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Records Management Resources

As a BC Public Service employee, it's important to know how to manage your records appropriately and in accordance with legislated requirements. Government Records Services (GRS) has recently refreshed their [records management web page](#). This page includes resources and tools to help you stay on top of this important responsibility.

Organized and diligent records management is important to effectively respond to Freedom of Information (FOI) requests received in our Ministry. A few specific resources are set out below for your convenience.

Records:

- [Email Guide](#)
- [Managing Records Outside the Office](#)
- [Transitory Information](#)

AF Governments Records Officer:

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FOI:

- [Information Access Operation Resources](#), including [exceptions to disclosure](#)
- [Ministry FOI Information](#)

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