deletion, the action is typically non-reversible.

Transitory Record Type	Final Check
Records of an immediate or minor transaction	Individuals should verify with their manager or check with the Executive, Directors, Managers and other staff responsible for IM if unsure whether records need to be part of the authoritative record.
Content is captured in an authoritative record(s)	Ensure all necessary content is included in the final record.
Drafts	Know where the final record is retained (i.e., Office of Primary Responsibility (OPR)) and if there are any requirements for drafts to be retained.
Copies	Verify that the record is a copy if uncertain
Non-government information	Follow appropriate use of IT Assets including portable storage devices to store personal information

Transitory records may no longer be of value to the department or other public body but this does not necessarily mean the information contained has no value. Transitory records may contain personal or confidential information the department or other public body has a legal obligation to protect from unauthorized access. The MOIA requires that:

- Transitory records may be disposed of when they are no longer of value, and shall only be disposed of through means which render them unreadable, including secure shredding or in the case of electronic records, secure electronic erasure.

Use of secure shred bins and/or crosscut shredders is recommended for physical records. Individuals should consult their executive, director, manager or other staff responsible for IM in the event they need to dispose of removable media such as diskettes, CDs, DVDs, portable storage devices or other removable media to ensure proper secure disposal.

5.0 Roles and Responsibilities

Deputy Minister or Permanent Head or Designate (Department or other Public Body)

- Implement this Guideline 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, Directors, Managers and other staff responsible for IM (Department or other Public Body)

- Issue direction to individuals on the identification and secure disposal of transitory records.
- Coordinate secure disposal of transitory records as required.
- Ensure that all individuals receive training in both OCIO-issued and organizational policy instruments regarding the management of transitory records.
- Provide direction on the appropriate storage of government records.

Management and other supervisory staff (Department or other Public Body)

- Ensure all individuals within the program or service area of responsibility are aware this Guideline and other related policy instruments.
- Provide direction to individuals on which records need to be retained to document the delivery of programs and services as per the department or other public body's mandate.
- Ensure tools, programs or services required to complete secure disposal of transitory records are available to individuals.

Individuals

- Comply with the MOIA, the IM&P Policy and other policy instruments issued by OCIO, and other relevant organizational IM&P legal and regulatory requirements.
- Adhere to this guideline as well as related directives, standards, guidelines and procedures and understand requirements for managing transitory records.
- Manage and limit the creation, collection and receipt of transitory records.
- Securely dispose of transitory records as a regular course of business.

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:

- Develop, implement and maintain this guideline.
- Provide education and awareness on the management of transitory records.

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>

Information Management and Protection Policy, TBM 2018-111

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

Access to Information and Protection of Privacy Act, 2015

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

Directive - Acceptable Use of the Government Network and Information Technology Assets

<https://www.gov.nl.ca/exec/ocio/im/employees/asset-use/>

Transitory Records

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

Directive - Managing Transitory Records

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

Quick Reference - Examples of Copies - Transitory and Government Record

<https://www.gov.nl.ca/exec/ocio/files/quick-reference-examples-of-copies-transitory-and-government-record.pdf>

Quick Reference - Examples of Drafts - Transitory and Government Record

<https://www.gov.nl.ca/exec/ocio/files/quick-reference-examples-of-drafts-transitory-and-government-record.pdf>

FYI - IM Advisory Managing Note Books

<https://www.gov.nl.ca/exec/ocio/files/fyi-im-advisory-managing-note-books.pdf>

Version History

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

Date (yyyy-mm-dd)	Version
2020-07-30	1.0

Appendices

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

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

Appendix	Title
A	Quick Reference – Examples of Drafts – Transitory and Government Record
B	Quick Reference – Examples of Copies – Transitory and Government Record