

## **CUSTODY AND CONTROL OF RECORDS LOCATED IN GOVERNMENT- CONTRACTED RECORDS STORAGE FACILITIES**

### **1. OVERVIEW**

This policy defines responsibilities for the custody and control of government records located in government-contracted records storage facilities administered by the Corporate Information Management Branch (CIMB).

#### **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**

#### **2.1 Custody and Control of Semi-Active Records**

The Corporate Information Management Branch (CIMB) manages contracted records storage and retrieval services for semi-active records on behalf of ministries and other bodies.

While these records are in semi-active storage, they remain in the legal custody and control of the ministry or other body that created and transferred them to the storage facility. The ministry or other body is termed the “legal custodian” and retains all management responsibility for the records, including authorizations for access, until records are transferred to the legal custody of the government archives or destroyed.

#### **2.2 Transfer of Records to the Legal Custody of the government archives**

The government archives will assume legal custody of government records scheduled for full or selective retention under the authority of an approved records retention and disposition schedule after active and semi-active retention periods have elapsed and required transfer procedures have been completed. When records scheduled for selective or full retention are transferred to the government archives’ custody, the government archives becomes the legal custodian of the records. Records will be transferred to the government archives’ legal custody in accordance with standards and procedures established in CIMB’s Recorded Information Management Policies 2-04 *Disposition of Government*

*Records; 3-07 Documentation of Records; and 2-03 Authority to Apply Records Schedules.*

Ministries or other bodies cease to be authorized to retrieve the records directly from the storage facility; however they can access records via the Royal BC Museum's (BC Archives) access services

### **2.3 Destruction of Records**

CIMB will arrange for the destruction of records stored in government-contracted records storage facilities that are scheduled for final disposition of destruction in accordance with CIMB's Recorded Information Management Policies 2-04, *Disposition of Government Records* and 2-02, *Destruction of Government Records*.