

Government Records Control and Request Procedure

Government records acquired by the Saskatchewan Archives may be loaned to the original department, agency, etc. for research or reference purposes on a short-term basis. **Authorized department personnel are, however, encouraged to view such material at the Archives reading room or to obtain photocopies to prevent loss or damage to the records.** Certified true copies, signed by the Provincial Archivist, are available upon request.

Restricted records must be viewed at the Archives unless extenuating circumstances are cited. **All persons viewing restricted material must have authorization.**

Material identified by Archives staff as fragile or damaged is not available on loan, however, a preservation copy may be provided.

The *Control and Request Form* was developed in order to standardize departmental practice in requesting files to be used outside of the Archives, as well as to serve as a control for internal purposes. Forms are available from the Government Records Branch or the Reference Section.

A *Control and Request Form*, signed by authorized department personnel, must also be filled out when **restricted** records are viewed on site at the Archives or a copy is provided.

Before using the forms, the Deputy Minister or CEO of your Department or Crown Corporation must submit a memo or letter giving the names and positions of persons authorized to retrieve records for reference purposes. Please forward this letter or memo to the **Government Records Branch, Room 301 - 1870 Albert Street, Regina, Saskatchewan, S4P 4B7**. Once your letter is received *Control and Request Forms* will be forwarded to you.

PLEASE NOTE: Authorization lists must be updated every two years. It is the responsibility of the department or crown corporation to add or remove personnel from the authorization list to ensure that they remain current.

Procedures to be followed in requesting files for use outside of the Archives:

1. All requests are to be made on the *Control and Request Form*.
2. Requests are to be made by authorized personnel only. Authorization lists must be submitted to the Government Records Branch. A copy of the authorization list will be forwarded to the Reference section of the SAB.

3. If the records have been processed, requests should indicate the collection and file numbers for records, taken from Saskatchewan Archives finding aids, along with a description of the records. **In instances where the material is unprocessed, the accession number, a description of the records and a box number (if available) must be included.**
4. Requests may be submitted in writing or initiated by telephone. **However, a signed *Control and Request Form* must be presented prior to the physical transfer of records.**
5. The physical transfer of the records is the responsibility of the department making the request. Pick up and transfer may be made by either department personnel or a bonded carrier. **Please note that the Archives reserves the right to deny the release of records if the means of transportation is seen to be unsuitable.**
6. In the case of written requests, the Archives will advise the department of the availability of the files requested and suggest a pick up time.
7. If the request is initiated by telephone, the form, signed by authorized department personnel, must accompany either the department personnel or bonded carrier retrieving the files. Telephone requests must allow the Archives staff reasonable time for the retrieval of records.
8. The department retains the pink copy of the form and returns it along with the records. **The records are to be returned within a three week period, corresponding with the due date on the *Control and Request Form*. If records are required for a longer period, renewal must be requested.** If records are required for court proceedings certified copies can be provided.
9. **While borrowed Archives files are in your possession, please do not add to or reorganize the contents, change the file folder or add any type of fastener, metal or elastic. Please handle the documents with care and do not leave any markings. If you notice a problem with any file please bring it to the attention of an Archives staff member.**
10. The Saskatchewan Archives reserves the right to limit the volume of records loaned out at one time. Large volumes of records may be viewed at the Archives reading room.

* Any questions regarding these procedures should be directed to Government Records at 787-6985.