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## **SECTION 5**

### **RECORDED INFORMATION MANAGEMENT**

#### **5.02 POLICY RESPONSIBILITIES**

**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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## 5.02 POLICY RESPONSIBILITIES

### (1) GENERAL PRINCIPLES

The records held by Government departments, Crown corporations, boards, agencies, and commissions contain information which constitute Government's corporate memory. These records must be managed as an invaluable public resource and a Government asset.

The *Archives Act* provides for the classification, retention and disposition of all Government records.

The PARO is responsible for the preparation and implementation of a provincial recorded information management program within the Province of Prince Edward Island. Authority is delegated to the PARO through the Public Records Committee, which is authorized to control the destruction and disposition of public records.

This policy outlines recorded information management requirements for effective administration of the *Archives Act*.

### (2) ACCOUNTABILITY, RESPONSIBILITY, AUTHORITY

(a) **Public Archives And Records Office (PARO)** is responsible for:

- (i) the development and implementation of the recorded information management policy, standards and guidelines;
- (ii) the administration of the Provincial Records Centre which stores, services and disposes of the inactive records of Government departments;
- (iii) the development and administration of a recorded information management training program for Government staff;
- (iv) the dissemination of records management information to Government departments;
- (v) the monitoring of departmental recorded information management programs to determine compliance with recorded information management policies, directives and Records Retention and Disposition Schedules; and,

- (vi) the identification, appraisal, selection, preservation, arrangement and description, and the making available for research and reference of non-current public records of enduring value approved for transfer to the PARO by the Public Records Committee. Custody of records is transferred from the depositing department to the PARO, while ownership continues to be vested in the Crown in right of the Province of Prince Edward Island. Public records in the PARO are deemed to be available for public and Government research once they have been transferred, unless access restrictions have been specified in the Records Retention and Disposition Schedule.
- (b) **The Public Records Committee** is responsible for:
- (i) the review of requests for transfer, destruction and scheduling of recorded information; and,
  - (ii) the approval or disapproval of requests for transfer, destruction and scheduling of recorded information. An order for the destruction, transfer or scheduling of any public record must be supported by the written recommendation of the Public Records Committee.
- (c) **Departments** are responsible for:
- (i) the management, control, preservation and security of records within their custody, in accordance with Legislation and the standards and guidelines for the management of records established by the PARO. All public records shall be preserved by the department to which they belong until transferred to the PARO or destroyed in accordance with the *Archives Act*;
  - (ii) the development and maintenance of an implementation plan for the management of recorded information which identifies and addresses program goals on an annual basis, and responds to recommendations made in the course of program monitoring undertaken by the PARO; and,
  - (iii) the establishment and staffing of the recorded information management program, and assignment of responsibilities for the implementation, maintenance and administration of the department's records management program to a Departmental Recorded Information Manager (activity level) who reports to senior management; and designation of a Senior Recorded Information Management position which is accountable for all recorded information management activities (senior management level).

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5.02 Policy Responsibilities

- (d) **Records Management Liaison Officer** is one of the officers designated by the department and is responsible for:
- (i) administration and control of departmental records;
  - (ii) implementation, maintenance and monitoring of recorded information management systems and operations according to Government and departmental policy, standards and guidelines; and,
  - (iii) consultation with PARO regarding records classification systems, off-site storage and retrieval, Records Retention and Disposition Schedules, recorded information management training and other recorded information management guidelines.

(3) **ADMINISTRATION**

- (a) Departments shall establish and maintain a comprehensive recorded information management program. Departmental recorded information management programs shall include:
- (i) a recorded information management implementation plan;
  - (ii) recorded information management designates (activity level and senior management level);
  - (iii) a comprehensive inventory of information holdings;
  - (iv) a file classification plan;
  - (v) filing centres (centralized or decentralized);
  - (vi) Records Retention and Disposition Schedules; and,
  - (vii) a departmental recorded information management policy and procedures manual.
- (b) Departmental recorded information management programs shall be implemented and maintained in accordance with policies, standards, and guidelines defined by the PARO.
- (c) Departments shall develop, maintain, and implement Records Retention and Disposition Schedules in accordance with the procedures outlined in the *Archives Act*. Records Retention and Disposition Schedules shall be comprehensive, describing and scheduling all recorded information resources in all formats. Records Retention and Disposition Schedules shall cover all offices and agencies of a department. Departments shall consult with the PARO in the development, review and approval of Records Retention and Disposition Schedules.
- (d) Departments have a responsibility to assign the necessary resources for the implementation and maintenance of systems for managing records.

**(4) MONITORING AND COMPLIANCE**

The PARO shall be responsible to the Minister of Education for the monitoring and compliance with recorded information management policies, procedures, directives and disposition authorities. PARO may, from time to time, make reports to the Minister on the compliance of all departments of Government with this policy.