



## Crown Sector Records Management Policy

Issue Date: March 27, 2013

Revised Date:

### Authority:

*The Crown Corporations Act, 1993*  
*The Archives and Public Records Management Act*  
*The Freedom of Information and Protection of Privacy Act*  
CIC Board Minute # 56/2013

### Applicability:

This policy is applicable to CIC and its subsidiary Crown corporations.

### Purpose:

This policy:

- Promotes Crown sector compliance with the records management provisions of *The Archives and Public Records Management Act*, which includes developing and implementing approved administrative and operational records schedules, policies and procedures;
- Promotes efficient management of all Crown sector records to meet legislative requirements, document government decisions, support business operations, and preserve the province's historical record;
- Encourages records management processes that maintain the authenticity, accuracy, integrity, and reliability of the Crown corporation's information; and
- Recognizes that electronic records are subject to the same legislative requirements as all other records, and must be managed to the same standards.

### Definitions:

***Crown Corporation Records*** - Include information that relates to the transaction of Crown corporation business, regardless of form, including documents, maps, electronic records, e-mail, drawings, photographs, letters, vouchers, papers, etc., which are received, created, deposited or held by the Corporation. Crown corporation records are those that are required to control, support, or document the delivery of programs, carry out business operations, make decisions, or account for activities of the Corporation. Records do not include transitory documents (convenience copies, drafts, working papers, and blank forms), non-work related documents, or published materials.

## Policy Statements:

By no later than February 2016 CIC and all CIC subsidiary Crown corporations will adopt Public Records Committee approved records classification and retention schedules for the efficient and effective management of all Crown corporation records, which include physical and electronic records.<sup>1</sup> Effective records management will focus on those records that are important to the current business, while also ensuring that the Corporation's inactive records are managed in accordance with approved retention schedules.

Specific corporate records management strategies will be established and followed by each Crown corporation in accordance with expectations established by its Board of Directors.

## General Provisions:

### Guiding Principles

- All Crown corporations shall assign a senior executive who will oversee the corporation's recordkeeping program and delegate program responsibility to appropriate individuals, adopt policies and procedures to guide personnel, and ensure the program is audited periodically.
- Crown corporations shall construct a recordkeeping program to ensure that the records and information generated or managed by the corporation will have a reasonable and suitable guarantee of authenticity and reliability, and to ensure a reasonable level of protection for records that are private, confidential, privileged, secret, or essential to business continuity.
- CIC and each subsidiary Crown corporation shall develop records classification and retention schedules consistent with the requirements of *The Archives and Public Records Management Act*.
- Crown corporations shall maintain records and information as per their approved records classification and retention schedule(s) and shall provide secure and appropriate disposal of records that are no longer required in accordance with disposal procedures that follow *The Archives and Public Records Management Act* and the Crown corporation's policies. Non-Crown corporation records are not subject to *The Archives and Public Records Management Act*.
- Electronic corporate records are subject to *The Archives and Public Records Management Act*.
- CIC and each subsidiary Crown corporation shall develop corporate records management policies and procedures to guide the corporation's records management program. Corporate records management policies and procedures shall be consistent with *The Archives and Public Records Management Act* and shall be approved by the Crown corporation's Executive.

## Background:

The Saskatchewan Archives Board advises government institutions concerning standards and procedures pertaining to the management of records, determines which non-current public records are of historic interest and are to be transferred to the care and control of the Saskatchewan Archives Board, and approves destruction of eligible records of the corporation that do not possess historical significance.

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<sup>1</sup> Consistent with Executive Council guidance provided in a memorandum to all Permanent Heads and Presidents of Crown corporations from the Cabinet Secretary and Clerk of the Executive Council, November 25, 2011

As stipulated in *The Archives and Public Records Management Act*, the Provincial Archivist, as represented by the Saskatchewan Archives Board, provides advice to all arms and levels of the Saskatchewan government concerning records management standards and procedures. This includes providing advice on creating records schedules, managing electronic records, policy development, and all other aspects of records management.

As stipulated in *The Archives and Public Records Management Act*, the Public Records Committee is responsible for the review and approval of all records schedules.

Records retention and classification systems, records disposal and associated records management policies and procedures are basic records management tools necessary to efficiently manage Crown corporation records. As per *The Archives and Public Records Management Act*, Crown corporations must create and use records schedules approved by the Public Records Committee for the classification, retention and disposal of their records. Crown corporations are also required to comply with the records disposition system and government-wide records management policies/guidelines developed by the Saskatchewan Archives Board.

Retention requirements in records schedules establish the minimum time period that records found within the classification plan must be retained to meet all legal, financial, administrative and fiscal requirements.

Some Crown corporations may utilize electronic records management software to manage their electronic records. Electronic records management applications should follow CIC Crown sector practices and policies as may be established and updated from time to time.

#### **Reference Sources Cited in Preparing this Policy:**

Saskatchewan Records Management Guidelines, Saskatchewan Archives Board, Government Records Branch, March 2006 at: [http://www.saskarchives.com/sites/default/files/records-management-guidelines\\_apr\\_03\\_06.pdf](http://www.saskarchives.com/sites/default/files/records-management-guidelines_apr_03_06.pdf)

Generally Accepted Recordkeeping Principles, ARMA International, February 20, 2009 ([www.ama.org](http://www.ama.org), February 20, 2009)

Crown Sector Privacy Framework, Crown Investments Corporation, Cabinet Minute # 6168, February 19, 2003

#### **Administration:**

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Reviewed: February 4, 2016