

Flesh, Cindy AVED:EX

From: Charpentier, Collette AVED:EX
Sent: Tuesday, January 19, 2016 2:25 PM
To: Flesh, Cindy AVED:EX
Subject: FW: Executive Update: Freedom of Information and Records Management Improvements

Collette Charpentier

Administrative Assistant to the Honourable Andrew Wilkinson

Minister of Advanced Education

Telephone: 250-356-0179

Fax: 250-356-0179

collette.charpentier@gov.bc.ca

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Executive Update PSA:EX
Sent: Wednesday, December 16, 2015 2:21 PM
Subject: Executive Update: Freedom of Information and Records Management Improvements



Where ideas work

From the desk of John Dyble



Today the Premier released a statement in response to David Loukidelis' recommendations to government on how to improve Freedom of Information policies and procedures as well as records management practices in response to the Privacy Commissioner's October 22 report.

The Premier reiterated her commitment to ensure government is open and transparent. To that end, all of Mr. Loukidelis' 28 recommendations have been accepted and further actions have been identified to ensure records management and Freedom of Information practices meet public expectations. Mr. Loukidelis' report is available on the [Office of the Chief Information Officer website](#).

Mr. Loukidelis reiterated the importance of good records management practices, noting government sends and receives more than 280 million emails per year. While not all of these records need to be saved, it is important that every public service employee understand their records management responsibilities and manage their emails and other records appropriately.

Mr. Loukidelis noted some confusion across government about which records are transitory and can be deleted and which records must be kept. Effective immediately, the "triple deletion" of emails is prohibited. Further, in the coming months, the definition of transitory records will be revised and training will be held for all public service employees with respect to records management duties and responsibilities.

To lead this work, a new Chief Records Officer is being appointed at the Ministry of Finance. As the Chief Records Officer, Cheryl Wenezenki-Yolland will have responsibility for records management and Freedom of Information administration across government. As government's first Chief Records Officer, Ms. Wenezenki-Yolland will lead the development of clearer guidelines for transitory records as well as work to improve government's practices with respect to assisting Freedom of Information applicants. In the interim, public service employees should continue to use their best professional judgement in the management of records. Information on records management is available:

- Government Records Service Guide: Transitory Records.
- Government Records Service Guide: Email Decision Diagram.

I also want to remind all public service employees to continue to assist applicants who make Freedom of Information requests. This duty starts with good records management practices, extends to conducting thorough and systematic searches for records whenever a request is received, and in the instances when records are not available in your ministry, identifying other areas of government where the records may exist.

More information on transitory records definitions and records management training will be distributed in the New Year. Any questions on records management practices should be directed to your ministry records management officer.

John Dyble
Deputy Minister to the Premier,
Cabinet Secretary and Head of the BC Public Service

Chalmers, Jennifer AVED:EX

From: Chalmers, Jennifer AVED:EX
Sent: Wednesday, December 16, 2015 2:02 PM
To: Carr, Steve MNGD:EX
Subject: Re: Memo from Premier Clark

I have received this memo from the Premier. I understand it and will abide by it.

> On Dec 16, 2015, at 1:59 PM, Carr, Steve MNGD:EX <Steve.Carr@gov.bc.ca> wrote:

>

> I have received this memo from the Premier. I understand it and will abide by it.