
SECTION 5

RECORDED INFORMATION MANAGEMENT

5.01 INTRODUCTION

AUTHORITY:

EXECUTIVE COUNCIL /
ARCHIVES ACT, R.S.P.E.I. 1988, CAP. A-19

ADMINISTRATION:

DEPARTMENT OF EDUCATION
PUBLIC ARCHIVES AND RECORDS OFFICE

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(1) PURPOSE

The purpose of a recorded information management policy is to develop, implement, operate and maintain standardized records management across Government.

The objectives of recorded information management are to:

- (a) give departments control over the information contained in records (regardless of format), by making it readily available for decision-making and recognizing it as a valuable resource;
- (b) ensure that required information is obtained, used and maintained effectively, and ensure timely access to reliable information in active, semi-active and inactive records;
- (c) ensure that records are properly protected, and are not destroyed or removed from the control of the Government of Prince Edward Island unless authorized under the *Archives Act*;
- (d) ensure that records with archival value are preserved;
- (e) ensure that valueless inactive records are destroyed in a timely, secure, and environmentally sound manner; and,
- (f) reduce storage costs through use of off-site records storage facilities.

(2) APPLICATION OF POLICY

The application of this policy is referenced to the schedules of the *Financial Administration Act* [FAA], (reference Section 3.01 of the TB Policy and Procedures Manual) and applies as follows:

- Schedule “A” - Departments
- Schedule “B” - Crown Corporations as follows:
 - Prince Edward Island Employment Development Agency
 - Prince Edward Island Housing Corporation
 - Prince Edward Island Energy Corporation
 - Prince Edward Island Crown Building Corporation
 - Prince Edward Island Grain Elevators Corporation
 - Enterprise P.E.I.
 - Workers Compensation Board of Prince Edward Island
 - Prince Edward Island Museum & Heritage Foundation

While this policy **does not apply** to other Crown Corporations and Reporting Entities listed in Schedules “B”, “C” and “D” of the FAA, the **spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies.

(3) INTERPRETATION/DEFINITIONS

For the purpose of this policy, the following definitions will apply:

- (a) **“administrative records”** are, in the context of Recorded Information Management, those records which are common to every department. Examples are personnel records, budgets, committee minutes and facilities maintenance records.
- (b) **“archival records or records of archival value”** means records with continuing, long-term historical, administrative or other research value.
- (c) **“CPRS”** is the Classification Plan and Retention Schedule for Administrative Records, a file classification plan developed for all of the administrative records of Government, integrated with a retention schedule. (See “Records Retention and Disposition Schedule” below.)
- (d) **“department”** for the purposes of this policy is any Government department or Crown Corporation covered by Schedules ‘A’ and ‘B’ of the *Financial Administration Act*.
- (e) **“operational records”** are those records that document the operations and functions which fall under the mandate of the department and are unique to it. Examples are Curriculum Planning records in the Department of Education and Highway Maintenance records in the Department of Transportation and Public Works.
- (f) **“PARO”** is the Public Archives and Records Office, which is the body responsible under the *Archives Act* for Recorded Information Management in the Province.

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- (g) **“public records”** are books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise. Public records are records kept by any provincial officer or employee in the course of his or her employment by the Provincial Government.
- (h) **“Public Records Committee”** is a Committee consisting of the Provincial Archivist, the Clerk of Executive Council, and representatives from the Department of Community Services and Attorney General, the Department of the Provincial Treasury and the History Department of the University of Prince Edward Island. This Committee must approve all Records Retention and Disposition Schedules for public records.
- (i) **“recorded information management”** means the systematic control and effective management of the life cycle of all recorded information from creation to final disposition.
- (j) **“Recorded Information Management Designates”** are the two individuals appointed by departments, one to have the responsibility for recorded information management and the other (senior) to be accountable for recorded information management in the department.
- (k) **“Records Retention and Disposition Schedule”** defines the length of the storage period and eventual disposition of any public record or any class or series of public record.
- (l) **“RMLO”** is the Records Management Liaison Officer, one of the two Recorded Information Management Designates, and is responsible for the day-to-day recorded information management at the departmental level, in consultation with the PARO.

(4) POLICY STATEMENT

All public records are the property of the Crown in Right of the Province of Prince Edward Island. Responsibility for records custody is vested in the departments, agencies, boards, commissions, corporations and reporting entities (hereinafter called “departments”). Custody and control are transferred to the Public Archives and Records Office of Prince Edward Island upon the transfer of records to the Public Archives.

(4) POLICY APPROVAL

This policy and procedure has been established by Executive Council on January 20, 1998 via D#1998-33, as recommended by Policy Board PB97-12-17 dated December 18, 1997.