Government Records Committee

Submission Process

Use for Records Retention and Disposal

Schedules (RRDSs) for Operational Records Step 1: and for One Time Disposal (OTD) Submissions Department or other Public Body Initiates RRDS or OTD and consults with OCIO IM Advisory Services, as needed, regarding the development process Step 3a: Archivist reviews RRDS or OTD and determines additional information is required RRDS/OTD Step 2: returned to Department or other Public Body Department or other Public Body prepares a draft RRDS or OTD and sends it to the Step 3b: Provincial Archives for review Archivist reviews and completes Archival Appraisal recommendations and returns output to the Department or other Public Body Step 4: Department or other Public Body obtains required signatures and sends the RRDS or OTD submission to the GRLM Unit for review Step 5: GRLM Unit reviews the RRDS or OTD and receives the final and/or proposed Archival Appraisal Report from the Archivist Step 7a: GRC reviews RRDS or OTD and does not recommend approval RRDS/OTD returned to Department or other Public Body GRLM Unit sends the RRDS or OTD submission to the GRC for consideration at its Monthly Step 7b: Meeting GRC reviews RRDS or OTD and recommends approval to the Minister Step 8b: Minister approves RRDS or OTD based upon recommendation of the GRC Step 8a: Step 9: Minister does not approve RRDS or OTD GRLM notifies the Department or other Public RRDS/OTD returned to Department or other Body that they have been approved to start Public Body implementing the RRDS or OTD Step 10:

RRDS or OTD

Department or other Public Body implements