

**INFORMATION, SCIENCE AND TECHNOLOGY AGENCY
DEPUTY MINISTER AND CHIEF INFORMATION OFFICER DIRECTIVE**

TO: DEPUTY MINISTERS
EXECUTIVE FINANCIAL OFFICERS

DIRECTIVE: 8/98

SUBJECT: Charging Records Storage Fees for Ministries

The purpose of this directive is to implement a decision of Cabinet.

POLICY/PROCESS DIRECTION:

Information Management Services (IMS) of the Information, Science and Technology Agency (ISTA) will begin to charge ministries for the storage of records in contracted off-site facilities at a rate of \$6.00 per box per year. Charges will apply to:

1. all new scheduled records transferred off-site;
2. all new unscheduled records transferred off-site;
3. scheduled records stored off-site for which ministries request that destruction be put "on-hold" (after the initial 60 days) when the approved schedule allows for destruction;
4. scheduled records stored off-site that are scheduled to be microfilmed;
5. all scheduled and unscheduled records for ministries that have not signed a workplan agreement with ISTA to process off-site records, within 90 days of the effective date of this directive;
6. all scheduled and unscheduled records for ministries that have signed workplan agreements that have not been processed with the timelines of the agreement.

Cabinet has directed, in accordance with General Management Operating Policy (GMOP) chapters 6.2.4.1 (Contracting) and 8.3.2.7 (Retention and Disposition of Government Records), that ministries must store records in records centres co-ordinated by ISTA.

APPLICATION:

This directive applies to all ministries.

EFFECTIVE DATE: July 1, 1998.

Stuart Culbertson
Deputy Minister/Chief
Information Officer