

Recorded Information Management Policy 01-01

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GOVERNMENT RECORDS

1. OVERVIEW

This policy establishes the definition of “government record”.

1.1 Authority

- [Document Disposal Act](#) (RSBC 1996, c. 99)
- Treasury Board [Core Policy and Procedures Manual \(CPPM\), c. 12](#)

1.2 Applicability

- Ministries, agencies, boards, commissions, Crown corporations and other public bodies (“other bodies) covered by the *Document Disposal Act*.

2. POLICY

Government records must be identified and managed in accordance with legislation and central agency policies governing the management of government information.

3. STANDARDS

3.1 What Is A “Record”?

The *Interpretation Act* (RSBC 1996, c. 238) states the definition of record “includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise”.

This includes paper records (correspondence, reports, forms, statistics, publications, etc), photographic records, audio and audio visual records, maps, electronic messages relayed via information communications technologies (including email, instant messaging systems, BlackBerries, PDAs, cell phones, voicemail, etc.), microfilm or microfiche records, data maintained on databases or other computer applications such as word processing or spreadsheet programs, records maintained on web sites, or any other media on which information is recorded.

3.2 Identifying Government Records

Any record created, received, deposited or held by any ministry, agency, board, commission, Crown corporation, institution, committee or council reporting or responsible to the government of British Columbia is a government record.

Daytimers, appointment books, diaries and “black books” containing employees’ notes relating to work-related activities are government records.

Most records within an office will be government records.

3.3 Identifying Non-Government Records

Employees’ personal records such as family photographs, a personal collection of reference books, pictures, awards, cards, etc. are not government records. However research material, field notes, studies and other information created or collected by an employee in the course of conducting government business and as a product of government employment are government records.

Within a minister’s office, those records relating to constituency issues, legislative committee activities and the minister’s other activities relating to his or her status as a Member of the Legislative Assembly (MLA) are not government records. They should be organized separately from government records that document the Minister’s ministerial and cabinet functions.

3.4 Independent Offices

The records of Speaker of the Legislative Assembly, the Sergeant-at-Arms, Legislative Clerks and the Statutory Officers of the Legislature are not government records, as they are not covered by the *Document Disposal Act*. The Officers of the Legislature are: the Auditor General, the Ombudsman, the Chief Electoral Officer, the Police Complaint Commissioner, the Information and Privacy Commissioner, and the Conflict of Interest Commissioner.

3.5 Scope of the *Freedom of Information and Protection of Privacy Act*

The scope of the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165) extends beyond government records to cover records of public bodies that are not part of the Government of British Columbia. Records covered by this *Act* may or may not be government records.