

## **RIM 5-06-06: PROVISION OF RECORDS CENTRE SERVICES**

### **1 OVERVIEW**

This policy explains the provision of records centre services, including the relevant categories of records.

#### **1.1 Authority**

- [Document Disposal Act](#) (RSBC 1996, c. 99)
- [Core Policy and Procedures Manual \(CPPM\), c.12](#)
- [Chapter 12 Information and Technology Management Supplemental Manual \(IM/IT Supplemental\)](#)

#### **1.2 Applicability**

Ministries, agencies, boards, commissions, and Crown corporations covered by the *Document Disposal Act*, and other agencies covered by protocol agreements negotiated with the Corporate Information Management Branch ([CIMB](#)).

#### **1.3 Key CPPM and IM/IT Supplemental Principles**

- CPPM 12.3.3. Part III (a) 5  
*Ministries transferring records to off –site storage must use approved records centres.”*
- IM/IT Supplemental 12.3.3. Part III (a) vi.  
*The Corporate Information Management Branch provides cost-effective, environmentally controlled and secure offsite storage, retrieval and final disposition services for ministries’ semi-active and inactive records.*

### **2 POLICY**

Ministries and agencies must use approved records centres for off-site storage of government records. CIMB provides centralized records centre services for government.

CIMB will charge back the costs of records centre services to client ministries and agencies.

#### **2.1 Provision of Records Centre Services**

Records centre services include the transfer, off-site storage, and retrieval of records, and the disposition of inactive records. Records viewing areas, file search and photocopying services may also be provided.

Records storage services supplied by CIMB are provided by contracted records storage companies. These companies are bonded and insured and their storage facilities meet international, national, and Government of British Columbia standards for records storage.

**Corporate Information Management Branch  
Recorded Information Management Policy: 5-06-06**

See also RIM Policy 5-06-09: *Records Storage Boxes*.

### **3 ROLES AND RESPONSIBILITIES**

#### **3.1 Ministries and agencies**

Ministries and other government agencies must use approved records centres for off-site storage of government records.

#### **3.2 CIMB**

CIMB provides centralized records centre services for ministries and agencies.

### **4 STANDARDS**

#### **4.1 Retrieval of Records**

Contracted records storage facilities provide a standard 24 hour turn-around for the retrieval of records to office locations in Greater Victoria, Greater Vancouver, Kelowna, Vernon, Penticton, Westbank and Summerland. A two-hour RUSH service to these locations is also available. For other areas of the Province, the standard turn around time will be 72 hours.

Ministries and agencies will inform CIMB which staff are authorized to have access to records held in records centres.

#### **4.2 Categories of Records NOT Accepted for Records Centre Services**

The following categories of records are generally not eligible for transfer:

- Scheduled records with a semi-active retention period of "nil" and a final disposition of "DE". Such records are eligible for immediate destruction by the current legal custodian and should not be transferred to a records storage facility.
- Scheduled records with a final disposition of "DE" and a semi-active retention period that expires within the next 6 months or has already expired. It is generally not cost-effective for government to transfer these records off-site and provide all the attendant services.

Note: While CIMB will not normally accept ineligible records for off-site storage, exceptions may be made if circumstances warrant. For further information contact Record Centre Services, CIMB.

All other records in the control and custody of agencies to which this policy is applicable are eligible for transfer.