



ARCS: 292-30
File: CTZ-2013-00068

May 8, 2013

Sent via email:

Dear _____ :

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Citizens' Services and Open Government. Your request is for:

A copy of the most recent report or summary that describes what the Ministry and/or Deputy Minister have done to monitor document disposal activities and ensure compliance within the Ministry of the BC Document Disposal Act including, for example, year-end summary records of any enforcement, penalties or training that was offered as a result of detections of improper compliance and/or records of any quality assurance monitoring that was done. If no report, an explanation as to why the Ministry has no records of monitoring of compliance of the Document Disposal Act. Time frame is March 1, 1990 to [March 21, 2013].

Please find enclosed a copy of the records located in response to your request. These records are provided to you in their entirety.

The enclosed reports are provided by Government Records Service (GRS). These internal statistical reports from the past 3 fiscal years reflect monthly accomplishments of the formerly named Records Management Operations, now GRS. GRS also provided the following information in order to respond to your request. Please note that when 'the Act' is referred to below it is meaning the *Document Disposal Act*.

The focus in supporting adherence to the *Document Disposal Act* (the Act) is on enablement and understanding. The [Document Disposal Act](#) was originally adopted in 1936, at a time when

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Government was much smaller and information technology was very different. There are no provisions in the Act concerning enforcement or penalties for non-compliance.

There are policies that support the Act and address some of the aspects of information management that are not considered in the existing legislation. These policies are publicly available on the Government's internet site and are found primarily in Chapter 12 of Government's Core Policy and in the Recorded Information Management (RIM) Manual of the Government Records Service. Links are provided in the internet site of the [Government Records Service](#).

GRS coordinates the storage, retrieval and destruction of boxes of records that have been sent to contracted off-site facilities. It also manages and monitors a process whereby ministry offices submit applications for the destruction or removal to offsite facilities of non-transitory records that are either of no further value or are needed on a less frequent basis. These records are only approved for destruction by records staff if they are linked to an approved records schedule. GRS coordinates and provides the analysis required for the development of records retention and disposition schedules, which are approved by the Public Documents Committee, the Public Accounts Committee and the Legislature, in accordance with the Act. Statistics relating to the submission and approval of records applications, as well as records schedules, are included in the reports that you are receiving in response to this request. GRS also manages the destruction of electronic documents that have been filed in the Government's standard Electronic Document and Records Management System, HP TRIM, to ensure that they are not destroyed prematurely.

GRS provides advisory and training services to employees across the public service to give them the knowledge that they need in order to adhere to the requirements of the Act and related policy. Records staff provide direct advice to their client ministries as questions arise on any records management issue, as well as managing the processes for the destruction of non-transitory records. Statistics on the number of employees trained in courses, and the number of courses given, are on the statistical reports that you have received. There are also on-line training materials available to employees, as well as a number of guides and tips available on GRS web site.


Your file is now closed.

These records will be published on the BC Government's Open Information website a minimum of 72 hours after it is released electronically or a minimum of five business days after it has been released by mail in hardcopy. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

If you have any questions regarding your request, please contact Heidi Sarrazin, the analyst assigned to your request, at 250-387-5423. This number can be reached toll-free by calling from Vancouver, 604-660-2421, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250-387-5423.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cindy Elbahir', written in a cursive style.

Cindy Elbahir, Manager
Central Agency Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.