

**RIM 5-06-14: DOCUMENTATION OF RECORDS SCHEDULED FOR  
TRANSFER TO OFF-SITE STORAGE OR ON-SITE  
DESTRUCTION**

**1 OVERVIEW**

This policy defines the standards for documenting scheduled records before they are accepted for transfer to off-site records storage centres. It also applies to documenting records authorized for on-site destruction.

**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**

All agencies, boards, commissions, and Crown corporations covered by the *Document Disposal Act* that transfer records to off-site records storage facilities.

**1.3 Key IM/IT Supplemental Principle**

- 12.3.3 Part III (a) vi.  
*Government records must be handled and stored in a manner that ensures that they remain accessible, authentic and reliable for as long as they are required to support government business and accountability needs.*

**2 POLICY**

This policy applies to records that are covered by approved records schedules specifying a final disposition of destruction (DE), selective retention (SR), or full retention (FR) by the government archives. Approved records schedules include [Administrative Records Classification System](#) (ARCS), program-specific [Operational Records Classification Systems](#) (ORCS), government-wide [special schedules](#), and other ongoing and one-time records schedules.

Records transferred by ministries and agencies to off-site storage centres managed by the Corporate Information Management Branch ([CIMB](#)) must be identified and described accurately and comprehensively in order to:

- document that approved records schedules are applied to government records;
- ensure the protection of the integrity and authenticity of the records;

## **Corporate Information Management Branch**

### **Recorded Information Management Policy: 5-06-14**

- facilitate retrieval of semi-active records;
- ensure archival records are identified and accessible; and
- provide documentation of records destruction or retention.

This policy covers all records accepted for transfer to off-site storage by CIMB after October 31, 1993 or eligible for on-site destruction.

## **3 ROLES AND RESPONSIBILITIES**

### **3.1 Ministries and agencies**

Ministries and agencies are responsible for providing accurate and comprehensive documentation of the records they transfer to off-site records storage centres or transfer directly to the legal custody of the government archives.

### **3.2 CIMB**

CIMB is responsible for establishing standards for documenting records transferred by ministries and agencies to off-site records storage centres.

## **4 STANDARDS**

### **4.1 Records Scheduled for Final Disposition of Destruction (DE)**

Records scheduled for destruction must be documented at a level of detail that identifies the records to be destroyed and proves they were destroyed in accordance with approved records retention and disposition schedules. This proof may be required for audit, freedom of information request, or litigation purposes long after the records have been destroyed.

Ministries and agencies must classify documentation for records stored in off-site records storage centres under [ARCS 432-20](#) and documentation for records destroyed on-site under *ARCS 432-30*.

Documentation must identify the records within each box, including the beginning and end dates. This requirement applies to records in all media. CIMB requires documentation at the file level including identification of individual volumes. Depending on the type and arrangement of records within a box, this requirement may be met by:

- A file-by-file listing, including file title and date range for each file; or
- A file-by-file listing which provides a date range for the entire box or container; or
- A range that identifies all records within the box and their date range.

**Corporate Information Management Branch**  
**Recorded Information Management Policy: 5-06-14**

**4.1.1 Ranges**

In some cases a box containing records classified under the same *ARCS* or *ORCS* primary and secondary, and organized in a consistent manner, may require that only the first and last record in the range be described. If records in a box are documented this way, the originating office must ensure that the range is inclusive, i.e., beginning and end dates are provided.

This level of documentation is only appropriate for groups of records with the same or sequential creation and close dates. For example, record batches opened and closed in sequence may be documented by describing the batch number range, since all records within the sequence are known to be included. However, case files that are assigned a sequential number as they are opened, but are closed and transferred to off-site storage at different times, cannot be documented as a range because the box does not hold all the files in the sequence.

Some types of ranges are:

- A numeric range (e.g., batch 13445 through batch 14280);
- A calendar range (e.g., applications received 2008/06/01 through 2008/08/15); or
- Other types of ranges (e.g., map sections I-14-a through J-10-c)

For more information on arranging and boxing records for transfer to off-site records storage centres, see [RIM Policy 02-03](#): *Authority to Apply Records Schedules*.

**4.2 Records Scheduled for Final Disposition of Selective Retention (SR) or Full Retention (FR)**

Records scheduled for final disposition of SR or FR that are accepted by CIMB for transfer to off-site records storage centres, or for direct transfer to the legal authority of the government archives, must be accompanied by documentation sufficient to maintain the accessibility and integrity of the records.

Ministries and agencies must classify documentation for records scheduled for full or selective retention under *ARCS* 432-20.

The documentation must provide the following information for each file or special media record within a box:

- title or description of file;
- primary/secondary classification, if applicable. (Note: primary/secondary classifications may not exist for records scheduled under ongoing records schedules, special schedules or one-time schedules);

**Corporate Information Management Branch**  
**Recorded Information Management Policy: 5-06-14**

- date range; and
- OPR/non-OPR designation.

Acronyms must be spelled out and jargon or specialized terminology must be replaced with descriptions written in plain language.

If an index is required to locate specific records then the original index or a copy should be provided to CIMB when the records are transferred to off-site storage. The index or a copy must be provided when the records reach final disposition (before transfer to government archives).

The following are examples of instances where an index may be required:

- Tenure, license or other case files in which the file title is a chronologically assigned an identification number and an index is used to locate files relating to specific licensees, tenure holders, or other entities. If the file list does not provide sufficient information (e.g., tenure holder or licensee names), then a copy of the index must be provided.
- Case files relating to specific investigations (such as coroners' investigations or inquiries) for which a chronologically assigned investigation or inquiry number identifies each file. The index is used to locate files relating to a specific individual. If the file list does not provide sufficient information (e.g., names), then a copy of the index must be provided.
- Case files relating to individuals (such as client files) where a number is randomly assigned to each client and an index must be used to locate files relating to a specific individual. If the file list does not provide sufficient information (e.g., names), then a copy of the index must be provided.

Records Officers should contact CIMB to determine appropriate documentation for indexed records.