



Saskatchewan Archives Board  
Government Records Branch

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# ***Saskatchewan Records Management Policy***

***For information and guidance regarding compliance with this document, please consult the following companion documents:***

***Saskatchewan Records Management Guidelines  
Saskatchewan E-Mail Management Guidelines***

***Effective Date: March 21, 2006***



## Policy Statement

It is the policy of the Government of Saskatchewan that government institutions shall manage all records in their possession or control, regardless of format, so that they meet their obligations as outlined in *The Archives Act, 2004*. Although often perceived to be unique in nature, e-mail records must also be managed to the same standards.

## Definitions

**Government Institution**, for the purposes of this policy, means a government institution within the meaning of *The Freedom of Information and Protection of Privacy Act*.

**Government records** include all recorded information that relates to the transaction of government business, regardless of physical form, including documents, maps, electronic records, e-mail, drawings, photographs, letters, vouchers, papers, etc. which are received, created, deposited or held by an office of a department, crown corporation, agency, board, commission, or other institution of the government of Saskatchewan.

**Non-government record.** This policy does not relate to those records that do not fall within the definition of government records. Such records include transitory records, published records, non-work-related records and most copies of informational material that are widely distributed. For further information on and more detailed definitions of non-government records, please see *Saskatchewan Records Management Guidelines, Section 3: Distinguishing Between Government and Non-Government Records*.

**E-mail** is defined as any communication created, sent or received on an electronic mail system. This includes any attachments and all associated transmission and receipt data. E-mail messages include those sent or received, to, from or within your institution.

## References

This policy and accompanying guidelines for records management and e-mail management will assist government institutions in complying with the following related legislation and policies:



### ***The Archives Act, 2004***

- provides the Saskatchewan Archives Board with the authority to approve destruction of records that are no longer necessary and to acquire historical records for permanent preservation. The Act also outlines requirements that must be met in order to dispose of records, including the approval and use of records schedules [i.e. Administrative Records Management System 2006 (ARMS 2006), and Operational Records Systems (ORS)]. Institutions meeting these requirements demonstrate accountability for their records.

### ***Freedom of Information and Protection of Privacy Act (FOIPP)***

- provides the public with the right to access certain information in government. It is the responsibility of the department to provide the requested information in a timely manner or demonstrate that it was destroyed in accordance with the requirements of *The Archives Act, 2004*. FOIPP also places limits on the collection, use and disclosure of personal information.

### ***The Electronic Information and Documents Act, 2000 and The Saskatchewan Evidence Act***

- give legislative recognition to electronic records as having legal authority equal to that of traditional paper-based records.

### ***The Health Information Protection Act (HIPA)***

- governs the collection, use and disclosure of personal health information. The Act legislates the rights of individuals and the obligations of “trustees” in the health system with respect to personal health information.

### ***Public Service Commission Policy PS1103 – Acceptable Use of Information Technology (or equivalent policies)***

- provides guidelines for the appropriate use of information systems, and applies to all government employees appointed under *The Public Service Act, 1998*, who use any information technology resources which:
  - are owned by the Government of Saskatchewan.
  - are licensed or leased by the Government of Saskatchewan.
  - connect directly to government data or telephone networks,



- connect directly to a computer or other device owned or operated by the Government.
- otherwise use or affect the Government of Saskatchewan information technology infrastructure.

### ***Overarching Personal Information Privacy Framework for Executive Government***

- provides supporting policies for institutions of Saskatchewan government and is designed to help these institutions balance the privacy needs of individuals with the business requirements of government.

### ***Crown Sector Privacy Framework***

- applies to Crown Investments Corporation and its subsidiary Crown Corporations and is intended to assist the Crowns in balancing the privacy needs of individuals with the business mandates of the Crown sector.

## **Scope**

This policy applies to Saskatchewan government institutions.

## **Implementation**

Implementation details for the management of all government records, including e-mail, will depend on each individual institution's business requirements, organizational structure, corporate culture and technology architecture. For these reasons, **it is the responsibility of each institution to ensure that they develop procedures in relation to the management of all records, including e-mail, that are in compliance with the policy articulated in this document.**

## **Intention**

The intention of this policy and accompanying guidelines is:

- to ensure that government institutions efficiently manage all records in their possession and control, not only to meet legislative requirements, but also to



document government decisions; to support program and service delivery; to preserve the province's historical record; and to demonstrate accountability.

- to ensure that government institutions recognize that e-mail records, although often perceived to be unique in nature, are really just a record in another format, are subject to the same legislative requirements as all other records, and must be managed to the same standards.
- to ensure that all records, including e-mail, are managed by government institutions in a way that maintains the records' authenticity, accuracy, integrity and reliability.
- to provide guidance to government institutions with regard to the regular disposal of government and non-government records, in order to: reduce the time required to locate specific documents; eliminate duplicate and additional records; reduce both physical and electronic storage costs; and minimize the amount of personal information under an institution's control.
- to provide guidance to government employees in the efficient use and management of all records, with specific guidelines and best practices for e-mail use and management.

## **Directives**

As required by *The Archives Act, 2004*, all government institutions shall preserve government records in their possession and control, and retain them in such a way that they can be readily accessed and retrieved.

As defined in *The Archives Act, 2004*, "record" means a "record of information in any form", which includes e-mails.

The management of all government records, including e-mail, is covered by the policies and procedures articulated in the Saskatchewan Archives Board's Administrative Records Management System 2006 (ARMS 2006) and Operational Records Systems (ORS).

As required by *The Archives Act, 2004*, all government institutions shall prepare and implement records schedules that apply to the records in their possession or under their control. In many cases this will require replacing existing records schedules that have been in use for many years.



Government institutions shall include plans to implement appropriate records management software for the management of all records, specifically electronic records, e-mails and

their attachments, within their strategic planning processes. Pending the implementation of these plans, interim solutions such as storing records in electronic directory structures or printing and filing, and doing so within the classification system of an approved records schedule, shall be implemented.

## **Accountability**

As provided for in *The Archives Act, 2004*, the Public Records Committee (PRC) is responsible for the review and approval of all records schedules.

As provided for in *The Archives Act, 2004*, the Provincial Archivist, as represented by the Saskatchewan Archives Board, Government Records Branch, shall provide advice to all arms and levels of the Saskatchewan government concerning records management standards and procedures. This includes advice on creation of records schedules, managing e-mail records, policy development, and all other aspects of records management.

Government Institutions are responsible for managing records with consideration to legislative, business and accountability requirements.

Heads of institutions are responsible for compliance with this policy.