

The Rooms Provincial Archives Division

Transferring Records To The Rooms Provincial Archives

Overview

The Rooms Provincial Archives division is mandated, through the Rooms Act, to preserve those records of the Government of Newfoundland and Labrador which are deemed to have legal, fiscal, evidential or research value. The Rooms Provincial Archives will accept records that have been pre-approved by the Government Records Committee (GRC) and having the disposition of Archive or Selective Retention on the Records Retention and Disposal Schedule (RRDS).

For further information on transferring records to The Rooms Provincial Archives, contact the Government Records Archivist at jmowbray@therooms.ca.

General Advice

- Records will be those that have a disposition of archive or selective retention rather than destroy.
- Apply selective retention criteria to records described in schedule.
- Remove transitory records from the series including surplus copies, non-annotated versions, non-file items and drafts or working papers. There are some exceptions to drafts being non-archival and this will be determined according to the public body that is the creator, and the type of record.
- Records that are in electronic format need to be printed prior to transfer.
- Boxes must contain a single records series.
- Each box must include a detailed file listing.
- Copies of transfer lists must be retained by the department or public body. If records are required the RRDS number, the box number and file title must be provided. Please note: file review must be completed in The Rooms Provincial Archives reference room – unless there are exceptional circumstances.
- Access to Information and Protection of Privacy Act (ATIPPA) issues ie: exceptions to access for **each file** must be identified. If there is access protocol this should be also documented in the RRDS and transfer records. Due to some ATIPPA exceptions to access, - the creating department will be responsible to determine access for some records transferred to the Rooms Provincial Archives.