



Office of the
Saskatchewan Information
and Privacy Commissioner

OTHER POLICY

3.0 OTHER 3.15 RECORDS MANAGEMENT

Purpose

The purpose of this policy is to ensure that the Office of the Saskatchewan Information and Privacy Commissioner (IPC) efficiently manages all records in its possession and control to meet legislative requirements.

Application

This policy applies to all individuals who access, use, send or receive any records on behalf of the IPC. It applies to work completed on IPC premises, while travelling for business or while working from home. It applies to the use of IPC records on any device, no matter if owned by the IPC, the employee or a third party.

Policy

The IPC will manage all records, regardless of their format, that are created, received or controlled by the IPC according to the standards set out by *The Archives and Public Records Management Act* and will adhere to the following schedules:

- The Administrative Records Management System 2014 (ARMS 2014).
- The Operational Records System No. 540 (ORS 540).

Employees of the IPC are responsible to follow the schedules, policy, and related guidelines and processes to ensure that records management standards are met.

Duties and Requirements

The Commissioner is responsible for:

- Ensuring that this policy is implemented and enforced and that any procedures, standards or guidelines required for the policy to be applied are developed and maintained.
- Cultivating an IPC-wide culture that values information and its effective management.

- Appointing the IPC's Designated Records Officer(s) (DRO).
- Ensuring that the records management program is a priority of the IPC.

The DRO (usually the Manager of Administration and/or the Executive Director of Corporate Services) is responsible for:

- The overall delivery, effectiveness and sustainability of the records management program.
- Cultivating an IPC-wide culture that values information and its effective management.
- Organizing all shared IPC records in accordance with the appropriate records schedule (ARMS 2014 or ORS No. 540).
- Final disposition of records within the processes outlined and approved by the Provincial Archives of Saskatchewan and the IPC.

All IPC employees are responsible for:

- Understanding and complying with information management policies, procedures, guidelines, etc. and identifying any information management training needs in consultations with their supervisor.
- Creating and retaining IPC records within the appropriate records classification and retention schedule in a format and media that ensures the records' authenticity and integrity.
- Identifying and disposing of non-IPC information created or received.
- Protecting all IPC records from unauthorized disclosure, inadvertent loss and destruction.

Note: For more information, please see 3.15 Records Management Guidelines.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1
The Archives and Public Records Management Act

Influencing Sources

Records Management Policy Model – Provincial Archives of Saskatchewan
 Records Management Core Policy – Legislative Assembly Service