

RIM 5-06-18: TRANSFER OF RECORDS TO ARCHIVAL CUSTODY

1 OVERVIEW

This policy ensures the transfer of inactive archival records to the government archives when they become eligible for disposition.

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*.

1.3 Key CPPM and/or IM/IT Supplemental Principles

- CPPM 12.3.3 Part III (c) 3:
Government records scheduled for archival retention must be maintained in a manner that preserves their integrity and authenticity up to and throughout transfer to the government archives.
- IM/IT Supplemental 12.3.3 III (a) vi.
Ministries must ensure that records of long-term, enduring or archival value are retained in formats and media appropriate for the entire records lifecycle. These include government records that have been scheduled for transfer to the government archives, but are still in the physical and legal custody of a ministry or agency.

2 POLICY

Inactive records that have been appraised for archival retention under an approved schedule (i.e., [Administrative Records Classification System](#) (ARCS), program-specific [Operational Records Classification Systems](#) (ORCS), government-wide [special schedules](#), and other ongoing and onetime schedules) will be transferred to the legal custody of the government archives.

Transfers of legal custody must take place in a secure and confidential manner.

**Corporate Information Management Branch
Recorded Information Management Policy: 5-06-18**

3 ROLES AND RESPONSIBILITIES

3.1 Corporate Information Management Branch (CIMB)

[CIMB](#) administers the selection, transfer and documentation of government records that are scheduled with a final disposition of selective retention (SR) or full retention (FR) to the government archives.

CIMB is also responsible for:

- completing documentation for records eligible for archival transfer,
- managing the documentation of what records have been transferred to the government archives over time, and
- notifying the appropriate Records Officer when records stored in off-site records storage facilities are ready for transfer to the government archives.

3.2 Records Officers

Ministry and agency Records Officers are responsible for ensuring that records designated for full or selective retention are adequately documented and maintained, in accordance with the policies and standards referenced in this document.

4 STANDARDS

For standards for the transfer of government records to off-site storage centres, see the following RIM policies:

- 5-06-14: *Documentation of Scheduled Records for Transfer to Off-Site Storage or On-Site Destruction*, and
- 5-06-07: *Preparation of Records for Off-site Storage*.