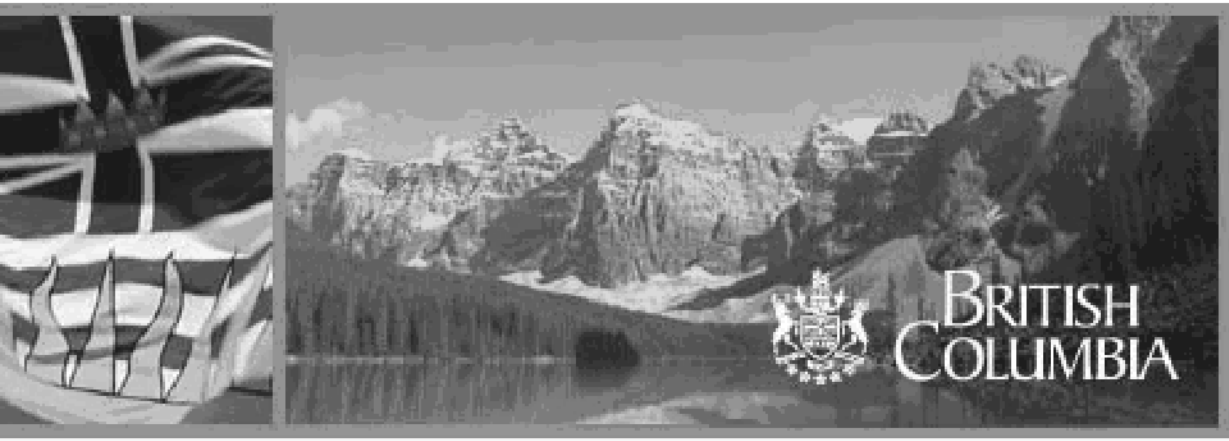
Presentation to ADMCS – FOAP Sub-Committee



March 25, 2004

Office of the CIO,
Strategic Planning and Policy,
Corporate Records
Management Branch

Background

- Prior to April 2003, BC Archives was part of core government – transferred to the RBCM
- Prior to the move to the RBCM, Archives services, were funded within annual voted appropriations
- RBCM maintains that voted funds transferred with BC Archives only covers existing archival holdings and new funds are required for new archival transfers

Proposed RBCM Charges

- RBCM has proposed archives charges at a rate of $454 per transferred *paper* file box.
- Rates for transfers of other types of records are higher. For example:
  - $21.60 per photograph ($540 to $10,800 per box).
  - $103-$157 per map ($515 to $7,850 per box).
- Discussions-to-date assume that ministries will directly pay RBCM for each box transferred to its custody.

Issues

- There are three main issues
  - Funding Process
  - Archives Transfers
  - Transfer Rates

Funding Process

- Perception among ministries is that 1) the proposed RBCM rates are high and 2) preservation of archives is a corporate responsibility
- Individual ministries retain records for as long as they have direct ministry value – and then transfer records to archives for use by broader government and the public
- Under the proposed direct pay approach, ministries could seek to avoid proposed Archives charges by either:
  - under-valuing records (pushing for destruction rather than archival preservation) or
  - Ignoring approved schedules by retaining records longer in off-site storage (lower fees).
- Inconsistent approaches to records evaluation and archival transfers would create risk for government.

Funding Process - Alternative

- As a means of brokering a compromise, CRMB proposed an alternative corporate funding model that would:
  - Add a small records storage surcharge to cover government's archives costs; and
  - Provide incentives to identify and transfer valuable records.
- RBCM has not formally responded to this proposal although it is believed that they do not intend to accept it.

Archives Transfers

- Current policy is that government only transfers full retention records to the Archives (RBCM).
- For records that are only partially slated for Archives, the non-archival material is culled before transfer.
- This culling greatly reduces the amount of records transferred to Archives and retains selection control with government.
- While this process mitigates the costs for archival storage (reduces costs approx. 52%), CRMB has limited resources to apply to this process.

Transfer Rates

- RBCM's single-payment rates cover the ongoing cost of the full suite of records preservation, description (indexing) and access:
  - $454 per paper file box = $195 microfilming cost + description + ongoing access costs.
  - $500 - $10,000 per box (other records) = $2 - $25 duplication cost *per item +* description + ongoing access costs

Transfer Rates (Cont.)

- Item-based charges for non-textual records (photos, maps, etc.) are difficult and expensive to administer since:
  - non-textual items are often mixed in with textual records;
  - exact number of items per box are not known at the time of transfer; and
  - what constitutes an “item” is open to debate.

BRITISH COLUMBIA

Transfer Rates (Cont.)

- Past archives funding was ongoing rather than one-time, with no increases for new archives transfers.
- The proposed level of preservation processing and identification for new archives transfers is much higher than that provided for existing holdings.
- The proposed rates do not address preservation shortfalls for existing government archives.

Conclusion

- CRMB recommends that discussions continue with RBCM (to include a representative of the ADMCS) and, in the interim, ministries not use lapsed funds this fiscal year to transfer records to the RBCM at the proposed charge rates.
  - Paying now would set a precedent that limits government's ability to negotiate funding processes/rates.
  - Government needs additional time to negotiate a funding process that:
    - Does not undermine the integrity of government records; and
    - Establishes rates that reflect the level of preservation and access services that government requires for its records.

Conclusion (Cont.)

- Whatever charge rates are negotiated, CRMB recommends that government:
  - **establish a corporate funding process**
  - **continue to transfer only full retention records to RBCM and explore funding options to increase savings achieved by culling selective retention records before transferring.**
  - **negotiate a simpler rate structure for non-textual records – e.g., box based rather than item based.**

BRITISH COLUMBIA

Ministry of
Management Services

MEMORANDUM

Ref: 17876

Date: July 22, 2004

To: Doug Callbeck, Chair, Assistant Deputy Minister's of Corporate Services Committee

Re: Development of Service Level Agreement with the Royal British Columbia Museum Corporation

This note is in response to the ADMCS April 15th meeting regarding the proposed Royal British Columbia Museum (RBCM) Archival records transfer fees. At this meeting ACMCS accepted the recommendation of the FOAP sub committee not to accept the RBCM archives fees proposal and to establish a process for negotiating and establishing a service level agreement and corresponding rate structure for archival services.

The FOAP sub committee of ADMCS recommended establishing the CIO's Office, Corporate Records Management Branch (CRMB) as lead in negotiating an archival records service level agreement with RBCM.

The Office of the CIO would be pleased to participate in and assist this negotiation team. The RBCM is currently not accepting new transfers of archival records pending the approval of a rate structure. It is in government's corporate interest to re-establish effective and appropriate processes for ensuring that records of enduring value are covered by the required preservation and access services.

However, I recommend that discussions and negotiations with the RBCM would more effectively be led by ADMCS. This would ensure that the positions taken by the ADMCS negotiating team are viewed by RBCM as representing the stance of government as a whole, rather than any particular interests my office or CRMB may be perceived to hold. Given the likely role of CRMB in administering records transfers to RBCM and related payments, it is preferable for CRMB not to serve as lead negotiator for government.

Accordingly, I would like to request that ADMCS select representatives to form and lead a team to develop a negotiating strategy and mandate for ADMCS approval.

Upon approval of the strategy by ADMCS, the team would draft a Service Level Agreement (SLA) with the RBCM covering such matters as:

- Service levels and quality standards for the preservation, description, storage and access services government requires for its records, and
- Funding requirements and mechanisms for CRMB and RBCM to address current backlogs and forecasted volumes

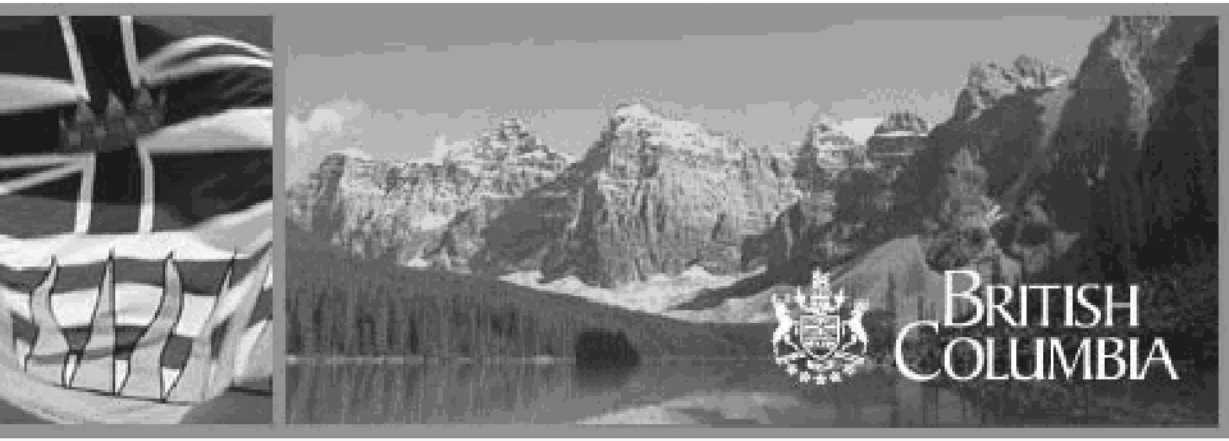
Chris Norman, Executive Director, Strategic Planning and Policy, Marland Grove, Director, CRMB and Glen Isaac, Manager, Enterprise Documents and Records Management, CRMB will be my designates to participate on the team.

The Office of the CIO looks forward to participating on the team to establish a service level agreement that meets government's needs.

R.C. McCandless
Chief Information Officer/
Chief Operating Officer - Common IT Services

cc: Chris Norman, Executive Director
Strategic Planning and Policy
Marland Grove, Director
Corporate Records Management Branch

Presentation to the ADMCS



March 25, 2004

Corporate Records Management Branch

Proposed RBCM Charges

- RBCM has proposed archives charges at a rate of $454 per transferred paper file box
- Rates for transfers of other types of records are higher. For example:
  - $21.60 per photograph ($540 to $10,800 per box)
  - $103-$157 per map ($515 to $7,850 per box)
- Discussions-to-date assume that ministries will directly pay RBCM for each box transferred to its custody.

Issues

- There are three main issues
  - Funding Process
  - Archives Transfers
  - Transfer Rates

Funding Process – RBCM Proposal

- The proposed funding process will undermine the integrity of government information holdings and thereby create risks for government.
- The proposed direct payment process will create incentives for ministries to avoid archives charges by either:
  - under-valuing records (pushing for destruction rather than preservation); or
  - ignoring approved records retention schedules (by retaining records longer or destroying records in violation of schedules).

Funding Process – RBCM (Cont.)

- **CRMB has already received multiple statements by ministries of their intent to either destroy or to refuse to transfer archival records**
- Incentives to destroy records of value would be even higher for publicly funded bodies not covered by the Document Disposal Act
  - (E.g., BC Pension Corporation, ICBC, BC Assessment Authority, Regional Health Authorities).

Funding Process - Alternative

- CRMB has proposed an alternative funding model that would establish a corporate funding process. This proposal would:
  - Add a small records storage surcharge to cover government's archives costs
  - Provide incentives to identify and transfer valuable records
- RBCM has not formally responded to this proposal
- **CRMB recommends that government establish a corporate funding process that provides ministries with transfer incentives, rather than disincentives**

Archives Transfers

- CRMB currently transfers only full retention (FR) records to RBCM
- CRMB reviews government records to determine which require full archival retention and which can be destroyed
- These records selection reviews will reduce future government archives charges by approximately 52%
- **CRMB recommends that government continue to transfer only full retention records to RBCM**

Transfer Rates

- RBCM's single-payment rates cover the ongoing cost of records preservation, description (indexing) and access – forever
  - $454 per paper file box = $195 microfilming cost + description + ongoing access costs.
  - $500 - $10,000 per box (other records) = $2 - $25 duplication cost *per item +* description + ongoing access costs

Transfer Rates (Cont.)

- Item-based charges for non-textual records (photos, maps, etc.) are difficult and expensive to administer since
  - non-textual items are often mixed in with textual records;
  - exact number of items per box are not known at the time of transfer; and
  - what constitutes an “item” is open to debate
- **CRMB recommends negotiating a simpler rate structure for non-textual records – e.g., box based rather than item based**

Rates (Cont.)

- Past archives funding was ongoing rather than one-time, with no increases for new archives transfers
- The proposed level of preservation processing and identification for new archives transfers is much higher than that provided for existing holdings
- The proposed rates do not address preservation shortfalls for existing government archives.

Conclusion

- CRMB cannot recommend that ministries use lapsed funds this fiscal year to transfer records to the RBCM at the proposed charge rates.
  - Paying now would set a precedent limiting government's ability to establish alternate funding processes/rates
- Government needs additional time to negotiate a funding process that
  - Does not undermine the integrity of government records
  - Establishes rates that reflect the level of preservation and access services that government requires for its records.

Conclusion (Cont.)

- Whatever charge rates are negotiated, CRMB recommends that:government:
  - **establish a corporate funding process that provides ministries with transfer incentives, rather than disincentives**
  - **continue to transfer only full retention records to RBCM**
  - **negotiate a simpler rate structure for non-textual records – e.g., box based rather than item based**

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09
SR	7,820	1,369	748	286	158	100
FR	4539	1685	1185	1089	874	1136
FR+selected SR*	4,539	2185	1685	1589	1374	1636
Archives Charge**	$2,060,706	$3,052,696	$764,990	$721,406	$623,796	$742,744
Storage Rate surcha	$2.58	$3.82	$0.96	$0.90	$0.78	$0.93

*Assume that no SR work is done on backlog this FY; that in each subsequent FY's, SR review is done for 2500 boxes; and as a result 500 boxes are selected for transfer.

**Assume blended rate (text/other media) of 500 per box; payable over 5 years, plus 2% surcharge each year for COLA and rate increases.

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19
SR	7,931	1,383	759	310	206	111	181	27	32	23	32	22	31	1	17	682
FR	4818	1563	1066	1000	1000	1000	1000	1000	1000	1000	1000	1,000	1,000	1000	1000	1000
FR+selected SR*	4,818	2063	1566	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
Archives Charge**	$240,900	$344,050	$422,350	$497,350	$572,350	$647,350	$722,350	$797,350	$872,350	$947,350	$781,450	$778,300	$800,000	$825,000	$850,000	$875,000
Storage Rate surcharg	$0.30	$0.43	$0.53	$0.62	$0.72	$0.81	$0.90	$1.00	$1.09	$1.18	$0.98	$0.97	$1.00	$1.03	$1.06	$1.09

*Assume that no SR work is done on backlog this FY; that in each subsequent FY's, SR review is done for 2500 boxes; and as a result 500 boxes are selected for transfer.

**Assume blended rate (text/other media) of 500 per box; payable over 5 years, plus 2% surcharge each year for COLA and rate increases.

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	FY03/04	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	FY09/11	FY09/12	FY09/13	FY09/14	
Boxes transferred	5,000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	25.000
Storage Cost	$32,500	$39,000	$48,750	$58,500	$68,250	$78,000	$87,750	$97,500	$107,250	$117,000.00	$126,750.00	
Micro cost (1,00 boxes per year)		$189,000	$189,000	$189,000	$189,000	$189,000	$189,000	$189,000	$189,000	$189,000	$189,000	10,000
Desc cost (2 fte's, 2,500 boxes per year)		140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	25,000
Archives Charges		$368,000	$377,750	$387,500	$397,250	$407,000	$416,750	$426,500	$436,250	$446,000	$455,750	

Assumptions: Raise annual storage rate by .50. CRMB pays archives storage and funds 1,000 boxes filmed per year, plus 2 fte's for RAD description of transferred material
Benefits: Can film to priority; simple cost admin; clear accountabilty (micro and descr done to national standards, government resources devoted only to specified services)

CORPORATE RECORDS MANAGEMENT BRANCH 2

BASIC FUNCTION

Corporate Records Management:

- provides central direction and control for government information and records management programs/activities;
- establishes records management policies, standards, procedures and guidelines;
- appraises government information holdings to identify and preserve records with ongoing value;
- provides cost-effective storage, retrieval and disposal services for ministries' semi-active and inactive records;
- advises and assists ministries to apply effective information management to records in all media and formats, including electronic;
- provides imaging and micrographic technology services;
- leads implementation of Enterprise Document and Records Management System (EDRMS) for government; and
- administers the *Document Disposal Act.*

RESOURCES

	Corporate Records Management (CRM)	**2002/2003 BC Archives**	**2003/2004 CRM**	***Variance***
	Salaries & Benefits	3,266	999	-2,267
	Operating Costs	3,804	2,760	-1,044
	Govt Transfers (Grants)	---	---	---
	Other	---	---	---
	Recoveries	-1,400	-2,190	-790
	Total	5,670	1,569	-4,101
	FTEs	57	24	-33

Explanation of Variance:

- Records management program was split from the BC Archives when archives function transferred to the Royal British Columbia Museum.
- Partial recoveries for storage of ministry records previously paid for by BC Archives;
- Level of activity and recoveries continues to increase as a result of downsizing, but net reductions are still achieved.

CORPORATE RECORDS MANAGEMENT BRANCH 2

PROGRAM

Records Management Program

- to provide centralized records management services for all government records;
- to schedule and appraise government records regardless of media and formats;
- to co-ordinate and manage the off-site storage of records in contracted facilities;
- to transfer government's historic records to the custody of the RBCM/BC Archives, and
- to arrange for the confidential records destruction from contracted offsite storage facilities.

PROGRAM OBJECTIVES

- to ensure government has the management framework, automated tools and services required to create, use and maintain reliable and secure records;
- to insure that records of enduring value to the Province are identified, preserved and transferred to the government archives;
- to provide secure, standardized and cost effective off-site records tracking, storage and retrieval services;
- to provide responsive and timely client advisory services and products;
- to develop an electronic records management strategy for government; and
- to bring a higher profile to information and records management in government.

PROGRAM DESCRIPTION

See basic functions above

CLIENT PROFILE

CLIENTS:

- Public bodies (all ministries, most agencies, boards, commissions and crown corporations).

SERVICES:

- As above, provides records management guidance and services to all government offices as well as government lawyers researching legal issues. In addition, maintains with the RBCM an integrated program for the ongoing transfer of archival records to the government archives.

CORPORATE RECORDS MANAGEMENT BRANCH 2

IMPACT

- Maintaining the integrity and authenticity of government's information holdings is a prerequisite to providing government accountability, protecting the rights of citizens and preserving the corporate memory;
- Establishment of a standard EDRMS toolset will enable government to manage its electronic and physical documents in a more consistent and secure manner, thereby reducing litigation risks and providing a foundation piece for e-government;
- CRM's standards and corporate services supports the consistent and cost effective management of government information holdings; and
- CRM's central review of government's information and records, ensures that records with enduring value are identified, preserved and transferred to custody of the government archives.

2003/2004 PROGRAM DELIVERABLES

- Improved process for providing timely and up to date guidelines and advisory services;
- Streamlined records disposition approval process in place;
- Enterprise Document and Records Management System (EDRMS) – pilots implemented and corporate guidelines developed;
- Memorandum of Understanding developed with the RBCM (BC Archives) to ensure government records are preserved and accessible; and
- ARCS/ORCS database project begun.

2004/2005 PROGRAM DELIVERABLES

- Enterprise Document and Records Management System (EDRMS) – corporate roll-out initiated;
- E-records scheduling and transfer mechanisms in place;
- ARCS/ORCS database project completed;
- Simplified process and formats for development of Operational Records Calssification Systems; and
- Revision of Administrative Records Classification System – Personnel section completed.

2005/2006 PROGRAM DELIVERABLES

- Information Management legislation introduced;
- 25% of approved ORCS entered into ARCS/ORCS database and available online;

- Automation of client interface forms – records storage facility and records transfer forms completed;
- Enterprise Document and Records Management System (EDRMS) --regular deposit of archival electronic records to the RBCM (BC Archives) established; and
- Revision of ARCS - two additional sections revised.

BC ARCHIVES 2

BASIC FUNCTION

BC Archives:

- provides for acquisition and preservation of government and private records of historical significance;
- development and implementation of policies and procedures to improve public access to government information;
- storage, retrieval and disposal of records; and
- administration of *Document Disposal Act*.

RESOURCES

	BC Archives	2002/2003	2003/2004	*Variance*
	Salaries & Benefits	3,266	2,727	-539
	Operating Costs	3,804	4,121	317
	Govt Transfers (Grants)	---	---	---
	Other	---	---	---
	Recoveries	-1,400	-2,220	-820
	Total	5,670	4,628	-1042
	FTEs	57	57	--

Explanation of Variance:

- Partial recoveries for storage of ministry records previously paid for by BC Archives;
- Level of activity and recoveries continues to increase as a result of downsizing, but net reductions are still achieved.

PROGRAM

Archives and Records Program

- to provide centralized and integrated archives and records management services for all government records, and
- to acquire, preserve and make available records in all media and formats of enduring value to BC.

PROGRAM OBJECTIVES

- To provide an enhanced framework for effective management of government records and other records of enduring value to the Province

- To ensure public and government clients have access to records and are aware of services
- To increase and expand client access to BC's documentary heritage
- To develop a preservation awareness strategy for government
- To bring a higher profile to the BC Archives and its role in the "provincial archives network."

PROGRAM DESCRIPTION

See basic functions above

CLIENT PROFILE

CLIENTS:

- A variety of public and private users, from individuals and communities conducting genealogical research to students researching various aspects of BC history to lawyers researching legal issues. In addition, government agencies regularly consult the material under the BC Archives care.

SERVICES:

- Externally, general public including genealogists, and increasingly aboriginal and legal research teams; internally, all government offices, Legal Services Branch, ministry aboriginal and litigation teams

IMPACT

- The British Columbia Archives (BC Archives) firmly believes that the integrity of government's information holdings is a major underpinning for fulfilling our public accountability role in a parliamentary democracy. The BC Archives, as the archives of government, is the source of access to government's information and records of long-term value. In essence, the archives is one of the key places where government's actions await the scrutiny of the citizenry.
- The authenticity of government's archival information is secured and safeguarded by the Archives.
- The government has a framework for the effective management of its information holdings, and most specifically, for that information which has long-term and historical value to the Province.

2003/2004 PROGRAM DELIVERABLES

- Enterprise Document and Records Management System (EDRMS) – corporate roll-out continued
- Archives and information management legislation introduced
- New Archives building project begun
- E-archives strategy implemented
- Corporate policy and procedures relating to e-records storage and preservation implemented
- ARCS/ORCS database project begun
- 100% of index to moving image collection online
- More emphasis on the management of government e-records holdings.

2004/2005 PROGRAM DELIVERABLES

- Enterprise Document and Records Management System (EDRMS) – corporate roll-out completed; post implementation reviews completed
- E-archives functioning for public access
- ARCS/ORCS project completed
- 25% of index to audio collection online
- New Archives building project - continuance
- More emphasis on physical infrastructure to secure archival e-records.

2005/2006 PROGRAM DELIVERABLES

- New records disposision approval process
- Partnership with the RBCM as exhibition site for archival material
- Conservation fund established for preservation of pre 1940 archival government records
- Audio collection index on-line for public access
- New Archives building project - continuance
- EDRMS and e-archives fully functioning with automatic deposit of archival electronic records to the BC Archives.

Operating Budget 01/02 Restated to 02/03 Budget
High Level Stob Breakdown for Estimates Supplement

BRANCH: BC Archives

New Stob	Description	(A) 01/02 Budget (see note 1) ($000)	(B) 02/03 Targeted Reduction/Increase (see note 2) ($000)	(C) Other Transfers (provide explanation) ($000)	(D) Internal Reallocation (see note 3) ($000)	(E) 02/03 Preliminary Target ($000)
	FTE's	57	(3)		3	57
50EA	Base Salaries and Overtime	2625	(96)		150	2,679
51EA	Supplementary Salary Costs	51		(42)		9
52EA	Employee Benefits	549	(21)		50	578
54EA	Legislative Salaries and Indemnities and Minister of State Salaries					0
55EA	Boards/Commissions/Courts - Fees and Expenses					0
57EA	Public Servant Travel	8	(2)			6
60EA	Professional Services - Operational & Regulatory	1846			350	2,196
61EA	Professional Services - Advisory					0
63EA	Information Systems - Operating	283				283
65EA	Office and Business Expenses (includes F&E **under** $1000)	112			119	231
67EA	Informational Advertising and Publications					0
68EA	Statutory Advertising and Publications					0
69EA	Utilities, Materials and Supplies	169			-69	100
70EA	Operating Equipment and Vehicles					0
73EA	Amortization Expenses	100				100
74EA	Gain or Loss on Capital Assets Disposal					0
75EA	Building Occupancy Charges (includes TI's **under** $50,000)	888				888
77EA	Grants	175	(175)			0
79EA	Entitlements					0
80EA	Transfers under Shared Cost Agreements					0
81EA	Transfer (Payment) Between Votes, Special Accounts and Funds					0
83EA	Interest Costs - Public Debt					0
85EA	Other Expenses					0
86EA	Recoveries between Votes, Special Accounts and Funds					0
88EA	Recoveries Within Government	-50			-1,250	-1,300
89EA	Recoveries - External to the CRF	-750			650	-100
10EA	Recoveries - External to the Reporting Entity (see note 4)					0
		6006	(294)	(42)	0	5,670

Note: ALL NUMBERS MUST BE ROUNDED TO THE NEAREST WHOLE $1000 (e.g. $5 for $5,000)

1 These amounts can be found on your most recent FMR
2 Show reductions as negative numbers
3 Identify any internal Stob reallocations that are required for 00/01
4 See instructions & list to determine what amounts should be included

NOTE: - Treasury Board submission to permanently increase operating costs/recovery costs for Records Centre operation, estimated at $600k annually. This does not affect the net operating budget for the Branch
- Division budget reduced by $84k from transfer of 'Advertising' costs. Impact split between BC Archives and Enquiry BC

Capital Budget 01/02 Restated to 02/03 Budget
High Level Stob Breakdown for Estimates Supplement

BRANCH: ADM,Office, Corporate and Information Programs Division

			(A)			(B)
	New Stob	Description	01/02 Budget (see note 1) ($000)			02/03 Preliminary Target (see note 2) ($000)
	A03A	Heavy Equipment				
	A04A	Operating Equipment				
	A05A	Office Furniture and Equipment > $1K	10			10
	A06A	Vehicles				
	A07A	Main Frame and Mini				
	A08A	PCs and Peripherals	25			25
	A09A	Major System Software				
	A10A	Tenant Improvements > $50K				
	A20A	Recoveries Within Government				
	A21A	Recoveries External to the CRF < $50K				
TOTAL			35	0	0	35

Note: **ALL NUMBERS MUST BE ROUNDED TO THE NEAREST WHOLE $1000 (e.g. $5 for $5,000)**

1 This can be found on your most recent FMR.

2 This amount must match your capital budget target.

Capital Budget 01/02 Restated to 02/03 Budget
High Level Stob Breakdown for Estimates Supplement

BRANCH: Employment Opportunity Secretariat

	New Stob	Description	(A) 01/02 Budget (see note 1) ($000)			(B) 02/03 Preliminary Target (see note 2) ($000)
	A03A	Heavy Equipment				
	A04A	Operating Equipment				
	A05A	Office Furniture and Equipment > $1K				
	A06A	Vehicles				
	A07A	Main Frame and Mini				
	A08A	PCs and Peripherals	19			0
	A09A	Major System Software				
	A10A	Tenant Improvements > $50K				
	A20A	Recoveries Within Government				
	A21A	Recoveries External to the CRF < $50K				
TOTAL			19	0	0	0

Note: **ALL NUMBERS MUST BE ROUNDED TO THE NEAREST WHOLE $1000 (e.g. $5 for $5,000)**

1 This can be found on your most recent FMR.

2 This amount must match your capital budget target.

NOTE: EOS capital budget for 2002/03 transferred to Corporate Privacy and Information Access Branch.

Capital Budget 01/02 Restated to 02/03 Budget
High Level Stob Breakdown for Estimates Supplement

BRANCH: Corporate Privacy and Information Access Branch

	New Stob	Description	(A) 01/02 Budget (see note 1) ($000)			(B) 02/03 Preliminary Target (see note 2) ($000)
	A03A	Heavy Equipment				
	A04A	Operating Equipment				
	A05A	Office Furniture and Equipment > $1K				
	A06A	Vehicles				
	A07A	Main Frame and Mini				
	A08A	PCs and Peripherals	0			19
	A09A	Major System Software				
	A10A	Tenant Improvements > $50K				
	A20A	Recoveries Within Government				
	A21A	Recoveries External to the CRF < $50K				
TOTAL			0	0	0	19

Note: **ALL NUMBERS MUST BE ROUNDED TO THE NEAREST WHOLE $1000 (e.g. $5 for $5,000)**

1 This can be found on your most recent FMR.

2 This amount must match your capital budget target.

Capital Budget 01/02 Restated to 02/03 Budget
High Level Stob Breakdown for Estimates Supplement

BRANCH: BC Archives

	New Stob	Description	(A) 01/02 Budget (see note 1) ($000)			(B) 02/03 Preliminary Target (see note 2) ($000)
	A03A	Heavy Equipment				
	A04A	Operating Equipment	50			50
	A05A	Office Furniture and Equipment > $1K				25
	A06A	Vehicles				
	A07A	Main Frame and Mini	570			368
	A08A	PCs and Peripherals	50			50
	A09A	Major System Software				
	A10A	Tenant Improvements > $50K				
	A20A	Recoveries Within Government				
	A21A	Recoveries External to the CRF < $50K				
TOTAL			670	0	0	493

Note: **ALL NUMBERS MUST BE ROUNDED TO THE NEAREST WHOLE $1000 (e.g. $5 for $5,000)**

1 This can be found on your most recent FMR.

2 This amount must match your capital budget target.

Capital Budget 01/02 Restated to 02/03 Budget
High Level Stob Breakdown for Estimates Supplement

BRANCH: BC Stats

	New Stob	Description	(A) 01/02 Budget (see note 1) ($000)			(B) 02/03 Preliminary Target (see note 2) ($000)
	A03A	Heavy Equipment				
	A04A	Operating Equipment				
	A05A	Office Furniture and Equipment > $1K				
	A06A	Vehicles				
	A07A	Main Frame and Mini				
	A08A	PCs and Peripherals	30			30
	A09A	Major System Software				
	A10A	Tenant Improvements > $50K				
	A20A	Recoveries Within Government				
	A21A	Recoveries External to the CRF < $50K				
TOTAL			30	0	0	30

Note: **ALL NUMBERS MUST BE ROUNDED TO THE NEAREST WHOLE $1000 (e.g. $5 for $5,000)**

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2 This amount must match your capital budget target.

Capital Budget 01/02 Restated to 02/03 Budget
High Level Stob Breakdown for Estimates Supplement

BRANCH: BC Connects (formerly Enquiry BC)

	New Stob	Description	(A) 01/02 Budget (see note 1) ($000)			(B) 02/03 Preliminary Target (see note 2) ($000)
	A03A	Heavy Equipment				
	A04A	Operating Equipment				
	A05A	Office Furniture and Equipment > $1K				
	A06A	Vehicles				
	A07A	Main Frame and Mini				
	A08A	PCs and Peripherals	12			12
	A09A	Major System Software				
	A10A	Tenant Improvements > $50K				
	A20A	Recoveries Within Government				
	A21A	Recoveries External to the CRF < $50K				
TOTAL			12	0	0	12

Note: **ALL NUMBERS MUST BE ROUNDED TO THE NEAREST WHOLE $1000 (e.g. $5 for $5,000)**

1 This can be found on your most recent FMR.

2 This amount must match your capital budget target.

NOTE: $12k is coming with the transfer of the BC Online Partnership Management Office, formerly part of Sourcing Services Management, ITSD

Capital Budget 01/02 Restated to 02/03 Budget
High Level Stob Breakdown for Estimates Supplement

CORPORATE AND INFORMATION PROGRAMS DIVISION SUMMARY

			(A)			(B)
	New Stob	Description	01/02 Budget (see note 1) ($000)			02/03 Preliminary Target (see note 2) ($000)
	A03A	Heavy Equipment				
	A04A	Operating Equipment	50			50
	A05A	Office Furniture and Equipment > $1K	10			35
	A06A	Vehicles				
	A07A	Main Frame and Mini	570			368
	A08A	PCs and Peripherals	136			136
	A09A	Major System Software				
	A10A	Tenant Improvements > $50K				
	A20A	Recoveries Within Government				
	A21A	Recoveries External to the CRF < $50K				
TOTAL			766	0	0	589

Note: **ALL NUMBERS MUST BE ROUNDED TO THE NEAREST WHOLE $1000 (e.g. $5 for $5,000)**

1 This can be found on your most recent FMR.

2 This amount must match your capital budget target.

NOTE: Only change from the initial information is the addition of $12k in A08A, BC Online Ppartnership Management Office

BUDGET 03/04

STOB	PROGRAM	02/03 Base	BC Archives	RM Branch
STOB 50	Base Salaries and Overtime	**$2,657,000**	2,166,010	490,990
STOB 51	Supplementary Salary Costs	**$9,000**	7,300	1,700
STOB 52	Employee Benefits	**$600,000**	498,470	101,530
STOB 57	Public Servant Travel	**$6,000**	4,800	1,200
STOB 60	Professional Services	**$2,154,000**	10,324	1,883,676
STOB 63	Information Systems - Operating	**$283,000**	228,400	54,600
STOB 65	Office and Business Expenses	**$231,000**	421,000	70,000
STOB 69	Utilities & Supplies	**$100,000**	80,500	19,500
STOB 73	Amortization Expense	**$100,000**	80,500	19,500
STOB 75	Building Occupancy Charges	**$888,000**	623,964	264,036
STOB 78	Contributions			
STOB 88	Recoveries Within Government	**(1,300,000)**	(50,000)	(1,250,000)
STOB 89	Recoveries (external)	**(100,000)**		(100,000)
	TOTAL	**$5,628,000**	4,071,268	1,556,732
			46 FTE's current	11 FTEs current

Note:
RMB - $100K required to cover costs of ARIS maintenance.
BC Archives - $260K from Stob 60 transferred to Stob 65 for storage of archival records.

BC ARCHIVES BUDGET 02/03

STOB	PROGRAM	01/02 Budget	01/02 Actual	02/03 Base	02/03 Forecast	Over/Under
STOB 50	Base Salaries and Overtime	$2,625,000	$2,700,093	**$2,657,000**	2,713,367	**(56,367)**
	salary				*2,769,874*	
	WMZE				*(30,430)*	
	CH				*(26,077)*	
	photocopy clerk					
STOB 51	Supplementary Salary Costs	$51,000	$41,634	**$9,000**	32,375	**(23,375)**
STOB 52	Employee Benefits	$549,000	$573,912	**$600,000**	615,365	**(15,365)**
	Benefits				*628,180*	
	WMZE				*(6,901)*	
	CH				*(5,914)*	
	photocopy clerk					
STOB 57	Public Servant Travel	$8,000	$12,552	**$6,000**	13,561	**(7,561)**
STOB 60	Professional Services	$1,846,000	$2,452,091	**$2,154,000**	2,868,262	**(714,262)**
	Storage				*2,649,938*	
	U of Vic				*10,324*	
	GARY Fund				*(250,000)*	
	EDS				*458,000*	
STOB 63	Information Systems - Operating	$283,000	$374,721	**$283,000**	393,000	**(110,000)**
	ARIS				*100,000*	
STOB 65	Office and Business Expenses	$112,000	$245,027	**$231,000**	237,842	**(6,842)**
	expenses				*250,000*	
	Destruction				*$50,000*	
STOB 69	Utilities & Supplies	$169,000	$71,020	**$100,000**	42,039	**57,961**
STOB 73	Amortization Expense	$100,000	$146,252	**$100,000**	200,638	**(100,638)**
STOB 75	Building Occupancy Charges	$888,000	$1,002,153	**$888,000**	843,096	**44,904**
	occupancy charges				*888,000*	
	tenant improvements				*-*	
STOB 78	Contributions	$175,000	$97,706	**$0**	-	**0**
STOB 88	Recoveries Within Government	(50,000)	(1,443,393)	**(1,300,000)**	(2,202,742)	**902,742**
STOB 89	Recoveries (external)	(750,000)	(78,731)	**(100,000)**	(100,000)	**0**
						(28,803)
	BC ARCHIVES:	$6,006,000	$6,195,035	**$5,628,000**	$5,656,803	**(28,803)**

03/04

PROGRAM	03/04 Base	BC Archives	Corporate Records	BC Archives	Corporate Records	03/04 Forecast	COMBINED	CRM	Calendarization
Base Salaries and Overtime	$2,217,250	1,402,662	814,588	1,403	814	873,293			67.2
Supplementary Salary Costs	$9,000	8,229	771	8	1	10,501			0.1
Employee Benefits	$500,836	316,725	184,111	317	184	196,927	2,727	999	15
Public Servant Travel	$6,000	3,780	2,220	4	2	5,000			0.4
Professional Services	$2,554,000	10,324	2,138,142	10	2,139	2,813,894			178
Information Systems - Operating	$259,600	89,742	169,858	90	170	199,596			14.55
Office and Business Expenses	$213,314	508,422	110,426	507	111	150,000			10
Utilities & Supplies	$100,000	63,000	37,000	63	37	40,000			3
Amortization Expense	$100,000	63,000	37,000	63	37	56,000			3
Building Occupancy Charges	$888,000	623,964	264,036	624	264	271,884		2,760	22
Recoveries Within Government	(1,680,000)	(30,000)	(1,650,000)	(30)	(1,650)	(1,641,450)	4,121	(2,190)	
Recoveries (external)	(540,000)	-	(540,000)	-	(540)	(1,013,781)	(2,220)		
TOTAL	$4,628,000	3,059,848	1,568,152	3,059	1,569	1,961,864	4,628	1,569	313.25
		31.5 FTEs	18.5 FTEs			(393,712)			3759
									-1650
		$1 box charge for backlog boxes				(320,000)			-540
					TOTAL	(73,712)			1569

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BC ARCHIVES BUDGET 02/03

STOB	PROGRAM	01/02 Budget	01/02 Actual	02/03 Base	02/03 Forecast	Over/Under
STOB 50	Base Salaries and Overtime	$2,625,000	$2,700,093	$2,657,000	2,718,493	-61,493
	salary				*2,775,060*	
	WMZE				*(30,430)*	
	CH				*(26,077)*	
STOB 51	Supplementary Salary Costs	$51,000	$41,634	$9,000	23,208	-14,208
STOB 52	Employee Benefits	$549,000	$573,912	$600,000	562,157	37,843
	Benefits				*573,842*	
	WMZE				*(6,293)*	
	CH				*(5,392)*	
STOB 57	Public Servant Travel	$8,000	$12,552	$6,000	8,000	-2,000
STOB 60	Professional Services	$1,846,000	$2,452,091	$2,154,000	2,659,084	-505,084
	Storage				*2,648,760*	
	U of Vic				*10,324*	
	CBC plus grants				-	
STOB 63	Information Systems - Operating	$283,000	$374,721	$283,000	401,437	-118,437
	ARIS				*100,000*	
STOB 65	Office and Business Expenses	$112,000	$245,027	$231,000	300,000	-69,000
	expenses				*250,000*	
	Destruction				*$50,000*	
STOB 69	Utilities & Supplies	$169,000	$71,020	$100,000	93,400	6,600
STOB 73	Amortization Expense	$100,000	$146,252	$100,000	147,000	-47,000
STOB 75	Building Occupancy Charges	$888,000	$1,002,153	$888,000	888,000	0
	occupancy charges				*888,000*	
	tenant improvements				-	
STOB 78	Contributions	$175,000	$97,706	$0	-	0
STOB 88	Recoveries Within Government	(50,000)	(1,443,393)	(1,300,000)	(1,700,000)	400,000
STOB 89	Recoveries (external)	(750,000)	(78,731)	(100,000)	(100,000)	0
						(372,779)
	BC ARCHIVES:	$6,006,000	$6,195,035	$5,628,000	$6,000,779	(372,779)

5670000
$42,000

20		37		
932,281	953,857	1,724,719	1,764,636	
3,000	7,985	6,000	15,223	
210,526	197,248	389,474	364,909	
2,000	2,807	4,000	5,193	
2,154,000	2,648,760	-	10,324	
99,298	140,855	183,702	260,582	
81,053	24,211	149,947	614,736	
35,088	32,550	64,912	60,628	
35,088	51,579	64,912	95,421	
279,792	264,036	608,208	579,060	
(1,300,000)	(2,120,000)	-	-	
(100,000)	(100,000)	-	-	
2,432,125	2,103,888	3,195,874	3,770,712	
	328,238		(574,837)	
5,628,000				

BC Archives 2002/2003 COMPARISON OF ACTUAL AND ESTIMATED STOB 63 EXPENDITURES

Budget Items - Actuals	BC Archives	CRM Branch	Users	Unit	Price/Unit
MVS Services					
Client Access (BC Archives fibre)	**$6,600.00**			12	$550.00
Client Access (Yates fibre)		**$6,600.00**		12	$550.00
Shared BLDG LAN Infrastructure - Routers (Bellevill	**$1,260.00**			12	$105.00
Shared BLDG LAN Infrastructure - Routers (Yates)		**$1,260.00**		12	$105.00
Virtual Private Network (BC Archives)	**$360.00**			12	$30.00
Virtual Private Network (RMB)		**$504.00**		12	$42.00
SPAN Dial Sevice Access (Pungente)		**$18.00**		12	$1.50
Span Dail Static IP Address (Pungente)		**$120.00**		12	$10.00
Span Dail Static IP Address (Duffy)	**$120.00**			12	$10.00
Data Network Services					
Anti-Virus (BC Archives)	**$643.20**		40	12	$1.34
Anti-Virus (RMB)		**$369.84**	23	12	$1.34
MS Exchange (BC Archives)	**$3,067.20**		40	12	$6.39
MS Exchange (RMB)		**$1,763.64**	23	12	$6.39
BC Gov Authentication (BC Archives)	**$2,808.00**		40	12	$5.85
BC Gov Authentication (RMB)		**$1,614.60**	23	12	$5.85
Unix Services					
Unix Services (PAS)	**$14,329.44**			12	1194.12
Workplace Support Services					
CITS Office Support (BC Archives)	**$46,080.00**		32	12	$120.00
CITS Office Support (RM**B)**		**$27,360.00**	19	12	$120.00
Shared Server and FM Services					
Networked File Storage (BC Archives)	**$18,689.00**				
Networked File Storage (RMB)		**$11,311.00**			
Networked Print Que (BC Archives)	**$2,880.00**		8	12	$30.00
Networked Print Que (RMB)		**$1,440.00**	4	12	$30.00
Voice Network Services					
Voice mail, fax, TSR (BC Archives)	**$23,040.00**		32	12	$60.00
Voice mail, fax, TSR (Yates)		**$13,680.00**	19	12	$60.00
Server Support					
UNIX/SUN 3rd Party hw/sw maintenance	**$7,000.00**				
FM Fees - Unix Services					
FM Fees (ARIS Production and Dev servers)		**$26,154.72**		12	$2,179.56
ARIS Services					
ARIS Services (ITSD CGI and OA pass through charges)		**$100,000.00**			
Oracle Licences					
Oracle sw recoveries (BC Archives)	**$3,700.00**				
Oracle sw recoveries (RMB)		**$7,400.00**			
Public Access System					
Jukebox SW Maintenance/Support Contract	**$7,800.00**				
SIMS maintenance	**$2,000.00**				
	$140,376.84	**$199,595.80**			

Option 1 Approve proposed RBCM archives charges.

Estimated cost for transfer of FR records: ***$3,288,656 in FY 03/04; approximately $535,840 annually thereafter. 10 year cost: $8,134,620***

Pros

- Post-2003 transfers of government archival records are funded for high service levels (all records transferred are fully described, are made accessible to government and the public in a timely fashion and receive sufficient conservation and storage services for their permanent preservation).

Cons

- Establishes a significantly higher service level and cost for post-2003 records than for pre-2003 government archival records
- Creates risk that ministries will destroy or refuse to transfer records to avoid archives costs
- Complex to administer, particularly for non-textual records (e.g., requires detailed item counts and agreement on what constitute "items" for each media)
- Creates risk that government records evaluation process will be undermined (e.g., pressure from individual ministries to avoid designation of records as having archival value).
- Presents high "up-front" costs in FY2003/04 and creates risk of high, unplanned archives costs for individual ministries (e.g., ministries that identify a large series of maps or photographs for archives transfer).

Option 2 Approve charges based on funding level currently in place for pre-2003 records. Fund these charges with small increase (less than 1%) to offsite records storage rate.

(BC Archives base budget = $2,900,000. Divided by total BC Archives offsite records holdings (67,381 boxes) = $43 per box. Note: BC Archives also has onsite records. However, using only offsite boxes in the above calculation is simpler and partially adjusts for past under-funding of Archives.)

Estimated cost for transfer of FR records: ***$195,736 in 2003/4, increased by approximately $43,000 annually thereafter (e.g. 2nd year cost would be $238,736). The 10 year cost is $3,892,360.***

Pros.

- Simpler and less expensive to administer than the RBCM proposal, with lower 10 year costs to Government.
- Provides a corporate mechanism for funding government archives (a corporate asset).
- Reduces risk that ministries will destroy or refuse to transfer records to avoid archives costs. (Archives transfer costs would be shared by all users of offsite records storage services.)

- Reduces risk that government records evaluation process will be undermined. (As above, cost to preserve any particular records designated as archival will be shared corporately by all of government).
- Establishes a single, straightforward and scalable funding rate (e.g., rate can be adjusted based on preservation requirements identified by RBCM and service requirements specified by Government.)

Cons.

- Does not fund as high a service level for post –2003 records transfers as the rates in the RBCM proposal.
- Increases corporate off-site records storage rates and makes rates somewhat less competitive for agencies that have the choice to contract directly with private storage facilities. However, corporate rates would still be lower.

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From:	Grove, Marland MSER:EX
To:	Norman, Chris MSER:EX
Subject:	ADMC documents
Date:	Monday, January 5, 2004 11:34:28 AM
Attachments:	Cost_containment.doc Museum_fee_proposal.doc

As discussed.

Thanks
Marland

From:	Grove, Marland MSER:EX
To:	Stuart, Arlene CAWS:EX
Subject:	Archival record reports
Date:	Tuesday, January 6, 2004 10:30:35 AM
Attachments:	srfr_adv_ed.pdf srfr_agr.pdf srfr_att_gen.pdf srfr_caws.pdf srfr_cfam.pdf srfr_comp_science.pdf srfr_ed.pdf srfr_energy_mines.pdf srfr_fin.pdf srfr_for.pdf srfr_hlth_plan.pdf srfr_hlth_ser.pdf srfr_hr.pdf srfr_mser.pdf srfr_prov_rev.pdf SRFR_pub_safety.pdf srfr_skills.pdf srfr_sust_res.pdf srfr_trans.pdf SRFR_wlap.pdf

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Attached are reports for each ministry showing the breakdown of records ready for transfer to the BC Archives. The list is broken down to show the Full Retention (FR) records and Selective Retention (SR) records.

Marland Grove
Director
Corporate Records Management Branch
Ministry of Management Services
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e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.mser.gov.bc.ca/crmb

From:	Grove, Marland MSER:EX
To:	Stuart, Arlene CAWS:EX
Subject:	Archival record reports
Date:	Tuesday, January 6, 2004 10:30:35 AM
Attachments:	srfr_adv_ed.pdf srfr_agr.pdf srfr_att_gen.pdf srfr_caws.pdf srfr_cfam.pdf srfr_comp_science.pdf srfr_ed.pdf srfr_energy_mines.pdf srfr_fin.pdf srfr_for.pdf srfr_hlth_plan.pdf srfr_hlth_ser.pdf srfr_hr.pdf srfr_mser.pdf srfr_prov_rev.pdf SRFR_pub_safety.pdf srfr_skills.pdf srfr_sust_res.pdf srfr_trans.pdf SRFR_wlap.pdf

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Director
Corporate Records Management Branch
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http://www.mser.gov.bc.ca/crmb

From: Norman, Chris MSER:EX
To: Fraser, Lois A MSER:EX
Cc: Grove, Marland MSER:EX; Isaac, Glen MSER:EX
Subject: FW: Archives Charges
Date: Thursday, February 26, 2004 1:51:19 PM
Importance: High

Hi,

This issue has been percolating for some time as you know.

Brian Mann asked me the other day if we would make a recommendation to ADMCS soon re whether government should accept the RBCM requirement in whole or in part - even if in part meant using lapsed funds at year end to pay for whatever Ministries could afford.

Based on Marland and Glen's analysis below, you can see that 1) the Archives deal does not seem like a good one for government for a variety of reasons, 2) we need more time to negotiate for a better arrangement, and 3) if one Ministry uses lapsed funds for this year, all negotiating position is gone.

In the rush to finish up business (my schedule being knocked out because of HBO issues), I have not had a chance to finalize this one before leaving so ask if you could meet with Marland earliest so we can get some kind of response back to ADMCS. No answer runs the risk of us being seen to drop the ball and the risk of a Ministry going ahead and using lapsed funds which doesn't seem in the corporate interest.

Sorry to drop this on you.

c

Chris Norman
Executive Director
Government Information Strategies, Policy and Legislation
Ministry of Management Services
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Phone: (250) 387 9809
Cell: (250) 888 0218

-----Original Message-----
From: Isaac, Glen MSER:EX
Sent: February 26, 2004 1:23 PM
To: Norman, Chris MSER:EX
Subject: Archives Charges

- RBCM has proposed archives charges at a rate of $454 per transferred paper box, with higher rates for non-paper records.
- Discussions to date have assumed these charges would be paid directly by ministries for each box transferred.
- CRMB cannot recommend approval of the proposed archives funding process or rates at this time.

- The proposed funding process would undermine the integrity of government information holdings (and thereby create risks) by

  creating incentives for ministries to avoid archives charges by:

  - under-valuing records (pushing for destruction rather than preservation)
  - ignoring approved records retention schedules (by retaining records longer or destroying records in violation of schedules).
- Incentives to destroy records of value would be even higher for publicly funded bodies that do not fall under the requirements of the Document Disposal Act (e.g., BC Pension Corporation).
- The proposed rates reflect a level of archival funding that is higher than that previously provided by this government and higher than that currently provided in other jurisdictions.

- CRMB has already received multiple statements by ministries/agencies of intent to not retain or transfer records of value.
- CRMB has proposed an alternative funding process and rates to the RBCM, which would establish a corporate funding process based on a records storage surcharge (which creates incentives to identify and transfer valuable records) and lower rates. It appears that the RBCM has rejected this alternative.
- CRMB can assist ministries in containing costs by continuing to perform selective retention analysis for ministries and by only transferring records of permanent value to the RBCM. These services will be in higher demand once government pays a fee for each box transferred. In order for CRMB to increase the level of records selection services additional funds would be needed. These funds would most easily be secured under the proposed corporate funding model.
- Given the above, CRMB cannot recommends that ministries use lapsed funds this fiscal year to transfer records to the RBCM at the proposed charge rates, as that would set a precedent limiting government's ability to establish alternate funding processes/rates.
- Government needs additional time to negotiate a funding process that does not undermine the integrity of government records and a set of rates that reflects the level of preservation and access services government requires for its records.

Marland and Glen

Glen Isaac
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Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-5151; Fax: (250) 387-5841
Email: Glen.Isaac@gems5.gov.bc.ca
http://www.gov.bc.ca/mser/

From:	Isaac, Glen MSER:EX
To:	Pungente, Debbie MSER:EX
Subject:	FW: BC Archives Service Agreement
Date:	Tuesday, February 24, 2004 1:23:32 PM
Attachments:	RE BC Archives Service Agreement.msg BCA 01-02 v4 final.doc

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This version in the note below is the agreement for BC Archives just prior to the changes we made to remove archives-specific services.

And here is the revised version for current CRMB services

Glen Isaac
Manager, IM Systems and Standards
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-5151; Fax: (250) 387-5841
Email: Glen.Isaac@gems5.gov.bc.ca
http://www.gov.bc.ca/mser/

-----Original Message-----
From: Roberts, Peter L MSER:EX
Sent: September 5, 2003 2:03 PM
To: Isaac, Glen MSER:EX
Cc: Kuhn, Walter MSER:EX
Subject: BC Archives Service Agreement

Glen,,

Here is a copy of the Service Agreement per our conversation. Please edit and return to me when finished.

I will also speak with Ron Heron's group to get an accurate inventory of what services that are still being used by BC Archives

.
Thanks.....

Peter L. Roberts
Client Business Analyst
Solutions BC, Province of BC
Common IT Shared Services
W209 - 4000 Seymour Pl.
EMail: Peter.Roberts@gems7.gov.bc.ca
Voice 250 356-1604 **Fax** 250 387-4722

From: Grove, Marland MSER:EX
To: Norman, Chris MSER:EX
Subject: FW: ISSUE: Assessment of proposed RBCM fee structure for archival services to government
Date: Tuesday, January 6, 2004 11:40:36 AM
Attachments: Museum fee proposal BN.doc

-----Original Message-----
From: Isaac, Glen MSER:EX
Sent: January 6, 2004 11:07 AM
To: Grove, Marland MSER:EX
Subject: ISSUE: Assessment of proposed RBCM fee structure for archival services to government

some revisions.

From:	Grove, Marland MSER:EX
To:	Norman, Chris MSER:EX
Subject:	FW: RBCM alternative funding model
Date:	Wednesday, January 14, 2004 2:09:40 PM
Attachments:	ADM Alternative Archives fundingmodel.doc

Another thought is that we could possibly get approval with the RBCM for the model and then negotiate the rate.

Marland

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: January 14, 2004 1:46 PM
To: Norman, Chris MSER:EX
Subject: RBCM alternative funding model

Possibly a better funding model. This option reduces and spreads governments costs out over a longer term. The key is that this significantly reduced the potential undermining of the government's records management program.

As the storage rate increase to cover this is slightly less than 1%, the rate for example could be increased by 1.2% or 1.5% to tray and address some of the past under funding of preservation. We could also base the rate on the pre split allocation to the BC Archives which amounts to $59 per box an increase from the $43.

We could meet with Gary to present the option and if he agrees we could jointly present to the ADMCS. If we could get agreement this would put us and the RBCM in a better position with ADMCS

Marland and Glen

ISSUE: Assessment of proposed RBCM fee structure for archival services to government

BACKGROUND:

RBCM has proposed a fee structure to fund the preservation and provision of access to government archival records transferred to BC Archives after April 1, 2003.

The proposal includes fees for various record types:

- Paper - $454.63 per box
- Video tape - $183.89
- Motion picture film - $209.39
- Photographs - $21.60 per photo
- Maps/plans - $103.21 to $157.08 per map or plan
- Electronic - $426.50 per gigabyte

Two questions should be addressed:

- Are the proposed charges reasonable for the services covered?
- Are the services required?

DISCUSSON

Are the proposed charges reasonable for the services covered?

Yes. CRMB has reviewed the proposed charges. The rates are based on Canadian Council of Archives' standard benchmarks.

Issue: The proposed transfer charges are generic averages for each unit of records, regardless of the condition of the records.

However, it arguably would be to government's advantage to have rates based on the condition of the records. This would enable government to contain costs by implementing practices that ensure records are properly documented and boxed prior to transfer to the BC Archives. It would also provide an incentive to ministries for good records management practices.

Are the services required?

Yes, the proposed fees cover standard types of services for preserving and describing archival records and making them accessible to users.

Issue: Fee structure presumes that all new transfers will receive the same, full service coverage. The proposed service level is significantly higher than that provided to records transferred prior to April 1, 2003. BC Archives holds extensive collections of older government records that have serious conservation and preservation requirements. The existing funding base is inadequate to process these records.

If government is to begin funding the actual cost of fully describing, filming and accessing all new transfers of SR/FR records, an unintended result could be that older, more valuable records receive a lower standard of care and conservation. Should some of the archives fees be directed on the basis of need (e.g., apply filming resources on priorities)?

CONCLUSION: CRMB feels the specified charges are reasonable for the services proposed (i.e., are based on standard metrics). However, there would be advantages for government if different rates were established for records based on their condition at time of transfer to BC

Archives. As well, the proposed charges would fund a high level of service for newly transferred records but do not address microfilming and other requirements for older government archival records.

If the RBCM proposal is approved, CRMB recommends that:

- CRMB and RBCM explore the viability of a graduated rate based on condition;
- RBCM outline proposed means of providing conservation and preservation services for records funded under the pre-2003 model; and
- RBCM identify the ongoing process to be used to report back to government as the specified services for post 2003 transfers are completed.

ISSUE: Assessment of proposed RBCM fee structure for archival services to government

BACKGROUND:

RBCM has proposed a fee structure to fund the preservation and provision of access to government archival records transferred to BC Archives after April 1, 2003.

The proposal includes one-time transfer fees for various record types:

- Paper - $454.63 per box
- Video tape - $183.89
- Motion picture film - $209.39
- Photographs - $21.60 per photo
- Maps/plans - $103.21 to $157.08 per map or plan
- Electronic - $426.50 per gigabyte

Two questions should be addressed:

- On what basis have the charges been calculated for the services covered?
- Are the services required?

DISCUSSON

On what basis have the charges been calculated for the services covered?

The rates are based on Canadian Council of Archives' standard benchmarks

Issues: The proposed transfer charges are generic averages for each unit of records, regardless of the condition of the records.

However, it arguably would be to government's advantage to have rates based on the condition of the records. This would enable government to contain costs by implementing practices that ensure records are properly documented and boxed prior to transfer to the BC Archives. It would also provide an incentive to ministries for good records management practices.

Are the services required?

The proposed fees cover the standard types of services that would be required to ensure that all records transferred are fully described, are made accessible to government and the public in a timely fashion and receive sufficient conservation and storage services for their permanent preservation.

Issues: The fee structure presumes that all new records transfers will receive the same, full service coverage. The proposed service level is significantly higher than that provided to records transferred prior to April 1, 2003. BC Archives holds extensive collections of pre-2003 government records that are not described, are not routinely accessible, and have serious, unfulfilled conservation and preservation requirements. The existing RBCM funding base is inadequate to provide full preservation and access services for the pre-2003 records.

If government is to begin funding the actual cost of fully describing, filming and accessing all new transfers of SR/FR records, an unintended result could be that older, more valuable records receive a lower standard of care and conservation.

It could be argued that the resources government devotes to its archival records (through voted appropriations or through the proposed ministry charges) should be applied on a priority basis,

based on the records' value and condition (e.g., microfilm the most valuable and fragile records first).

CONCLUSION: The specified RBCM charges for the services proposed are based on standard, generic metrics within the archival profession. However, there would be advantages for government if different rates were established for records based on their condition at time of transfer to BC Archives. As well, the proposed charges would fund a high level of service for newly transferred records but do not address microfilming and other requirements for older government archival records.

If the RBCM proposal is approved, CRMB recommends that:

- CRMB and RBCM explore the viability of a graduated rate based on condition;
- RBCM outline proposed means of providing conservation and preservation services for records funded under the pre-2003 model; and
- RBCM identify the ongoing process to be used to report back to government as the specified services for post 2003 transfers are completed.

From:	Isaac, Glen MSER:EX
To:	Roberts, Peter L MSER:EX
Cc:	Kuhn, Walter MSER:EX
Subject:	RE: BC Archives Service Agreement
Date:	Friday, September 5, 2003 2:59:12 PM
Attachments:	ServiceagreementBCA 01-02 v4 final.doc

Revisions as requested. Note that the hardware list for the ARIS servers needs updating. I believe "Thrush" is name of the new server, but either Ron Heron or Paul Sihota should be able to provide the details. Thanks for your assistance - Glen

-----Original Message-----
From: Roberts, Peter L MSER:EX
Sent: September 5, 2003 2:03 PM
To: Isaac, Glen MSER:EX
Cc: Kuhn, Walter MSER:EX
Subject: BC Archives Service Agreement

Glen,,

Here is a copy of the Service Agreement per our conversation. Please edit and return to me when finished.

<< File: BCA 01-02 v4 final.doc >>
I will also speak with Ron Heron's group to get an accurate inventory of what services that are still being used by BC Archives

.
Thanks.....

Peter L. Roberts
Client Business Analyst
Solutions BC, Province of BC
Common IT Shared Services
W209 - 4000 Seymour Pl.
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Voice 250 356-1604 **Fax** 250 387-4722

From:	Kot, Jill MSER:EX
To:	"Morhart, David A FIN:EX "
Cc:	McKnight, Elaine L MSER:EX; Wenezenki-Yolland, Cheryl FIN:EX; Choo, Beau FIN:EX
Subject:	RE: Follow up re Museum
Date:	Tuesday, February 10, 2004 7:42:54 PM

No problem. Good luck in your new assignment.

-----Original Message-----
From: Morhart, David A FIN:EX
To: Kot, Jill MSER:EX
Cc: McKnight, Elaine L MSER:EX; Wenezenki-Yolland, Cheryl FIN:EX; Choo, Beau FIN:EX
Sent: 10/02/04 7:26 PM
Subject: Re: Follow up re Museum

Apologies for the delay, but I have just moved over to the BC Ambulance Service. However I have copied Cheryl and Beau who would be pleased to assist.

-----Original Message-----
From: Kot, Jill MSER:EX <Jill.Kot@gems5.gov.bc.ca>
To: Morhart, David A FIN:EX <Deleted.DAMorhar@Victoria1.gov.bc.ca>
CC: McKnight, Elaine L MSER:EX <Elaine.McKnight@gems1.gov.bc.ca>
Sent: Sat Feb 07 10:01:40 2004
Subject: FW: Follow up re Museum

David,
I am not sure if you are aware that the Royal BC Museum (RBCM) would like to opt out of using CAS services. They have done a fit assessment against their needs and determined they want to implement their own solution for financials and point of sale. We would like to set up a meeting with you this week to brief you on this issue, so you are aware of the background. However, this is a quick heads up in case you are contacted prior to your briefing. There are two key points:

1. RBCM's fit assessment has determined that CAS cannot meet their needs, especially with respect to a need for a Point of Sale solution. We believe RBCM may have understated what we can provide, but fundamentally do not dispute their wish to leave. As a service provider, our role at this point is to advise them of the process to get exemption, and to make sure we have advised our remaining clients (and governance) of the impact.

s.12

Although the amount seems trivial, we want to make sure the precedent is set, as there may be downstream consquences for other organizations such as Regional Authorities.

We will set up a quick meeting to brief you. Thanks. Jill.

Jill Kot
Director, Strategic & Operational Planning
Corporate Accounting Services
Ministry of Management Services
jill.kot@gems5.gov.bc.ca
(250) 356-1840

-----Original Message-----
From: Kot, Jill MSER:EX
Sent: February 7, 2004 9:41 AM
To: Brouwer, Shauna CAWS:EX
Cc: McKnight, Elaine L MSER:EX
Subject: Follow up re Museum

Shauna,

Further to our discussion, I am attaching the process for an organization such as the Royal BC Museum to get exemption from using CAS shared services infrastructure. As discussed, CAS does not intend to argue RBCM's wish to leave (although we might not be in total agreement on the rationale). Rather, our role at this point is to describe the process for exemption, as RBCM is pursuing other solutions, and to make sure that all those who need to know are aware of the implications. As such, it appears that the next step is for Lori Wanamaker to have a discussion with David Morhart. We will make sure that David is aware of the background.

The only thing we may need to confirm further is the financial arrangement. You indicated that RBCM would pay the $42K for CAS for next year, regardless of whether they use our services or not. One thing I did not discuss with you is what happens after that. s.12
s.12
s.12 I was reminded of this by Elaine after our discussion and apologize for not bringing out that point when we talked.

Please advise if you are comfortable with the above.

Thanks so much.
Jill.

Jill Kot
Director, Strategic & Operational Planning
Corporate Accounting Services
Ministry of Management Services
jill.kot@gems5.gov.bc.ca
(250) 356-1840

-----Original Message-----
From: Bozoian, Ann MSER:EX
Sent: December 12, 2003 11:49 AM
To: Kot, Jill MSER:EX
Subject: ORGANIZATIONS LEAVING GOVERNMENT

Hi, Jill. Following up on our chat today. If an organization that was "in government" (like the Museum) chooses not to use Solutions BC mandatory services, the process (as I understand it) for exclusion would be as follows:

1. the SFO of the leaving organization meets with the appropriate representative of the Service Provider and makes a case for leaving - if after discussing the issue with the appropriate representative, the organization still wants to leave then -
2. the EFO of the Ministry the organization came from meets with MSER's EFO to discuss the issue - the leaving organization must make a case, including documenting what the costs to government would be (if

any) of the organization using an alternate service and what (if any) costs would be incurred by current clients as a result of the organization leaving (eg. increased costs as a result of reduced volume) - if after discussing the issue, the organization still wants to leave then -

3. the EFO of the leaving organization would present the case to ADMCS (in conjunction with MSER's EFO) - ADMCS does not make a decision but provides a recommendation to DMCSS

4. the DM of the leaving organization would present the case to DMCSS (in conjunction with MSER's DM) - DMCSS makes a decision but can also require that the organization leaving must pay any resulting incremental costs so that no burden is placed on the remaining clients.

This is the process that was laid out a few months ago. I will talk to Brian Mann and make sure he is still comfortable with ADMCS's role in this and speak to Cairine to make see if it raises any concerns with her. I'll get back to you as quickly as I can.

Ann Bozoian
Ann Bozoian
Executive Director
Corporate Planning
Ministry of Management Services
Phone: 387-0864
e-mail: Ann.Bozoian@gems2.gov.bc.ca

ISSUE: Cost containment of proposed RBCM charges for archival services to government

BACKGROUND:

RBCM has proposed a fee structure covering government archival records transferred to BC Archives after April 1, 2003. The proposal includes fees for transferring various record types (maps, electronic records, photographs, paper files) – e.g., $454 per standard box of paper records.

Two categories of government records have traditionally been transferred to the BC Archives:

- FR (full retention) records - records scheduled to be retained in their entirety
- SR (selective retention) records – records scheduled to be reviewed by an archivist, with some retained and some destroyed (e.g., records for which only a representative sample are retained)

For FY 2003/04 there are 11,600 boxes of FR and SR records eligible for archival transfer. From 2004/05 onward, approximately 4,000 FR/SR boxes will be eligible for transfer to RBCM each fiscal year. The large numbers of SR/FR boxes ready for immediate archival transfer represents a three year hold on all dispositions resulting from ongoing litigation.

If all FR and SR boxes were transferred at the proposed rate, the cost to ministries would be approximately:

- **$5.3 million** in 2003/04.
- **$1.8 million annually**, 2004/05 onward

DISCUSSION:

Corporate Records Management Branch (CRMB) can help ministries contain archival transfer costs by:

- Managing and reviewing transfers of records to custody of the BC Archives. The CRMB automated records management system enables ministries to review and approve records identified for archival transfer, track transfer of boxes, and monitor their offsite storage costs, supporting ministry financial accountability.

- Continuing to establish specific selection criteria for records appraised for selective retention (SR). Selection criteria are now documented within all new and amended *ORCS* (*Operational Records Classification System*) and in amendments to *ARCS* (*Administrative Records Classification System*). These criteria guide ministry staff in identifying those portions of SR records to be destroyed from those that need to be fully retained and boxed accordingly for offsite storage/transfer. This step reduces the amount of final selection work. Older *ORCS* generally do not contain specific criteria that can be applied by ministries, review must be done by a CRMB archivist.

- Completing records selection activities prior to transferring boxes to the custody of the BC Archives.

Performing selection work in advance of transfer and then only transferring records that are scheduled or selected for full retention would save:

- **2 million** for records eligible in 2003/04
- **$0.8 million** annually

However, in order to achieve the savings identified above, a funding mechanism is required for CRMB archival selection work. The above estimates are for net savings - selection costs have been incorporated into those figures. Cost for CRMB staff to complete archival selection is approximately $40 / box (rather than $454 to transfer).

OPTIONS:

Option 1: *Transfer all FR and SR records directly to the RBCM upon expiration of semi-active retention period*.

Pros: Records eligible for FR and SR are transferred immediately to RBCM.

Cons: High cost option for ministries ($5.3 million in 2003/04; $1.8 million / year, 2004/05 onward). Government has less ability to determine which records are selected for retention (e.g., review and approve archives selection work rather than perform selections directly).

Option 2: *Transfer all FR records and only the selected SR records*.

Pros:

•Significant savings for ministries. Depending on the funding mechanism and timetable established for selection*, ministries save approximately $5.9 to $6 million over 5 years

•Government retains control in determining which SR records retain sufficient ongoing corporate value to require archival preservation and which records can realize cost savings through their timely destruction.

The need for government to maintain direct control over records value decisions was a key reason why CRMB remained within core government when the BC Archives was transferred to the RBCM.

Cons: Depending on the selection funding mechanism and timetable chosen, some records in the SR backlog may remain in ministry custody for 1-5 years.

Recommendation: Option 2

NOTE: There are multiple options for funding selection activities and archives transfers (e.g., a records storage rate increase, direct funding by individual ministries, or a combination).

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06	06/07	07/08	08/09
	FR	SR	FR	SR	FR	FR	FR	FR
Ministry of Advanced Education	16	152	1	11	1	1	1	1
Executive Committee	5	152	0	11	0	0	0	0
Minister	5	152	0	11	0	0	0	0
Post Secondary Education	11	0	1	0	1	1	1	1
	1	0	0	0	0	0	0	0
Student Services	10	0	1	0	1	1	1	1

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06		06/07		07/08	08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	SR	FR	SR
Ministry of Agriculture, Food and Fisheries	83	200	3	52	6	29	4	4	17	1	3
Executive Committee	0	121	0	44	0	27	0	2	17	0	3
Minister	0	121	0	44	0	27	0	2	17	0	3
Finance and Administration Division	36	3	0	2	0	0	3	0	0	1	0
	36	3	0	2	0	0	3	0	0	1	0
Policy and Legislation Services	24	2	0	0	0	1	0	0	0	0	0
Policy and Economics	19	0	0	0	0	0	0	0	0	0	0
Trade and Intergovernmental	5	2	0	0	0	1	0	0	0	0	0
Resource Development and Sustainability	1	3	0	1	3	0	0	1	0	0	0
Aquaculture Licensing and	0	1	0	0	2	0	0	0	0	0	0
Regional Operations	1	2	0	1	0	0	0	0	0	0	0
Resource Management Branch	0	0	0	0	1	0	0	1	0	0	0
Risk Management and Competitiveness	22	71	3	5	3	1	1	1	0	0	0
	1	56	0	1	0	0	0	0	0	0	0
Animal Health Branch	2	1	1	0	0	0	0	0	0	0	0
Crop Insurance	13	5	2	0	0	1	0	0	0	0	0
Food Safety and Quality Branch	2	7	0	1	0	0	0	0	0	0	0

	03/04		04/05		05/06		06/07		07/08	08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	SR	FR	SR
Industry Competitiveness	4	2	0	3	3	0	1	1	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06		06/07		07/08		08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR
Ministry of Attorney General and Minister	1,889	1,513	150	287	206	169	145	32	199	16	113	1
Court Services	1,527	39	133	25	110	0	143	3	139	1	99	0
	0	37	0	0	0	0	0	0	0	0	0	0
Court Management Services	0	1	9	21	0	0	0	0	0	0	0	0
Courts Region 1 (Vancouver Island)	375	0	11	0	5	0	7	3	7	0	28	0
Courts Region 2 (Vancouver)	899	0	80	2	81	0	78	0	109	0	59	0
Courts Region 3 (Lower Mainland)	28	1	10	0	0	0	0	0	0	0	0	0
Courts Region 4 (Interior)	143	0	7	2	11	0	38	0	10	1	3	0
Courts Region 5 (North)	82	0	16	0	13	0	20	0	13	0	9	0
Criminal Justice Branch	160	0	0	0	0	0	2	0	0	0	0	0
	160	0	0	0	0	0	2	0	0	0	0	0
Executive Committee	0	107	0	184	0	64	0	29	0	15	0	1
Attorney General	0	107	0	184	0	64	0	29	0	15	0	1
Justice Services	0	3	0	0	0	0	0	0	0	0	0	0
Debtor Assistance Branch	0	3	0	0	0	0	0	0	0	0	0	0
Legal Services Branch	52	1,302	0	62	0	104	0	0	0	0	0	0
	0	29	0	0	0	0	0	0	0	0	0	0

	03/04		04/05		05/06		06/07		07/08		08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR
Barristers Division	0	822	0	44	0	0	0	0	0	0	0	0
Legislative Counsel	52	0	0	0	0	0	0	0	0	0	0	0
Solicitors Division (Vancouver)	0	189	0	18	0	36	0	0	0	0	0	0
Solicitors Division (Victoria)	0	262	0	0	0	68	0	0	0	0	0	0
Management Services Branch	9	52	3	16	0	0	0	0	0	0	0	0
	4	14	0	15	0	0	0	0	0	0	0	0
Finance and Administration	0	37	0	1	0	0	0	0	0	0	0	0
Privacy, Information and Records	5	1	3	0	0	0	0	0	0	0	0	0
Negotiations Division	0	1	0	0	0	1	0	0	0	0	0	0
Policy, Planning and	0	1	0	0	0	0	0	0	0	0	0	0
Treaty and Economic Measures	0	0	0	0	0	1	0	0	0	0	0	0
Policy, Planning and Legislation Branch	141	9	14	0	96	0	0	0	60	0	14	0
	0	9	0	0	0	0	0	0	0	0	0	0
Independent Boards and	141	0	14	0	96	0	0	0	60	0	14	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06		06/07		07/08		08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR
Ministry of Community, Aboriginal and	152	443	8	93	3	28	2	7	3	13	3	5
Aboriginal, Multiculturalism and Immigration	7	7	0	0	0	1	0	0	0	0	0	0
Aboriginal Directorate	7	3	0	0	0	1	0	0	0	0	0	0
Settlement and Multiculturalism	0	4	0	0	0	0	0	0	0	0	0	0
Board of Examiners	1	0	0	0	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0	0	0	0
Community Services and Culture Department	0	217	0	1	0	1	0	0	0	0	1	0
Finance and Administration	0	9	0	1	0	1	0	0	0	0	0	0
Heritage Branch	0	191	0	0	0	0	0	0	0	0	0	0
Sport and Physical Activity Branch	0	17	0	0	0	0	0	0	0	0	1	0
Corporate Services Department	2	59	0	8	0	0	1	0	0	0	0	0
	0	20	0	0	0	0	0	0	0	0	0	0
Financial and Administrative	0	33	0	8	0	0	0	0	0	0	0	0
Information and Privacy Branch	2	2	0	0	0	0	1	0	0	0	0	0
Strategic Human Resource	0	4	0	0	0	0	0	0	0	0	0	0
Executive Committee	1	92	0	84	0	26	0	6	2	11	1	5
Minister	1	92	0	84	0	26	0	6	2	11	1	5

	03/04		04/05		05/06		06/07		07/08		08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR
Local Government Department	136	21	8	0	3	0	1	0	1	0	1	0
Governance and Structure Division	1	0	0	0	0	0	0	0	0	0	0	0
Intergovernmental Relations and	1	9	0	0	0	0	0	0	0	0	0	0
Local Government and	133	12	7	0	0	0	0	0	0	0	0	0
Local Government Policy and	0	0	0	0	1	0	0	0	0	0	0	0
Public Library Services Branch	1	0	1	0	2	0	1	0	1	0	1	0
Safety and Standards	4	3	0	0	0	0	0	1	0	2	0	0
Safety Engineering Services	4	3	0	0	0	0	0	1	0	2	0	0
Women's Services and Child Care Department	1	44	0	0	0	0	0	0	0	0	0	0
	0	2	0	0	0	0	0	0	0	0	0	0
Stopping the Violence and Regional	1	42	0	0	0	0	0	0	0	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06	06/07	07/08
	FR	SR	FR	SR	SR	SR	FR
Ministry of Children and Family Development	70	353	10	61	3	27	4
Executive Committee	0	244	0	30	3	27	0
Minister	0	244	0	30	3	27	0
XCA Management Services	68	24	10	16	0	0	4
	0	0	0	16	0	0	0
XDA Finance and Administrative	6	24	0	0	0	0	0
XFA Capital and Administration	8	0	0	0	0	0	0
XMG Information, Privacy and	54	0	10	0	0	0	4
XLA Regional Operations	0	45	0	1	0	0	0
EBA Regional Office, Thompson	0	1	0	0	0	0	0
QBA Regional Office (Northern	0	40	0	0	0	0	0
RBA Regional Office, Vancouver	0	4	0	1	0	0	0
XNA Child Protection	2	40	0	14	0	0	0
	2	40	0	14	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06		06/07	07/08	08/09
	FR	SR	FR	SR	FR	SR	FR	SR	SR
Ministry of Competition, Science and Enterprise	89	381	2	384	1	76	5	6	5
Business BC	5	61	0	226	0	63	4	0	0
	5	61	0	226	0	34	0	0	0
International Relations	0	0	0	0	0	29	4	0	0
Economic Development Division	0	21	0	0	0	0	0	0	0
	0	18	0	0	0	0	0	0	0
Project Assessment Branch	0	3	0	0	0	0	0	0	0
Executive Committee	0	282	0	156	0	13	0	6	5
Minister	0	282	0	156	0	13	0	6	5
Management Services Division	80	17	1	2	1	0	1	0	0
	0	1	0	0	0	0	0	0	0
Finance and Administration Branch	0	16	0	2	1	0	0	0	0
Human Resources	1	0	0	0	0	0	0	0	0
Information Management Branch	0	0	1	0	0	0	1	0	0
Information, Access and Records	79	0	0	0	0	0	0	0	0
Motor Dealer Licensing	4	0	1	0	0	0	0	0	0
	4	0	1	0	0	0	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05
	FR	SR	SR
Ministry of Education	3	325	60
Executive Committee	0	295	60
Minister	0	295	60
Governance Department	0	5	0
	0	5	0
Management Services	2	14	0
	1	10	0
Finance and Administrative Services	1	4	0
School Funding and Allocation Department	0	2	0
Accounting and Reporting	0	2	0
Standards Department	1	9	0
Content Standards	1	9	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06	06/07	07/08
	FR	SR	FR	SR	SR	FR	SR
Ministry of Energy and Mines	60	151	16	2	4	3	3
Executive Committee	0	2	0	0	4	0	0
Minister	0	2	0	0	4	0	0
Management Services Division	0	0	0	0	0	2	0
Information Management Branch	0	0	0	0	0	2	0
Mining and Minerals Division	56	17	16	2	0	1	3
	56	11	16	0	0	1	3
Geosciences, Research and	0	6	0	2	0	0	0
Oil and Gas Division	1	132	0	0	0	0	0
	1	132	0	0	0	0	0
Titles Division	3	0	0	0	0	0	0
	3	0	0	0	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06		06/07	07/08	08/09	
	FR	SR	FR	SR	FR	SR	FR	FR	FR	SR
Ministry of Finance	465	445	410	13	394	88	531	435	604	5
	0	2	0	0	0	0	0	0	0	0
	0	2	0	0	0	0	0	0	0	0
Corporate and Ministry Support Services	5	18	0	0	0	0	0	0	0	0
Financial Services and	1	15	0	0	0	0	0	0	0	0
Information Management Branch	4	3	0	0	0	0	0	0	0	0
Executive Committee	1	327	0	13	0	0	0	0	0	5
Minister	1	327	0	13	0	0	0	0	0	5
Office of the Comptroller General	29	48	0	0	0	88	0	0	0	0
Financial Management Branch	21	8	0	0	0	0	0	0	0	0
Financial Reporting and Advisory	0	0	0	0	0	3	0	0	0	0
Internal Audit and Advisory	0	27	0	0	0	85	0	0	0	0
Payment Review Office and	8	13	0	0	0	0	0	0	0	0
Provincial Treasury and Registries Divisions	422	42	410	0	394	0	529	435	604	0
Debt Management Branch	1	41	0	0	0	0	0	0	0	0
Registries	421	1	410	0	394	0	529	435	604	0
Treasury Board Staff	8	8	0	0	0	0	2	0	0	0

	03/04		04/05		05/06		06/07	07/08	08/09	
	FR	SR	FR	SR	FR	SR	FR	FR	FR	SR
	1	1	0	0	0	0	0	0	0	0
Economic Forecasting and Analyses	0	2	0	0	0	0	0	0	0	0
Operations	1	0	0	0	0	0	2	0	0	0
Performance Budgeting Office	2	5	0	0	0	0	0	0	0	0
Tax Policy	4	0	0	0	0	0	0	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06		06/07		07/08		08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR
Ministry of Forests	153	531	851	74	148	55	23	32	66	39	62	38
Corporate Policy and Governance Division	3	49	2	3	0	26	0	0	1	0	0	0
Business Solutions Branch	0	19	0	1	0	25	0	0	1	0	0	0
Human Resources Planning,	0	3	0	0	0	0	0	0	0	0	0	0
Information Management Group	3	17	0	2	0	0	0	0	0	0	0	0
Strategic Policy and Planning	0	10	2	0	0	1	0	0	0	0	0	0
Forest Stewardship Division	0	131	76	4	75	6	1	1	3	2	0	0
Forest Practices Branch	0	10	0	4	71	6	1	1	3	2	0	0
Forestry Division Services Branch	0	111	0	0	0	0	0	0	0	0	0	0
Research Branch	0	10	76	0	4	0	0	0	0	0	0	0
Minister	0	64	0	34	0	1	0	0	0	0	0	6
	0	0	0	9	0	0	0	0	0	0	0	0
Deputy Minister	0	64	0	25	0	1	0	0	0	0	0	6
Operations and BC Timber Sales Division	121	157	69	33	67	22	20	31	60	37	60	32
Coast Forest Region	21	22	32	10	19	9	8	9	8	11	2	9
Northern Interior Forest Region	27	57	21	8	17	0	9	8	33	5	11	5
Protection Branch	22	1	0	0	0	0	0	0	0	0	0	0

	03/04		04/05		05/06		06/07		07/08		08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR
Southern Interior Forest Region	51	77	16	15	31	13	3	14	19	21	47	18
Tenure and Revenue Division	29	130	704	0	6	0	2	0	2	0	2	0
Resource Tenures and Engineering	27	130	702	0	4	0	0	0	0	0	0	0
Revenue Branch	2	0	2	0	2	0	2	0	2	0	2	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05	07/08	08/09
	FR	SR	FR	FR	FR
Ministry of Health Planning	58	7	12	9	181
Office of the Provincial Health Officer	58	7	12	9	181
Population Health and Wellness	55	5	1	0	0
Vital Statistics Agency	3	2	11	9	181

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06		06/07		07/08		08/09	
	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR	FR	SR
Ministry of Health Services	287	614	21	8	35	12	4	24	2	50	2	14
	1	0	0	0	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	0	0	0	0	0
Executive Committee	0	374	0	1	0	0	0	0	0	3	0	3
Minister	0	374	0	1	0	0	0	0	0	3	0	3
Medical Services Commission	0	35	0	0	0	0	0	0	0	0	0	0
	0	35	0	0	0	0	0	0	0	0	0	0
Performance Management and Improvement	22	23	0	0	0	0	0	0	0	0	0	0
	18	0	0	0	0	0	0	0	0	0	0	0
Mental Health and Addictions	4	23	0	0	0	0	0	0	0	0	0	0
Strategic Initiatives and Corporate Services	264	182	21	7	35	12	4	24	2	47	2	11
Capital Services	194	0	0	0	31	0	0	0	0	0	0	0
Finance and Decision Support	2	37	14	0	0	0	0	0	0	0	0	0
Health Benefits Operations	1	0	0	0	0	0	0	0	0	0	0	0
Human Resources Strategic	1	5	0	2	0	1	0	0	0	0	0	0
Information Management Group	66	140	7	5	4	11	4	24	2	47	2	11

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05	05/06		06/07		07/08		08/09	
	FR	SR	SR	FR	SR	FR	SR	FR	SR	FR	SR
Ministry of Human Resources	9	217	19	1	20	1	5	3	6	1	7
Executive Committee	0	18	13	0	13	0	0	0	0	0	0
Minister	0	18	13	0	13	0	0	0	0	0	0
Management Services Division	8	129	0	1	0	0	0	0	0	0	0
Finance and Administration	0	4	0	0	0	0	0	0	0	0	0
Human Resources Strategic Unit	0	1	0	0	0	0	0	0	0	0	0
Information Management Branch	3	124	0	0	0	0	0	0	0	0	0
Prevention, Compliance and	5	0	0	1	0	0	0	0	0	0	0
Policy and Research Division	0	27	0	0	0	0	0	0	0	0	0
	0	27	0	0	0	0	0	0	0	0	0
Regional Services Division	1	43	6	0	7	1	5	3	6	1	7
	0	35	0	0	0	0	0	0	0	0	0
Regional Services	1	8	6	0	7	1	5	3	6	1	7

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05	05/06	06/07		07/08
	FR	SR	SR	SR	FR	SR	SR
Ministry of Management Services	1	302	21	45	1	49	1
Common Business Services	1	28	0	0	1	0	0
	0	3	0	0	0	0	0
Corporate Accounting System	1	0	0	0	0	0	0
Payroll Operations	0	18	0	0	0	0	0
Procurement and Supply Services	0	7	0	0	0	0	0
Purchasing Services Branch	0	0	0	0	1	0	0
Common IT Services	0	0	0	2	0	8	1
Planning and Engineering	0	0	0	2	0	8	1
Corporate Channel Services	0	8	0	0	0	0	0
BC Stats	0	8	0	0	0	0	0
Executive Committee	0	266	21	43	0	41	0
Minister	0	266	21	43	0	41	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05	06/07
	FR	SR	SR	SR
Ministry of Provincial Revenue	2	14	2	3
Collection and Loan Management Branch	0	11	2	0
Grant Administration and Collection	0	11	2	0
Executive Committee	0	3	0	3
Minister	0	3	0	3
Revenue Programs Division	2	0	0	0
Mineral, Oil and Gas Revenue	2	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04	04/05		05/06	06/07	07/08		08/09
	SR	FR	SR	SR	SR	FR	SR	FR
Ministry of Public Safety and Solicitor General	704	4	170	66	55	8	2	22
Compliance and Consumer Services Branch	33	0	0	0	0	0	0	0
Consumer Services Division	17	0	0	0	0	0	0	0
Office of the Superintendent of	2	0	0	0	0	0	0	0
Residential Tenancy Office	14	0	0	0	0	0	0	0
Corrections Branch	632	0	6	7	4	0	2	0
Adult Custody Division	498	0	3	5	2	0	1	0
Community Corrections Division	134	0	3	2	2	0	1	0
Executive Committee	26	0	164	59	44	0	0	0
Solicitor General	26	0	164	59	44	0	0	0
Gaming Policy and Enforcement Branch	11	0	0	0	0	0	0	0
Racing Division	11	0	0	0	0	0	0	0
Investigation, Inspection and Standards Office	0	0	0	0	7	0	0	0
	0	0	0	0	7	0	0	0
Policing and Community Safety Branch	2	4	0	0	0	8	0	22
Policing Services Division	2	0	0	0	0	0	0	0
Provincial Emergency Program	0	4	0	0	0	8	0	22

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06		06/07
	FR	SR	FR	SR	FR	SR	FR
Ministry of Skills Development and Labour	75	107	2	19	158	4	1
Executive Committee	0	107	0	19	0	4	0
	0	6	0	0	0	0	0
Minister	0	101	0	19	0	4	0
Industrial Relations	75	0	2	0	0	0	1
Collective Agreement Arbitration	58	0	0	0	0	0	0
Employers' Adviser	1	0	0	0	0	0	0
Pension Standards	0	0	0	0	0	0	1
Workers' Adviser	16	0	2	0	0	0	0
Policy and Legislation	0	0	0	0	158	0	0
	0	0	0	0	158	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05		05/06	06/07		07/08
	FR	SR	FR	SR	FR	FR	SR	FR
Ministry of Sustainable Resource Management	979	115	10	7	4	1	5	5
	0	1	0	0	0	0	0	0
	0	1	0	0	0	0	0	0
Business and Information Services Division	241	0	1	0	0	0	0	0
Base Mapping and Geomatic	237	0	0	0	0	0	0	0
Information Management Branch	4	0	1	0	0	0	0	0
Corporate Services Division	2	38	6	4	1	1	0	0
	0	1	0	0	0	0	0	0
Finance and Administration	0	37	6	2	1	1	0	0
Human Resources Policy and	2	0	0	2	0	0	0	0
Environmental Assessment Office	1	0	1	0	3	0	0	0
	1	0	1	0	3	0	0	0
Land and Water BC	18	58	0	0	0	0	0	0
Land and Water Management	0	4	0	0	0	0	0	0
Water Management Branch	18	54	0	0	0	0	0	0
Registries and Resource Information Division	715	13	0	3	0	0	5	5
Land Title Branch	0	10	0	0	0	0	0	0

	03/04		04/05		05/06	06/07		07/08
	FR	SR	FR	SR	FR	FR	SR	FR
Registries Department	707	2	0	0	0	0	0	0
Resources Information Department	8	1	0	3	0	0	5	5
Resource Management Division	2	5	2	0	0	0	0	0
Economic Development Branch	2	2	2	0	0	0	0	0
Tourism and Recreation Branch	0	3	0	0	0	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05	05/06	06/07	07/08	08/09
	FR	SR	SR	SR	SR	SR	SR
Ministry of Transportation	8	371	53	68	32	30	12
Executive Committee	0	201	21	55	29	30	12
Minister	0	201	21	55	29	30	12
Finance and Administration Branch	0	1	0	0	3	0	0
	0	1	0	0	0	0	0
Financial Accounting	0	0	0	0	3	0	0
Highways Dept.	0	159	29	13	0	0	0
Construction and Maintenance	0	61	0	0	0	0	0
Engineering Branch	0	16	18	12	0	0	0
Information Systems Branch	0	3	0	0	0	0	0
Northern Region (Prince George)	0	23	6	1	0	0	0
South Coast Region (Burnaby)	0	37	5	0	0	0	0
Southern Interior Region	0	19	0	0	0	0	0
Human Resources Branch	0	4	0	0	0	0	0
	0	4	0	0	0	0	0
Partnerships Dept.	0	0	3	0	0	0	0
	0	0	3	0	0	0	0

	03/04		04/05	05/06	06/07	07/08	08/09
	FR	SR	SR	SR	SR	SR	SR
Transportation Planning and Policy Dept.	8	6	0	0	0	0	0
Information, Privacy and Records	8	3	0	0	0	0	0
Marine Branch	0	2	0	0	0	0	0
Transportation Policy Branch	0	1	0	0	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05	05/06	06/07	07/08	08/09
	FR	SR	SR	SR	SR	SR	SR
Ministry of Water, Land and Air Protection	97	212	22	16	31	11	17
Environmental Protection Division	97	46	0	0	0	0	0
Environmental Management Branch	1	27	0	0	0	0	0
Water, Air and Climate Change	96	19	0	0	0	0	0
Environmental Stewardship Division	0	25	0	0	0	0	0
	0	19	0	0	0	0	0
Parks and Protected Areas Branch	0	3	0	0	0	0	0
Regional Operations	0	3	0	0	0	0	0
Executive Committee	0	137	19	16	31	11	17
	0	0	13	0	0	0	0
Minister	0	137	6	16	31	11	17
Planning, Innovation and Enforcement Division	0	4	3	0	0	0	0
Enforcement Branch	0	4	3	0	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05	05/06	06/07	07/08	08/09
	FR	SR	SR	SR	SR	SR	SR
Ministry of Transportation	8	371	53	68	32	30	12
Executive Committee	0	201	21	55	29	30	12
Minister	0	201	21	55	29	30	12
Finance and Administration Branch	0	1	0	0	3	0	0
	0	1	0	0	0	0	0
Financial Accounting	0	0	0	0	3	0	0
Highways Dept.	0	159	29	13	0	0	0
Construction and Maintenance	0	61	0	0	0	0	0
Engineering Branch	0	16	18	12	0	0	0
Information Systems Branch	0	3	0	0	0	0	0
Northern Region (Prince George)	0	23	6	1	0	0	0
South Coast Region (Burnaby)	0	37	5	0	0	0	0
Southern Interior Region	0	19	0	0	0	0	0
Human Resources Branch	0	4	0	0	0	0	0
	0	4	0	0	0	0	0
Partnerships Dept.	0	0	3	0	0	0	0
	0	0	3	0	0	0	0

	03/04		04/05	05/06	06/07	07/08	08/09
	FR	SR	SR	SR	SR	SR	SR
Transportation Planning and Policy Dept.	8	6	0	0	0	0	0
Information, Privacy and Records	8	3	0	0	0	0	0
Marine Branch	0	2	0	0	0	0	0
Transportation Policy Branch	0	1	0	0	0	0	0

Data date: 2003-12-02

Full Retention (FR) and Selective Retention Boxes (SR)
Listed by Year Eligible for Transfer to BC Archives

	03/04		04/05	05/06	06/07	07/08	08/09
	FR	SR	SR	SR	SR	SR	SR
Ministry of Water, Land and Air Protection	97	212	22	16	31	11	17
Environmental Protection Division	97	46	0	0	0	0	0
Environmental Management Branch	1	27	0	0	0	0	0
Water, Air and Climate Change	96	19	0	0	0	0	0
Environmental Stewardship Division	0	25	0	0	0	0	0
	0	19	0	0	0	0	0
Parks and Protected Areas Branch	0	3	0	0	0	0	0
Regional Operations	0	3	0	0	0	0	0
Executive Committee	0	137	19	16	31	11	17
	0	0	13	0	0	0	0
Minister	0	137	6	16	31	11	17
Planning, Innovation and Enforcement Division	0	4	3	0	0	0	0
Enforcement Branch	0	4	3	0	0	0	0

Data date: 2003-12-02

MINISTRY OF MANAGEMENT SERVICES
BRIEFING NOTE

Ref: 8721

Date: February 26, 2002

I **PREPARED FOR:** **The Honourable Sandy Santori, Minister, FOR INFORMATION**

TOPIC: Future Organizational Placement of BC Archives

II **ISSUE**:

Core services reviews being undertaken by Royal BC Museum and Tourism BC include references to BC Archives as part of a new heritage agency.

III **BACKGROUND**:

The Royal BC Museum and Tourism BC are currently going through their core services review process. In their core services review presentation, both agencies have made references to the inclusion of the archival holdings as part of a new heritage agency or initiative.

The emphasis for inclusion of the archival collection has centered on the issues of improving heritage and that the archives are held in the "public trust". Neither case mentions the archives and records services programs the BC Archives maintains.

The Ministry of Management Services core services review process identified the BC Archives and its current programs as being "core to government."

The BC Archives is the archives of the Province of British Columbia and is a repository for historical records of provincial significance. Its primary responsibility is to protect, preserve and make accessible the records of long-term value to the government. One of its major tasks is to ensure the authenticity and integrity of the archival records to safeguard the evidentiary, fiscal and legal values and uses of the information. A secondary responsibility is as a heritage agency; that is, to make accessible archival records for historical research and study.

In 1989, the BC Archives pioneered the establishment of an integrated archives and records services model in North America. By taking a holistic view of information and records keeping, the BC Archives was able to broaden and extend management control over government's information holdings. Its emphasis on identifying the value of records prior to creation and during the front line usage has enabled corporate efficiencies in records storage and improved the collection and transfer of valued records to the archival custody. Since 1997 BC Archives has raised the priority of information management (IM) within the

BC Government and has integrated IM with information technology (IT) policies and operations.

IV **DISCUSSION**:

The long-held perception that archives are heritage agencies no longer is valid in Canada. The “haven for historians” has been replaced with a view that archives provide vital services to government by preserving and protecting the evidence of legal, fiscal and program activities.

The BC Archives has been, and remains, in the forefront of developing programs and services that extend into public service offices and programs. Its work on records retention schedules established a new approach to managing government’s information from creation to destruction or transfer to archival custody. Today, we are working on an international project to establish new international standards for the preservation of information in electronic formats.

As government embraces the use of the Internet to extend its services, the protection of information authenticity and integrity gains more importance. The Electronic Document and Records Management System is an example of how vital it is to identify a record’s value at the creation stage and manage the information accordingly.

To artificially split the archival collections and archival services from the BC Archives for inclusion into a heritage organization would disrupt the current e-government initiatives; set back IM/IT integration, create issues around safeguarding the integrity of the government archives, and require more funding for the collections and services.

V **RECOMMENDATION**:

Maintain a fully integrated BC Archives as a core to government service within Management Services.

PREPARED BY:

Gary A. Mitchell
Provincial Archivist
BC Archives
250 387-2992

APPROVED BY:

Lois Fraser, ADM
Corporate and Information Programs _____

Catherine Read
Deputy Minister _____

Sandy Santori
Minister _____

105-20/BCA
BC Archives Split

Transition Team All Staff Information Meeting, Wednesday, February 19, 2003

Question #1: What is happening with the BC Archives' Yates Street photography and microfilm labs? Has any thought been given to possibly putting them on floor 2 of the Fannin Tower (old library space)?

Answer: *The facilities committee has begun preliminary meetings and is still investigating all possibilities. The big question concerning the labs is the complicated technical infrastructure and cost to move it all.*

Question #2: We are hearing references to a possible reclassification process. What, if anything, in the merger is motivating this?

Answer: *References to classification issues were made in Angela Williams' document (e.g., see pages 9 and 13 of the Transition Human Resource Plan) of February 13, 2003. There are some reclassifications that are overdue in the current RBCM staffing component. What other classification issues will arise in future as a result of revised job descriptions in the new Corporation is unknown at this time.*

Question #3: What is happening with Helmcken House and its database?

Answer: *Helmcken House's current situation will remain as it is (including the retention of the same permittees) for the next fiscal year (2003-2004). The database contains Helmcken House collection information. In future, it will be rolled over and form part of the RBCM's history collection database.*

Question #4: Do you pay by donation to enter Helmcken House?

Answer: *No, the charge is $5.00 per person.*

Question #5: Will Helmcken House be open year round?

Answer: *Not certain but it will likely be business as usual for the coming year.*

Question #6: What will be happening with shared email and networks?

Answer: *E. Taylor and systems staff will be working out details of changes to computer system management over the next few months. CITS support for the BC Archives will continue (under contract) for the forseeable future.*

Question #7: Is consideration being given to the impact on individuals resulting from all of the changes in the workplace and the impact on current and future work loads? The

individual posing the question also felt that Transition Team should make this concern clear to management.

Answer: *Yes, but perhaps better communication between affected individuals, their managers and the Transition Team, with respect to specific transition duties and longer term impacts on individuals' jobs needs to occur.*

Question #8: If staff perceive that certain individuals who should be included in the transition planning process are not listed as resource names, who do we contact about this?

Answer: *Grant, Gary or any other Transition Team member.*

Question #9: When will the new organizational structure be communicated to staff? It is noted that task #33 in the Transition Planning document states the new organization chart will be developed in June. Presumably the new structure will have been developed by then? Already one Archives staff person has moved and another is contributing work time to the Dragon Bones exhibition. A request for general information to be sent out to all staff regarding such changes was made.

Answer: *Operational services, which are in the process of being reviewed, will provide the information to compile the new organization structure. The new organization chart will be provided by the end of June. We agree that as changes occur in assignments and reporting relationships the managers responsible will inform all staff.*

Question #10: Will there be opportunities for continuing learning about the Archives and vice versa?

Answer: *Staff suggested such things as job shadowing, "tourist in your own ministry" initiatives and a sampling of the range of questions that Archives Access staff is asked. Del Rosario offered to put together a sample if people are interested.*

Question #11: There is concern about the self-insurance of the collections. If there was a flood or other disaster there may not be funds to restore damaged facilities and/or collections. Will the government still pick up the tab for such an eventuality? And what is the situation with the Archives' holdings in offsite storage if there is damage? Who would pay in that case?

Answer: *The corporation is developing an agreement with Risk Management Branch respecting the insurance of the collection as permitted in the legislation. This will be in place before the corporation is enacted and is intended to provide the same level of insurance for the collection as present. In addition, specific insurance coverage is in*

place for some artifacts when they are sent on loan for example. The BC Archives also maintains a contracted service with offsite storage facilities and under the terms of the current contract the storage facility pays for any damage occurring in their facility.

If there is a major disaster the Department will request assistance from the Corporation Board of Directors who will approach the government for assistance. The BC Archives has contracted service with offsite storage facilities and under the terms of the current contract the storage facility pays for any damage occurring in their facility.

Question #12: Are the emergency response plans going to be integrated and when?

Answer: *This is under discussion but in the meantime the plans in place will continue in effect and staff should follow them if the need arises.*

Question #13: Where can staff members find copies of these emergency plans?

Answer: *The RBCM plan is located in All Public Folders in Outlook under All Staff Information. The BC Archives has three plans: the Earthquake Response Plan is in Townhall under LUSAR; the Fire Safety Plan is in Townhall; and the Records Salvage Plan is best consulted in hardcopy in the BC Archives' Conservation Lab.*

Question #14: What about signs, logo, business cards, letterhead etc.?

Answer: *The whole issue of a new logo for the Corporation has been under discussion for some time and testing of possible logos has occurred and implementation will take place with the launch of the new Corporation. The new logo, reflective of the new Corporation, will be applied to all signs and stationery. In the short term, if business cards etc. are needed, try and short run order only of the current Museum and government logos until a final decision is made.*

Note: The terms "logo" and "brand" are being used when discussing the representation of the new Corporation to the wide range of audiences it hopes to reach. The term "brand" in this context means: the image, emotion or message a customer has as a result of their experience with a company and the positive attributes people think of when they hear or see a brand name. The brand association for the new Corporation will include the attributes of reliability of service, quality of presentation, and depth of knowledge.

Question #15: Does the Museum currently contract out marketing and what expense is involved?

Answer: *Smaller shows that have been expected to attract attendance locally have been marketed primarily by staff in the Marketing Section. They are assisted by contractors for major projects as these are cyclical (e.g., Dragon Bones) and the targeted markets are expanded to include Vancouver, Seattle, and beyond. These involve many sponsors and partners that require substantial, project-related negotiation and media placement integration that is specialized. The details of these contracts are confidential and financial information cannot be divulged.*

Question #16: What about the intellectual property marketing?

Answer: *There is great potential in this area. Currently Kathryn Bridge is tasked with overseeing the transition from the current Archives licensing arrangement with PAN Productions (which expires 31 March 2003) and replacing it with a more in-house arrangement. This will be operational by fiscal year end and work initially with the archival holdings. In the near future a committee will be formed to embark on discussions to develop and coordinate a program for the entire Corporation and to brainstorm ideas for commercial uses, identify collections or areas in the artifact, specimen and archival records that might hold appeal for marketing, replica development etc. It is important that we make our collections known and a key part to doing so is to license usage for commercial or public implementation. Such uses include TV and film, book publishing, outside exhibitions, website use, and product development.*

Question #17: Re task # 22 in the Transition Planning document, what upcoming events does this refer to?

Answer: *Dragon Bones is one current example of staff from both agencies being involved in the preparation.*

Question #18: Communication needs to be improved between the Transition Team and the staff. The various events that are being planned (e.g., today's information session) are sometimes in conflict with regular work schedules and more notice is needed in order to change everyone's schedules in a timely fashion.
Question: There is too much irrelevant email information being sent to all staff. Is there a way of resolving this?

Answer: *The information sessions are being held once every four or five weeks. The date of the next session will be included in the email sent when the set of notes coming out of each meeting is circulated to all staff. The Transition Team believes in sending out as much information as possible and letting each person make their own decision about reading or deleting.*

Question #19: In the CEO Update of 21 February, Pauline states: "Systems will initiate dialogue with the Archives regarding their photo storage systems and processes as outlined in the transition plan". Does this mean that archives images might be transferred to a central repository? Will Archives digital images be subsumed by the extant RBCM system? Or are they using Archives as a model?

Answer: *The current RBCM Information Systems staff and "Imaging, Multimedia and Technology" staff, along with the current Archives Emerging and Applied Information Technologies Group will get a handle on what is out there. These groups will be meeting to exchange information and ideas. As the new Corporation moves forward, it is important that we look at and examine all of the parts of our business processes. Any decisions about process, formats, function or planning will be made by operational groups and brought forward to the Executive.*

Question #20: With the merger of the two institutions, will there actually be any opportunities for BC Archives staff, or will the status quo from the old museum organization prevail, with museum staff winding up with all of the positions of primary responsibility? Statements have been [made] by the CEO that this is not a takeover. Clearly, the above [question] will be the acid test to either confirm or put to rest the perception and/or reality that this is indeed a takeover.

Answer: *We view the new Corporation as greater than the sum of its parts. Professional development opportunities as circulated by Angela Williams are open to everybody. Under the Public Service Act the positions, as they become available, will be decided on the principle of merit. This is the procedure under the collective agreement with which management is in agreement.*

Documents about Transfer of BC Archives to RBCM, October 24, 2002 to July 26, 2004

Records searched:

- **MSER Deputy Minister Catharine Read**
- **MSER/CIPD Assistant Deputy Minister Lois Fraser**
- **MSER/CIPD Executive Director Chris Norman**
- **MSER/CIPD/CRMB Director Marland Grove**

Doc #	Date	From	To	Subject	Notes
	Oct. 24, 2001	Hon. Sandy Santori	Core Review and Deregulation Task Force	Presentation: Ministry of Management Services	Slide 4 *…records management, will likely be considered for inclusion in shared services in the future*
	Oct. 21, 2001	Hon. Sandy Santori	Core Review and Deregulation Task Force	General Notes Respecting "Green" Items	Page 10 • *Records management may be considered for inclusion in shared services* • *These are cross government programs that are not core to any government ministry*
	Nov, 2001			Report: *Core Services Review: British Columbia Museum, Special Operating Agency*	Three pages from a 30+ page report a marked: Page 4 • *Organizations that deliver similar programs or that depend on Museu services include: British Columbia Archives (photographs and*

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			manuscripts) Page 22 • *"...a fourth option would broaden the mandate of the Royal British Columbia Museum to include...the British Columbia Archives.* • *[The RBCM] believes that it is possible to increase earned and donated revenues as an arms length corporation but due diligence is required if the same model would apply to the...British Columbia Archives* Page 29 • *Consideration should be given to including...the British Columbia Archives function based upon additional functional analysis*	
Gary Mitchell	Lois Fraser Catharine Read Sandy Santori	Briefing Note: Future Organizational Placement of the BC Archives	*Recommendation: Maintain a fully integrated BC Archives as a core to government service within Management Services*	Exec. Dir. Chris Norman's records (no file code supplied)
Catharine Read	Lois Fraser	Agenda: Bi-Lateral Meeting, March 7, 2002	*BC Archives – organizational placement (BN attached)* - presumably the BN from Feb 26, 2002.	DM Catharine Read's records 230-20 CIPD, subfile labelled "Archives/Museum" 94-5288-04
Gary Mitchell	Lois Fraser Marland Grove	E-mail "Rafferty Meeting"	• "*She* [Rafferty] *acknowledges there is no point bringing forward the archives*	Director, CIMB, 105-20/BCA BC

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					recommendation if there are fundi and other issues attached. RBCM between a rock and Treasury Boa
	June 24, 2002	Gary Mitchell	Marland Grove Lois Fraser Kathryn Bridge	E-Mail "Core services review" forwards an e-mail and attachment dated June 19, 2002 from Pauline Rafferty	• *Marland could work up the costs (hidden or otherwise) of the split* • Rafferty says the attachment prepared by Core secretariat base on *"...several months of discussio* • Presentation slide 27 "*The separa of records management from the Archives will require additional planning work by the Ministry of Management Services*" • *Funding Sources for new RBCM: hotel tax; lottery revenues, investe funds, business development opportunities, combinations of abo*
	Oct. 10, 2002	Tom Greene	Hon. George Abbot, Minister of Community, Aboriginal and Women's Services	Memo: Core Review and Deregulation Task Force Meeting of Sept 19, 2002	• *Task Force recommended...creati a Cultural Precinct which will include...BC Archives (excluding government records management, the responsibility for which will be retained by the Ministry of Management Services)*
	Oct 22, 2002	Pauline Rafferty	Catharine Read	E-Mail: Archives	Earlier message from Catharine Read Pauline Rafferty *Gary is fine about it all (was a little surprised that a decision was finally made) and is, of course, helpful in all this.*

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Chris Norman	Catharine Read	Draft Briefing Note for Hon. Sandy Santori - Transfer of BC Archives to Crown Trust	Page 3 Memorandum of Agreement for archives and records • *New records transferred into archives custody would be charged out at the established Record Centre Services charge. [[This charge should be should be covered off corporately rather than by each ministry or agency as the records are being preserved for corporate values rather than ministry use.]*	
Catharine Read	Margaret Moccia	E-Mail: Archives bullets		
Lois Fraser	Marland Grove Gary Mitchell	E-mail replying to Marland's November 20th "Preliminary Budget Split"	• Attachment, STOB 88 Recoveries within Government splits recoveries between Archives ($50K) and RM Branch ($1.25M) with additional recoveries external ($100K)	Director, CIMB, 105-20/BCA BC Archives Split
Marland Grove	Lois Fraser Gary Mitchell	E-Mail: Records Management Functions"		Director, CIMB, 105-20/BCA BC Archives Split
Gary Mitchell	All BCARS staff	E-mail: DECISION	• Announcement of Cabinet decision to transfer BC Archives to RBCM	Director, CIMB, 105-20/BCA BC Archives Split
Lois Fraser	MSER CIPD	E-Mail: BC Archives		Director, CIMB, 105-20/BCA BC Archives Split
Gary Mitchell	MSER CIPD, Ministry Records Officers	E-Mail: New Crown Trust –News Release and Backgrounder	Attachments: • News Release *Museum to Improve with Independent Status*	Director, CIMB, 105-20/BCA BC Archives Split

					• Backgrounder *Royal BC Museum Cultural Precinct*
	Nov 25, 2002	Gary Mitchell	MSER CIPD	E-Mail: Communication Forwarding an e-mail from Pauline Rafferty of the same date	Attachment *Core Review Update*
	Nov. 26, 2002	Marland Grove	Notes to Self	Handwritten Notes	4th page • *(new) new boxes to archives Gv't t to pay for* • *(new) new services and enhanced services, e-archives/GIS increased level of preservation (hours of work* 5th page • *Gov't to pay for current [?} records* • *$390,000 for assets in off-site in archives custody* • *$ for new boxes* • *$ for add + enhanced services* 6th page • *new boxes into archival custody or semi-active will be resp. of the ministry or agencies*
	Nov. 27 2002	Glen Isaac	Marland Grove	E-mail: BC Archives Integration with Royal BC Museum fwd posting from Kent Haworth to ARCAN-L	
	Nov 27, 2002	Glen Isaac	Marland Grove	E-mail: BC Archives joins Carillon Tower and Heritage Houses in Cultural Precinct	

		Minutes: Executive Committee Meeting, Nov. 27, 2002	• *The announcement on BC Archives moving to the new Cultural Precinct was held on Nov. 22nd.*	ADM Lois Fraser 202-20 Executive Committee Meetings 92-57411
Catherine Read	Pauline Rafferty Lois Fraser Gary Mitchell Marland Grove	E-Mail: Archives	Summarizes legal opinion s.14	Director, CIMB, 105-20/BCA BC Archives Split
Lois Fraser	Marland Grove Pauline Rafferty	Fax: "Amalgamation of BC Archives with Royal British Columbia Museum…"		Director, CIMB, 105-20/BCA BC Archives Split
Lois Fraser	Gary Mitchell	Monday	*Effective today Marland Grove will report directly to me*	Director, CIMB, 105-20/BCA BC Archives Split
Catherine Read	Pauline Rafferty Lois Fraser Marland Grove Gary Mitchell	E-Mail: archives	*I think Gary and Marland should work together on an MOU to deal with the remaining issues (how the 2 groups work together, govt access t archival records and costs associated with this. Etc.) Should have a draft by mid week*	Director, CIMB, 105-20/BCA BC Archives Split
Walter Meyer zu Erpen	Marland Grove	E-Mail: Remember this item from 1996	Executive Briefing Note, Information and Technology Access Office, Options for Non-Government Archives	Director, CIMB, 105-20/BCA BC Archives Split
Walter Meyer zu Erpen	Marland Grove	E-Mail: Change of Reporting Relations	Expressed concern to DM Read	Director, CIMB, 105-20/BCA BC Archives Split
Walter Meyer zu Erpen	Marland Grove	E-Mail: Update on Appraisal	More about concerns	Director, CIMB, 105-20/BCA BC Archives Split

	Dec 3, 2002	Rick Lariviere	? (Likely Marland Grove)	Memo: BC Building Occupancy Monthly Charges	
	Dec 3, 2002	Lois Fraser	Marland Grove	s.14	
	Unknown	Marland Grove	Unknown	Handwritten notes	
	Dec 4, 2002			Draft Museum Act	
	Dec 4, 2002	Catherine Read	CIPD BC Archives Lois Fraser Pauline Rafferty	E-Mail: BC Archives – Opinion Poll	Responding to opinion poll of BC Archives staff.
	Dec 4, 2002	Marland Grove	Lois Fraser	E-mail: Employees	Meeting staff about split between RBM and Ministry
	Dec 5, 2002	Walter Meyer zu Erpen	Catherine Read Pauline Rafferty Lois Fraser Gary Mitchell Marland Grove	E-mail: further comments and thoughts RE BC Archives – Opinion Poll	
	Dec 5, 2002	Susan Hart	Jennifer Wood Gar Mitchell Marland Grove	E-Mail: BC Archives/Corporate Records Program TA Issues	

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Kathryn Bridge	Marland Grove	E-Mail: Today's information	List of staff based at Yates St transferring to RBCM	Director, CIMB, 105-20/BCA BC Archives Split
Catherine Read	Walter Meyer zu Erpen Pauline Rafferty Lois Fraser Gary Mitchell Marland Grove	E-Mail: Further comments and thoughts RE BC Archives – Opinion Poll	Catharine Read's reply to WMZE	Director, CIMB, 105-20/BCA BC Archives Split
Walter Meyer zu Erpen	CIPD, BC Archives	E-Mail Further comments and thoughts RE BC Archives – Opinion Poll	WMZE forwarding Catherine Read's reply to all staff	Director, CIMB, 105-20/BCA BC Archives Split
Nina Olander	Marland Grove	E-Mail: Revenue	E-mail is together with a detailed budget	Director, CIMB, 105-20/BCA BC Archives Split
Unknown	Unknown	Spreadsheet: Budget 03/04	Division of budget between BC Archives and Corporate Records • *$235,534 transferred from CRM STOB 60 to C Archives STOB 65 for storage of records in off-site storage*	Director, CIMB, 105-20/BCA BC Archives Split
Marland Grove	Unknown	Handwritten notes – Space	Seems to be notes to self about space planning issues	Director, CIMB, 105-20/BCA BC Archives Split
Marland Grove	Lois Fraser	E-mail: Budget Split	*The only outstanding issues are occupancy charges*	Director, CIMB, 105-20/BCA BC Archives Split
Lois Fraser	Marland Grove	E_mail	Reply to Marland's earlier memo.	Director, CIMB, 105-20/BCA BC Archives Split

	Unknown	Unknown	Unknown	Handwritten Notes	*BC Archives 67, 682* *$235,534* *Contract costs .29* *$10,324* *$245,958*
	Dec 16, 2002	Unknown	Unknown	Completed form: Inter-ministry Program/FTE Transfer	•
	Dec 16, 2002	Brian Mann	Lois Fraser	BC Archives – Allocation of Budget	Includes an Attachment BC Archives Transfer
	Dec 16, 2002	Gary Mitchell	Brant Brady Glen Isaac Kathryn Bridge Mac Culham Marland Grove Angela Perrin Robert Davison Walter Meyer zu Erpen	E-Mail: BC Archives and Museum integration	
	Dec 17, 2002	Catharine Read	Marland Grove	E-Mail: BC Archives – message from Reuben Ware	
	Dec 17, 2002	Marland Grove	Lois Fraser	E-Mail: Branch name, etc.	Recommending Corporate Records Management Branch as new name.
	Dec 18, 2002	Lois Fraser	Marland Grove	E-Mail: Branch name etc.	Approving Corporate Records Management Branch as new name.
	Dec 20, 2002	Marland Grove	Brian Mann	E-Mail Archives TransEst 2003	Spreadsheet shows an additional pressure of $225K to pay storage costs of archival records and microfilm storag

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			at Yates Street. Amended to $195K on a second copy of the spreadsheet.	
Marland Grove	Notes to Self	Handwritten notes	*Box storage* *67, 682 transferred $235,534, contract costs at 29c/box month (short ($170,558) not $225,000* *...$170,000 $25K = $195,000*	Director, CIMB, 105-20/BCA BC Archives Split
Doug Stewart	Marland Grove Bill Bell Brian Mann	E-Mail: Archives Budget Transfer		Director, CIMB, 105-20/BCA BC Archives Split
Doug Stewart	Marland Grove Gary Mitchell	E-Mail : Archives salary and benefits shortfall	Attaches – 3 spreadsheets	Director, CIMB, 105-20/BCA BC Archives Split
Marland grove	Grietje Adlhoch	Archives RBCM	Still outstanding issue of occupancy charges	Director, CIMB, 105-20/BCA BC Archives Split
Doug Stewart	Marland Grove Gary Mitchell	E-Mail: BC Archives Sal. And benefits	Revised budget	Director, CIMB, 105-20/BCA BC Archives Split
Unknown	Unknown	E-Mail: CAMSS Budget Analysis BC Archives		Director, CIMB, 105-20/BCA BC Archives Split
Rick Lariveiere	Marland Grove	E-Mail: 1250 Quadra St – BC Archives	•	Director, CIMB, 105-20/BCA BC Archives Split
Susan Hart	Marland Grove (and CRMB staff)	E-Mail: AABC response to BC Archives integration	•	Director, CIMB, 105-20/BCA BC Archives Split
Brian Mann	Lois Fraser Marland Grove	E-Mail: Archives Budget Transfer	*Only gap coming out of the meeting $20K*	Director, CIMB, 105-20/BCA BC

			Grietje Adlhoch		
	Jan 7, 2003	Gary Mitchell	Marland Grove	E-Mail [No title]	Response to AABC letter
	Jan 7, 2003	Chris Norman	Grant Hughes Holly MCCoy Marland Grove Gary Mitchell Kerri Sinclair Liz King	E-Mail: Legislative Initiatives	Lois Fraser has asked Chris to take or responsibility for legislative changes fo records/information management
	Jan 9, 2003	Marland Grove	Doug Stewart, Marie Sturman Brian Mann Leslie Williams Robert MacDonald Pauline Rafferty Gary Mitchell	E-Mail: Archives/MSER Space at 1250 Quadra	Misunderstanding about what was agreed to at on Jan 6th
	Jan 9, 2003	Bran Mann	Rick Lariviere Marland Grove	E-Mail: Archives/MSER Space at 1250 Quadra	Space to stay with the Archives
	Jan 13, 2003	Brian Mann	Maland Grove Lois Fraser	E-Mail: BOC Budget for Yates (Quadra)	Clarifying who pays for what
	Jan 13, 2003	Malrand Grove	Attendees: Chris Norman Ann Wood Grand Hughes Kerri Sinclair Sharon Playter	Handwritten Meeting Notes	…issues…no mention of costs…new boxes access etc.

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Pauline Rafferty	Catherine Read	Addendum to Inter-Ministry Program Transfers	Transfer of base funding does not include funding for approx 415 feet of space currently occupied by BC Archives staff at Yates and Quadra	Director, CIMB, 105-20/BCA BC Archives Split
Doug Stewart	Marland Grove	E-Mail: Carillon Tower BOC		Director, CIMB, 105-20/BCA BC Archives Split
Marland Grove	Lois Fraser	E-Mail: BOC for Yates (Quadra)		Director, CIMB, 105-20/BCA BC Archives Split
Beth Pitblado	Marland Grove	E-Mail: DDA Responsibilities		Director, CIMB, 105-20/BCA BC Archives Split
Matland Grove	Lois Fraser	E-Mail: DDA Responsibilities	Forwarding Beth's e-mail to Lois with comments	Director, CIMB, 105-20/BCA BC Archives Split
Brian Mann	Marland Grove Lois Fraser	E-Mail: Archives transfer to RBCM	Transfer forms have been signed	Director, CIMB, 105-20/BCA BC Archives Split
Doug Stewart	Marland Grove Marie Sturmann Brian Mann Leslie Williams Robert MacDonald	E-Mail: Archives/MSER at 1250 Quadra	CRMB will retain full BOC for 1250 Quadra. Archives staff will continue to occupy existing space	Director, CIMB, 105-20/BCA BC Archives Split
Susan Hart	Marland Grove	E-Mail: ORCS portfolio archivist/analysts: our vision of new org,		Director, CIMB, 105-20/BCA BC Archives Split

	Jan 15, 2003	Brian Mann	Rick Larivere	E-Mail: BOC for Carillon Tower	
	Jan 15, 2003			Executive Committee Minutes	• *Lois Fraser: Archives split in final process. Pauline Rafferty taking ov*
	Jan 16, 2003	Cheryl Linstead	CIPD Archives	E-Mail: Staff meeting re-scheduled to January 29	Attachment *Archives Staff Questions*
	Jan 16, 2003	Chris Norman	Catharine Read	Brefing Note: Royal BC Museum and BC Archives	BN dated Jan 16, 2003 • *The question is whether it is in the government's best interest to be in position of negotiating service cost and service levels with the RBCM when the government does not ow the records?*
	Jan 17, 2003	Rick Larivere	Marland Grove	E-Mail: Accommodation Proposals	
	Jan 20, 2003	Chris Norman	Catharine Read Lois Fraser Marland Grove	E-Mail: Legal Questions	
	Jan 21, 2003	Lois Fraser	CIPD	E-Mail: BC Archives – Records Management	
	Jan 21, 2003	Lois Fraser	CIPD, Ministry Records Officers, Gary Mitchell	E-Mail: Corporate Records Management	

Minister's Office	Lois Fraser	Copy of letter from Reuben Ware		Director, CIMB, 105-20/BCA BC Archives Split
Ministers Office	Lois Fraser	Copy of letter from George Brancdak		Director, CIMB, 105-20/BCA BC Archives Split
Kerri Sinclair	Chris Norman	E-Mail: Legal Opinion		Director, CIMB, 105-20/BCA BC Archives Split
Marland grove	Kerri Sinclair	E-Mail: Cabinet Records		Director, CIMB, 105-20/BCA BC Archives Split
Mac Culham	Marland Grove Kerri Sinclair	E-Mail: Cabinet Records		Director, CIMB, 105-20/BCA BC Archives Split
Kerri Sinclair	Catharine Read	Legal Opinion		Director, CIMB, 105-20/BCA BC Archives Split
Catharine Read	Malrand Grove Grant Hughes Molly Harrington Pauline Rafferty Sharon Plater	E-Mail: RBCM Leg.		Director, CIMB, 105-20/BCA BC Archives Split
Unknown	Unknown	Inter-ministry Program/FTE Transfer	3 completed forms	Director, CIMB, 105-20/BCA BC Archives Split

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	Jan. 29, 2003	Kerryi Sinclair	Sharon Plater?	Approval Slip and attached BN Royal BC Museum and BC Archives	BN dated Jan 16, 2003 • *The question is whether it is in the government's best interest to be in position of negotiating service cost and service levels with the RBCM when the government does not own the records?*
	Feb. 3, 2003	Catharine Read	MSER Staff	E-Mail: Deputy Minister Update	
	Feb 11, 2003	Lois Fraser	CIPD	E-Mail: New Ministry of Management Services	
	Undated	Scott Campbell	Unknown	Message to Staff from Scott Campbell	
	March 6, 2003	Gary Mitchell	CIPD	E-mail: Changes to BC Archives security net	
	March 28, 2003	Margaret Hutchinson	Marland Grove Glen Isacc and CRMB staff	Historical News article by Reuben Ware	
	April 8, 2003	Donna Coward	CIPD, Ministry Records Officers	E-Mail: Summary of meeting with Lois Fraser	
	April 28, 2003	Brant Bady	Carlo Mocellin Marland Grove Gary Mitchell	E-Mail: Residual thiosulphate testing	

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Marland Grove	Nina Olander	E-Mail: Canadian Linen		Director, CIMB, 105-20/BCA BC Archives Split
Gary Mitchell	CIPD CRMB	E-Mail RBCM Re-org	With attachments	Director, CIMB, 105-20/BCA BC Archives Split
Walter Meyer zu Erpen	Gary Mitchell Marland Grove	E-Mail Memo from Virginia Day re: Court Records	With attached memo	Director, CIMB, 105-20/BCA BC Archives Split
Holly McCoy for Chris Norman	Marland Grove Gary Mitchell CIPD DMIPS MROs	E-Mail: Organizational News		Director, CIMB, 105-20/BCA BC Archives Split
Faye Zinck	Marland Grove Linda Solbakken and others	E-Mail: BC Archives Asset Transfer		Director, CIMB, 105-20/BCA BC Archives Split
Linda Solbakken	Marland Grove and others	E-Mail: BC Archives Asset Transfer		Director, CIMB, 105-20/BCA BC Archives Split
Marland Grove	Linda Solbakken	E-Mail: BC Archives Asset Transfer		Director, CIMB, 105-20/BCA BC Archives Split
Jim Crone	Brian Mann Gary Mitchell Arlene Stuart Marland Grove Diane Newcombe Doug Callbeck	E-Mail: Archives move to Royal BC Museum	*I'm not sure if ADMCS is aware the pressures Archives has and their implications regarding document retention chargebacks*	Director, CIMB, 105-20/BCA BC Archives Split

	July 26, 2004	RC McCandless	Doug Callbeck, Chair ADMCS)	Memo: Development of Service Level Agreement with Royal British Columbia Museum Corporation	• *ADMCS [will] not accept RBCM archival fees proposal* • *RBCM is currently not accepting ne transfers of archival records pendi approval of the [proposed] rate structure.* • *…[N]egotiations with the RBCM would be more effectively be led w the ADMCS. This would ensure th the positions taken by ADMCS negotiating team would be seen by the RBCM as representing the star of government as a whole…it is preferable for CRMB not to serve a lead negotiator for government.*

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BRITISH COLUMBIA

Ministry of
Management Services

**Office of the
Chief Information Officer**

MEMORANDUM

VANCOUVER 2010

Ref: 17876

Date: July 26, 2004

To: Doug Callbeck, Chair, Assistant Deputy Minister's of Corporate Services Committee

Re: Development of Service Level Agreement with the Royal British Columbia Museum Corporation

This note is in response to the ADMCS April 15th meeting regarding the proposed Royal British Columbia Museum (RBCM) Archival records transfer fees. At this meeting ACMCS accepted the recommendation of the Financial Operations, Administration and Procurement (FOAP) sub committee not to accept the RBCM archives fees proposal and to establish a process for negotiating and establishing a service level agreement and corresponding rate structure for archival services.

The FOAP sub committee of ADMCS recommended establishing the CIO's Office, Corporate Records Management Branch (CRMB) as lead in negotiating an archival records service level agreement with RBCM.

The Office of the CIO would be pleased to participate in and assist this negotiation team. The RBCM is currently not accepting new transfers of archival records pending the approval of a rate structure. It is in government's corporate interest to re-establish effective and appropriate processes for ensuring that records of enduring value are covered by the required preservation and access services.

However, I recommend that discussions and negotiations with the RBCM would more effectively be led by ADMCS. This would ensure that the positions taken by the ADMCS negotiating team are viewed by RBCM as representing the stance of government as a whole, rather than any particular interests my office or CRMB may be perceived to hold. Given the likely role of CRMB in administering records transfers to RBCM and related payments, it is preferable for CRMB not to serve as lead negotiator for government.

Accordingly, I would like to request that ADMCS select representatives to form and lead a team to develop a negotiating strategy and mandate for ADMCS approval.

Upon approval of the strategy by ADMCS, the team would draft a Service Level Agreement (SLA) with the RBCM covering such matters as:

- Service levels and quality standards for the preservation, description, storage and access services government requires for its records, and
- Funding requirements and mechanisms for CRMB and RBCM to address current backlogs and forecasted volumes.

.../2

Chris Norman, Executive Director, Strategic Planning and Policy; Marland Grove, Director, CRMB and Glen Isaac, Manager, Enterprise Documents and Records Management, CRMB will be my designates to participate on the team.

The Office of the CIO looks forward to participating on the team to establish a service level agreement that meets government's needs.

"Original signed by"

R.C. McCandless
Chief Information Officer/
Chief Operating Officer - Common IT Services

cc: Chris Norman, Executive Director
Strategic Planning and Policy
Marland Grove, Director
Corporate Records Management Branch

From Fire Director Chris Norman RE OP
(No fire codes ~~sec~~ were provided)

Grove, Marland LCS:EX

From: Crone, Jim AG:EX
Sent: August 28, 2003 1:07 PM
To: Mann, Brian CAWS:EX; Mitchell, Gary A. RBCM:EX; Zinck, Faye I
Cc: Newcombe, Diane CAWS:EX; Stuart, Arlene CAWS:EX; Grove, Marland MSER:EX; Callbeck, Doug CSE:EX
Subject: RE: Archives move to Royal BC Museum

Thks for the cc..

I echo the counsel that there be a full/integreted discussions s.12

Look forward to the discussions

jim

-----Original Message-----
From: Mann, Brian CAWS:EX
Sent: Wednesday, August 27, 2003 1:58 PM
To: Mitchell, Gary A. RBCM:EX; Zinck, Faye I
Cc: Crone, Jim AG:EX; Newcombe, Diane CAWS:EX; Stuart, Arlene CAWS:EX; Grove, Marland MSER:EX
Subject: Archives move to Royal BC Museum

Gary/Faye, as discussed yesterday, I've booked 20 minutes on the Sept 18 ADMCS agenda (11:00 to 11:20am) for Pauline Rafferty to make a presentation reviewing the issues and proposing a next steps plan.

Please have appropriate person confirm with Diane Newcombe directly if this date and time(we have some limited flexibility) works for Pauline's schedule.

As we discussed, I'm thinking ministries would prefer that Archives and Corporate Records Management Branch (CRMB) bring an integrated approach forward rather than bringing separate proposals/plans to the table. I'm not sure if ADMCS is aware of the pressures Archives has and their implications regarding document retention chargebacks.

I've cc'ed this note to Jim Crone as Chair of the Fin'l Operations, Administration and Procurement sub cttee of ADMCS. This cttee will want to work more closely with Archives and CRMB going forward. Gary I've pencilled you in for the Sept 25 FOAP sub cttee meeting (they run from 2:00 to 4:00pm). Let Arlene or Diane know how much time you'd like, assuming this date works for you.

Let me know if I can do anything further at this point.

PS. Thanks for the quick tour of the Archives vaults, fascinating.

Brian Mann
387-8785

Grove, Marland LCS:EX

From: Grove, Marland MSER:EX
Sent: June 10, 2003 8:57 AM
To: Achtem, Clea H FIN:EX; Zinck, Faye I; Bruce, Patrick
Cc: Solbakken, Linda MSER:EX; Burbank, David FIN:EX; Venables, Colleen FIN:EX
Subject: RE: BC Archives Asset Transfer

Approved.

Marland Grove
Director
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.bcarchives.gov.bc.ca

-----Original Message-----
From: Achtem, Clea H FIN:EX
Sent: June 10, 2003 7:46 AM
To: Zinck, Faye I; Bruce, Patrick; Grove, Marland MSER:EX
Cc: Solbakken, Linda MSER:EX; Burbank, David FIN:EX; Venables, Colleen FIN:EX
Subject: BC Archives Asset Transfer

Hi Faye, Pat and Marland

Attached is a spreadsheet outlining the assets that are to transfer to RBCM. Could you please review and indicate your approval to transfer these assets? The NBV of all assets transferring is $269,584.45

<< File: RBCM Asset transfer.xls >>

If you have any questions please let me know.

Clea Achtem
Financial Management Analyst
Financial Planning and Reporting
Ministry of Finance
Phone: (250) 356-2597 Fax: (250) 356-7326

Grove, Marland LCS:EX

From: Solbakken, Linda MSER:EX
Sent: June 10, 2003 8:34 AM
To: Zinck, Faye I; Achtem, Clea H FIN:EX; Zinck, Faye I; Bruce, Patrick; Grove, Marland MSER:EX
Cc: Burbank, David FIN:EX; Venables, Colleen FIN:EX
Subject: RE: BC Archives Asset Transfer

Hello all,
Once an agreement has been reached on the asset transfer values, I will complete the transfer of assets within in FA Module.

Patrick: can you please advise me of the account code combinations you would like to use for RBCM ?

Many thanks,
Linda.

-----Original Message-----
From: Zinck, Faye [mailto:FZinck@royalbcmuseum.bc.ca]
Sent: Tuesday, June 10, 2003 8:03 AM
To: Achtem, Clea H FIN:EX; Zinck, Faye I; Bruce, Patrick; Grove, Marland MSER:EX
Cc: Solbakken, Linda MSER:EX; Burbank, David FIN:EX; Venables, Colleen FIN:EX
Subject: RE: BC Archives Asset Transfer

This looks fine to us. Will Linda Solbaken have the assets entered into the OFA Module? or did you want us to make these arrangements?

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> From: Achtem, Clea H FIN:EX [mailto:Clea.Achtem@gems9.gov.bc.ca]
> Sent: Tuesday, June 10, 2003 7:46 AM
> To: Zinck, Faye I; Bruce, Patrick; Grove, Marland MSER:EX
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> Clea Achtem
> Financial Management Analyst
> Financial Planning and Reporting
> Ministry of Finance
> Phone: (250) 356-2597 Fax: (250) 356-7326
>

Grove, Marland LCS:EX

From: McCoy, Holly MSER:EX
Sent: June 9, 2003 3:34 PM
To: MSER DMIPS (COUNCIL); MSER DMIPS (CROWNS); MSER DMIPS (MINISTRIES); MSER CIPD CPIA; MSER CIPD CRMB; Gilliland, Liz MSER:EX; Gronsdahl, Dean MSER:EX; Watkins, Peter MSER:EX; Mitchell, Gary A. RBCM:EX; MSER CIPD Ministry Records Officers
Subject: Organizational News

I am pleased to announce that effective June 2, 2003, I have formally moved to the Office of Chief Strategist and Government CIO (Liz Gilliland), Ministry of Management Services, and have been asked to assume responsibility for a division titled Government Information Strategies, Policy and Legislation (GISPL). Other new organizational units within the Office of the Chief Strategist and Government CIO include: Government Enterprise Architecture (Peter Watkins) and Service Transformation and Governance (Dean Gronsdahl).

The Corporate Privacy and Information Access Branch (Sharon Plater, Director) and the Corporate Records Managment Branch (Marland Grove, Director) will continue to exist as Branches within GISPL. Other organizational units will need to be established shortly to manage additional responsibilities, e.g., Government Strategic Information Frameworks (including the Government Authentication Framework).

The vision for GISPL is: "Through information strategies and frameworks, transform the way government understands and utilizes its information - treating information as a strategic asset that supports the achievement of government's business and service objectives". In addition to driving and supporting this strategic objective, the division will also be responsible for government information policy (e.g., authentication, e-security and privacy policies, policies on information sharing/integration, etc.) and legislation (e.g., the *Freedom of Information and Protection of Privacy Act*, the *Document Disposal Act*, the *Electronic Transactions Act*, the proposed Personal Information Protection Act, and supporting processes to address legislation requirements/impediments to government business/service initiatives).

I welcome this opportunity to partner in the achievement of these strategic information objectives and will be able to provide more information on directions, priorities, etc., in the near future. I look forward to meeting with you to discuss goals and priorities and in working with you in the upcoming months.

C

Chris Norman
Executive Director
Government Information Strategies, Policy and Legislation
Office of the Chief Strategist and Government CIO
Ministry of Management Services
Email: Chris.Norman@gems3.gov.bc.ca
Phone: (250) 387 1346
Cell: (250) 888 0218

Grove, Marland LCS:EX

From: Meyer zu Erpen, Walter RBCM:EX
Sent: May 28, 2003 4:42 PM
To: Mitchell, Gary A. RBCM:EX; Grove, Marland MSER:EX
Subject: FW: Memo from Virginia Day re: Court Records

Hi Marland and Gary:

Concern expressed in the attached about the recent split of records management and archives functions.

Walter Meyer zu Erpen, Manager
Court Services Records Project
Ministry of Attorney General
c/o British Columbia Archives
PO Box 9403 STN PROV GOVT Victoria, BC V8W 9V1

Voice: (250)387-4132/FAX: (250) 387-5841
Email: Walter.MeyerzuErpen@gems1.gov.bc.ca

-----Original Message-----
From: Mackie, Debbie AG:EX
Sent: May 28, 2003 3:53 PM
To: McKenny, Terrence AG:EX
Cc: Sorensen, Marg AG:EX; Meyer zu Erpen, Walter RBCM:EX; Tully, Catherine E AG:EX; Miller, Brenda L AG:EX; Mike Smith; A. Campbell; Alix Campbell; Day, Virginia AG:EX; Gene Jamieson; Jennifer Jordan; Judith Hoffman; Kathryn Thomson; Meg Gaily
Subject: Memo from Virginia Day re: Court Records

Please find attached a memo signed by Virginia Day regarding Court Records.

Thanks,

Debby Mackie
Administrative Assistant
Business Development & Change Management
Court Services Branch
(250) 356-1548
debbie.mackie@gems2.gov.bc.ca

BRITISH COLUMBIA

Ministry of Attorney General

MEMORANDUM

Court Services Branch, Headquarters
6th Floor, 850 Burdett Avenue
PO Box 9249 Stn Prov Govt
Victoria, British Columbia, V8W 9J2

May 28, 2003

432-01

Terrence McKenny
Records Officer
Privacy, Information and Records Management Division

Re: Court Records

I am writing to you to raise the need for a review of the ORCS schedule as it relates to court records. This issue is one that has been noted both within the Ministry and by the Judiciary. The primary concern is that the retention schedule of court records does not reflect the timeline of court actions with the result that court records are archived too soon and, in some situations, sent for destruction while they are potentially active cases.

The need to review the retention schedule also arises because of two major changes in records management. The first major change is the recent move of the archives of the government to the Provincial Museum, a Crown Corporation independent of the government. As you know, court records are under the authority of the Judiciary with access determined by legislation, Court Rules and policy, and Practice Directions. There have been instances where the archives have not recognized the authority of the Judiciary in relation to court records. The *Museum Act, 2003* does not address the authority of the Judiciary although it does provide a clause regarding access by the government to the archives of the government. One means to ensuring the control of the Judiciary over court records, particularly during the lifetime of a matter, is to extend the ORCS retention schedule.

The second major change is the development of electronic court record systems. JUSTIN provides electronic court record data for criminal matters. Court Services Branch, in conjunction with the Judiciary, is developing a civil electronic court record system that in a few years will provide access to civil court records and the ability to file, electronically, civil court documents. The shift from the paper medium to the electronic medium provides the opportunity to revisit the timeframes that are set out in the ORCS schedule. As electronic systems are used more and more, there will be fewer paper documents and files that need to be stored.

I am directing my request for this review to you, as the Records Officer, with responsibility for court records. The matters of particular interest include:

- destruction timeframes for the different categories of court records set out in ORCS; and
- storage of court records.

I would be pleased to assist in identifying the appropriate persons to be involved in such a review. I have already talked with Brenda Miller about the availability of Walter Meyer zu Erpen to assist you on this project. Please feel free to call me at 356-9607 to discuss this matter further.



Virginia Day
Director, Business Development and Change Management
Court Services Branch

cc: Marg Sorensen
Brenda Miller
Walter Meyer zu Erpen
Catherine Tully
Access Policy Working Committee

Grove, Marland LCS:EX

From: Mitchell, Gary A. RBCM:EX
Sent: May 14, 2003 2:59 PM
To: MSER CIPD CRMB
Subject: RBCM re-org
Importance: High

This morning, Corporation staff were informed of the changes to reporting relationships within the new Crown; and the philosophy behind the changes. Attached are the information sheet and the org chart.

g

ROYAL BC MUSEUM CORPORATION

A NEW APPROACH TO CONDUCTING OUR BUSINESS

May 14,2003

ROYAL BC MUSEUM
Where the past lives.

The amalgamation of the Museum, the B.C. Archives, Helmcken House and the Netherlands Carillon into a cultural precinct provided the opportunity to redefine our approach to conducting business.

Being a new Crown corporation with an expanded mandate required a new business model to allow staff within their respective fields to apply their skills across the entire organization.

This new approach to conducting our business is rooted in the principles of aligning our mutual strengths and positioning our organization for future growth.

The corporation's resources – its people, finances, and facilities - will now be more strategically directed towards delivering on our collective mission to explore and preserve British Columbia's cultural and natural heritage, to inspire curiosity and wonder, and to share our story with the world.

THE FRAMEWORK FOR CHANGE

The Museum's executive team established a clear framework for change and created opportunities for staff to raise issues and provide input to the Transition Committee throughout this process. The framework included a commitment to:

- ☑ No job losses.
- ☑ No major changes in job descriptions.
- ☑ Align functions for corporate-wide service.
- ☑ Eliminate duplication & streamline operations.
- ☑ Position the corporation for future growth.

BEST CASE PRACTICES TAILORED TO OUR NEEDS

In addition, research was conducted to help determine the best model for our new organization:

1. Most importantly, a very systematic and thorough review was undertaken of the type of work being done throughout and across our new, expanded organization.
2. Organizational models of similar institutions and corporations in Canada and around the world were reviewed to identify "Best Case" practices to tailor to our individual needs.

THE NEW ROYAL BC MUSEUM CORPORATION

There will now be six core business areas. The directors of these areas and the CEO will comprise the Museum's executive team. Following is a breakdown of the new business model and the rationale behind the functional grouping:

Curatorial Services–all the curatorial, collection management and conservation functions are now grouped in one business area reporting to Grant Hughes. This realignment streamlines the responsibility for the management and preservation of all our collections – natural, human history and archival – ensuring close collaboration and direction. This area will also oversee the Native Plant Garden, the Living Landscapes project, research, and collections development.

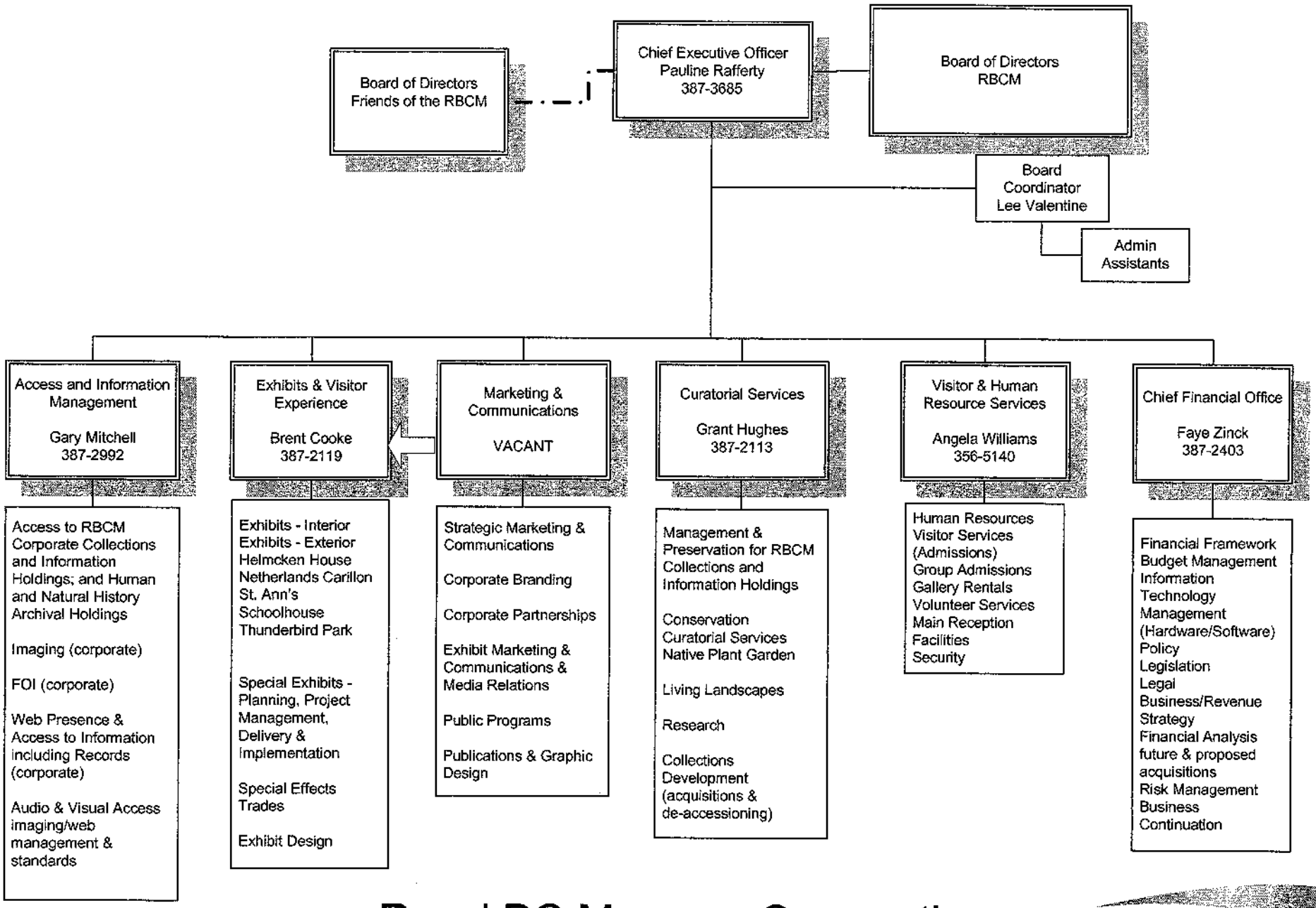
Exhibits and Visitor Experience– all aspects of planning, designing and constructing our exhibits and attractions throughout the precinct have been grouped in this area, reporting to Brent Cooke. This integration will help enhance the visitor experience. Our accomplished exhibit teams can apply their skills to developing and maintaining all internal and external exhibit areas throughout the precinct.

Visitor and Human Resource Services– all functions that provide our external and internal clients with first-class customer service have been aligned in this business area. Responsibility for human resources, admissions and group sales, volunteer services, gallery rentals, main reception, facilities and security have been brought together under the direction of Angela Williams.

Access and Information Management– the access to the corporation's complete holdings –electronic images, paper, artifacts or specimens- will be grouped in this business area, reporting to Gary Mitchell. This area will also oversee on-line and off-line public access to our collections – natural, human history, and archival. Imaging and audio/visual functions that support the delivery of this important corporate mandate have also been grouped in this area.

Marketing and Communications– marketing, corporate communications, media relations, public programming, publications and graphic design functions have been grouped under this area to provide better synergy when it comes to planning and executing campaigns to increase visitor attendance at the museum and special exhibits. A recruitment process is underway to select a candidate to fill this director-level position.

Chief Financial Office– all financial-related functions have been consolidated under the direction of the Chief Financial Officer, Faye Zinck. This includes budget management, information technology, policy, business planning and financial analysis, and other related activities.

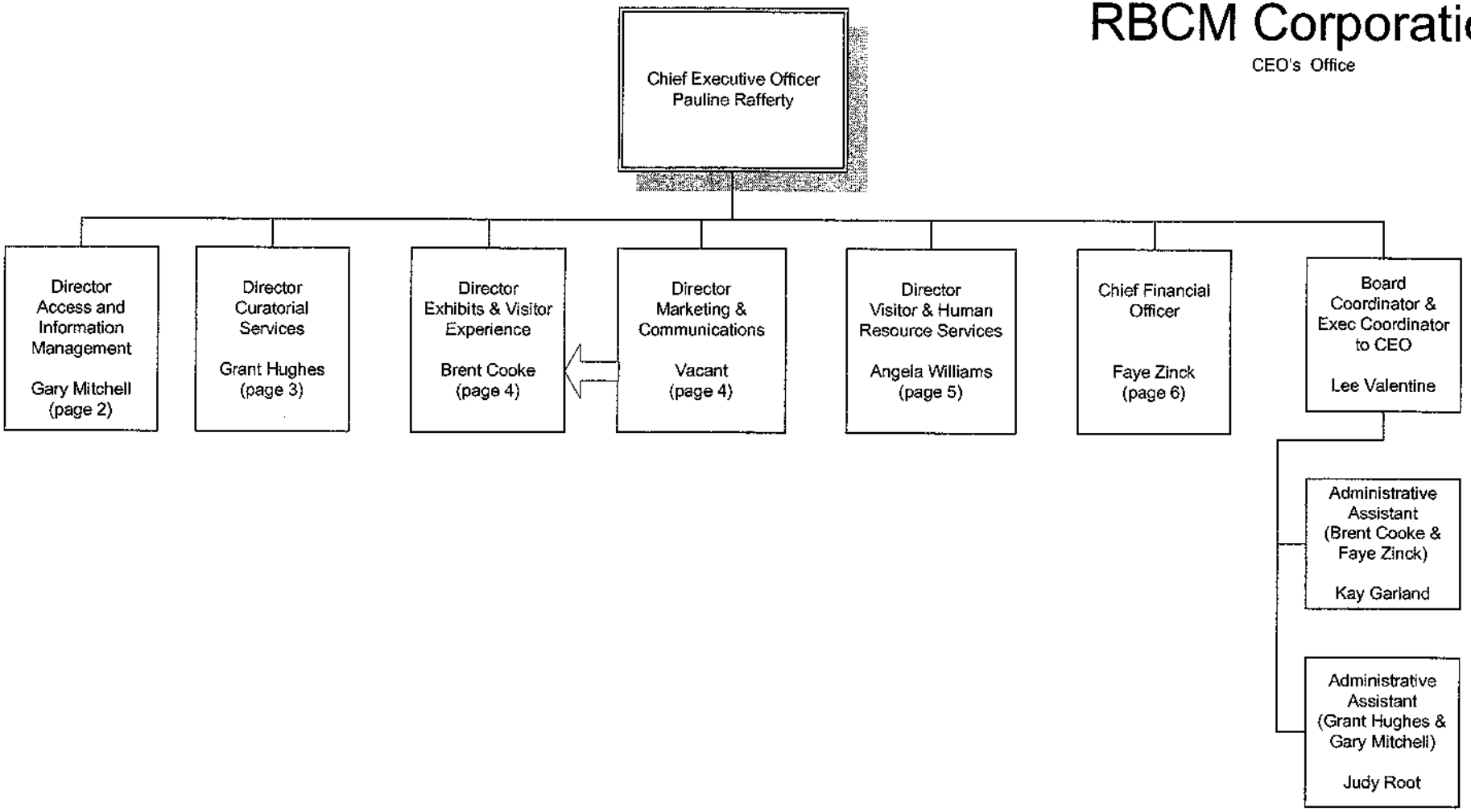


Royal BC Museum Corporation
Functional Organization

May 14, 2003

RBCM Corporation

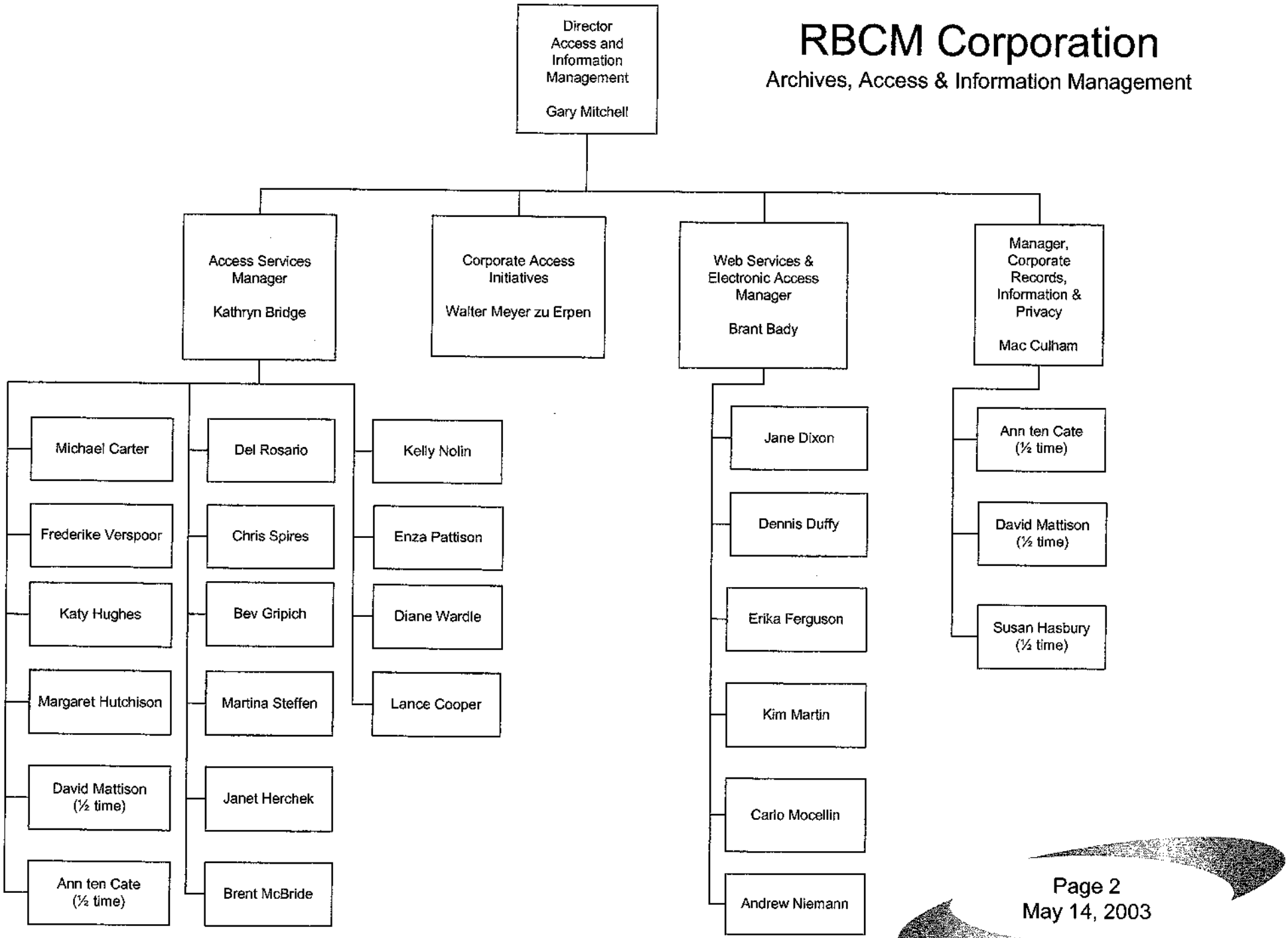
CEO's Office



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RBCM Corporation

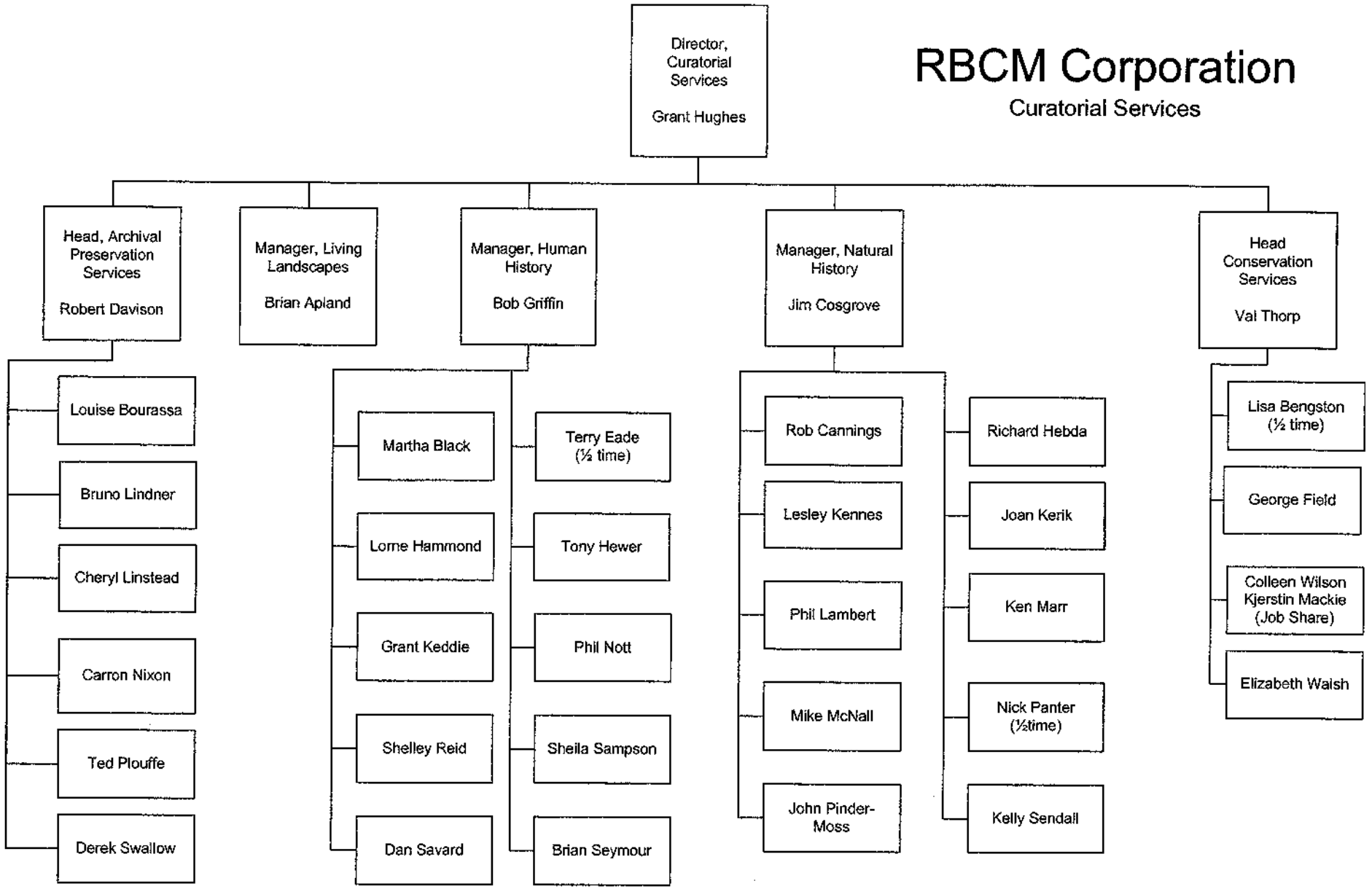
Archives, Access & Information Management



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RBCM Corporation

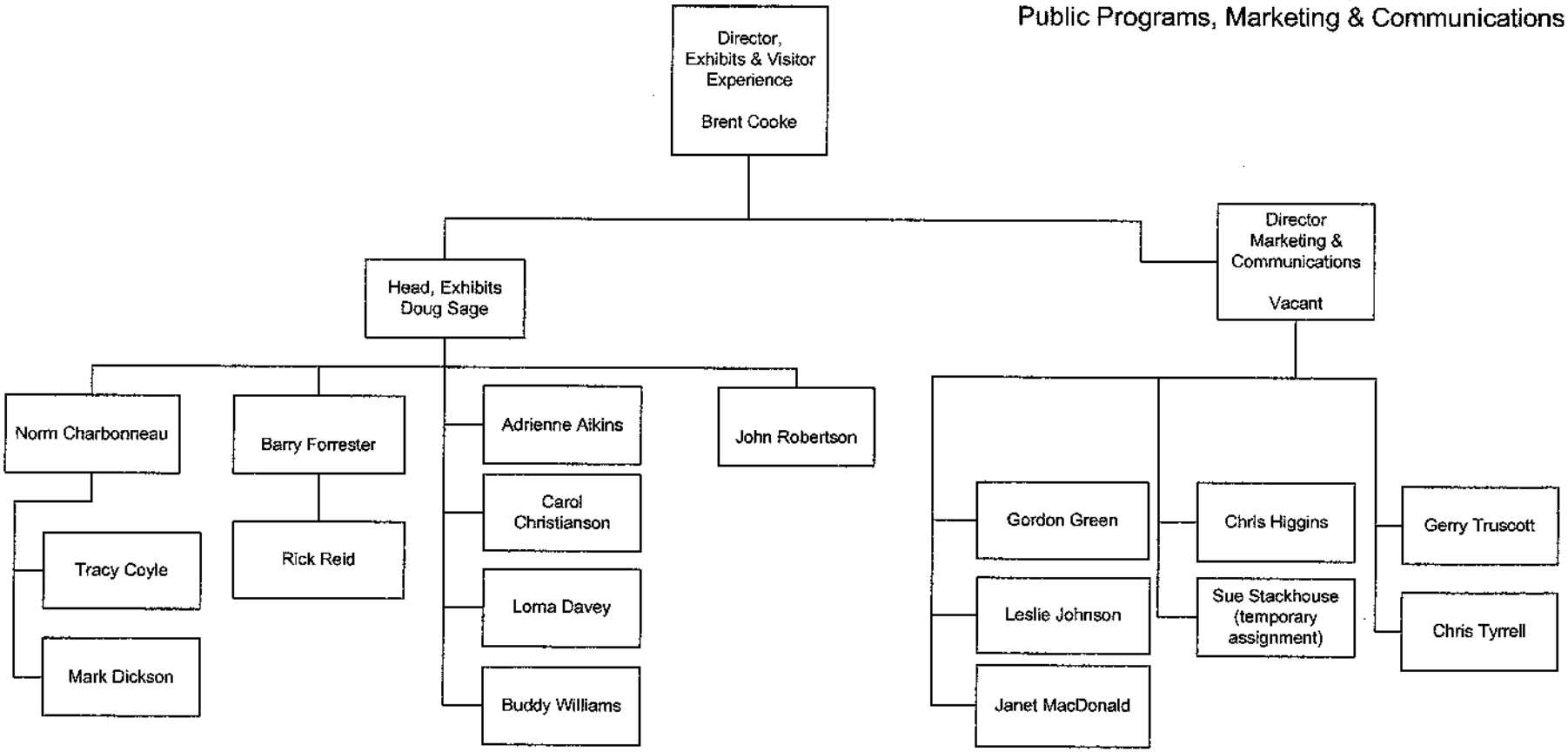
Curatorial Services



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RBCM Corporation

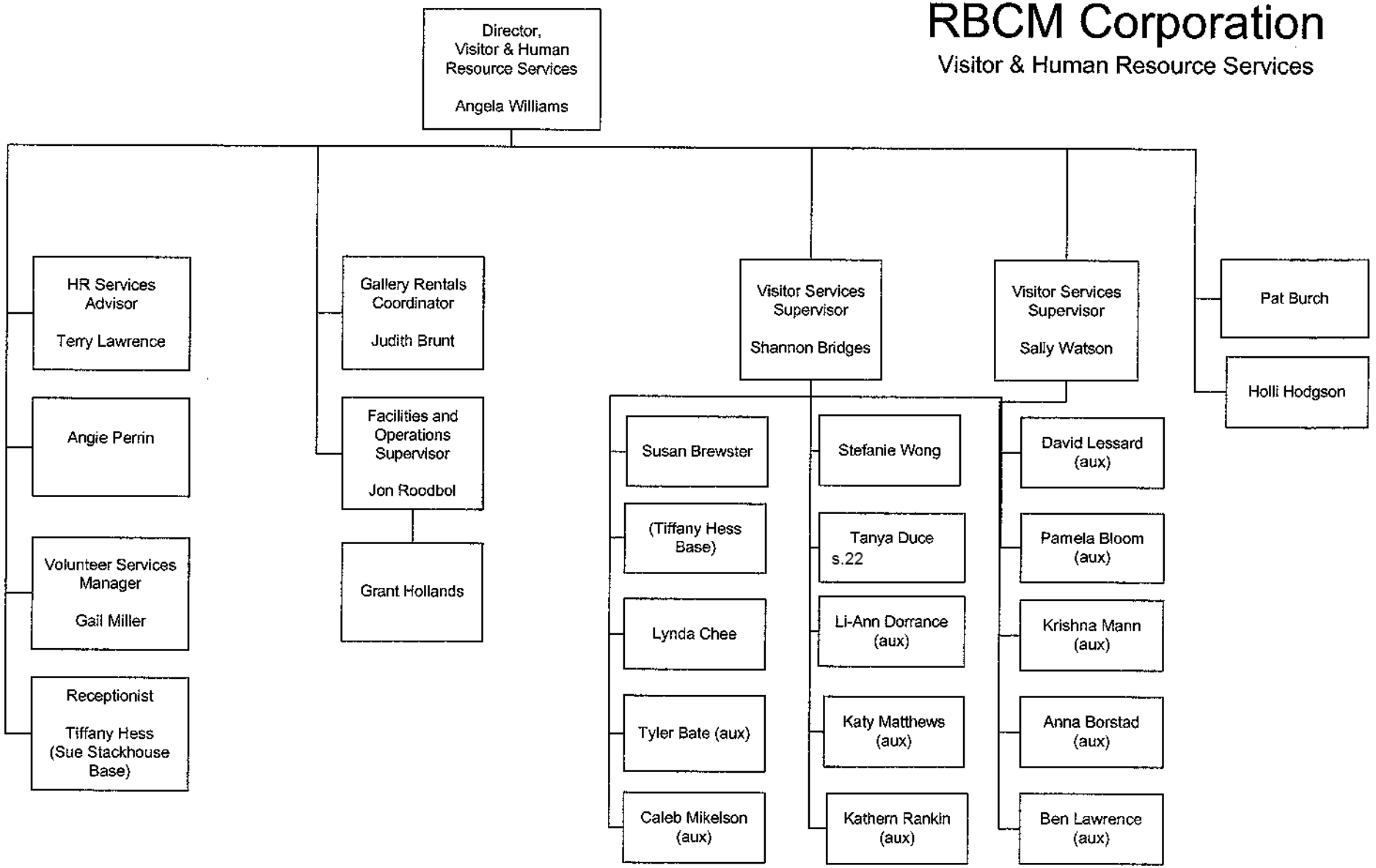
Exhibits, Visitor Experience, Public Programs, Marketing & Communications



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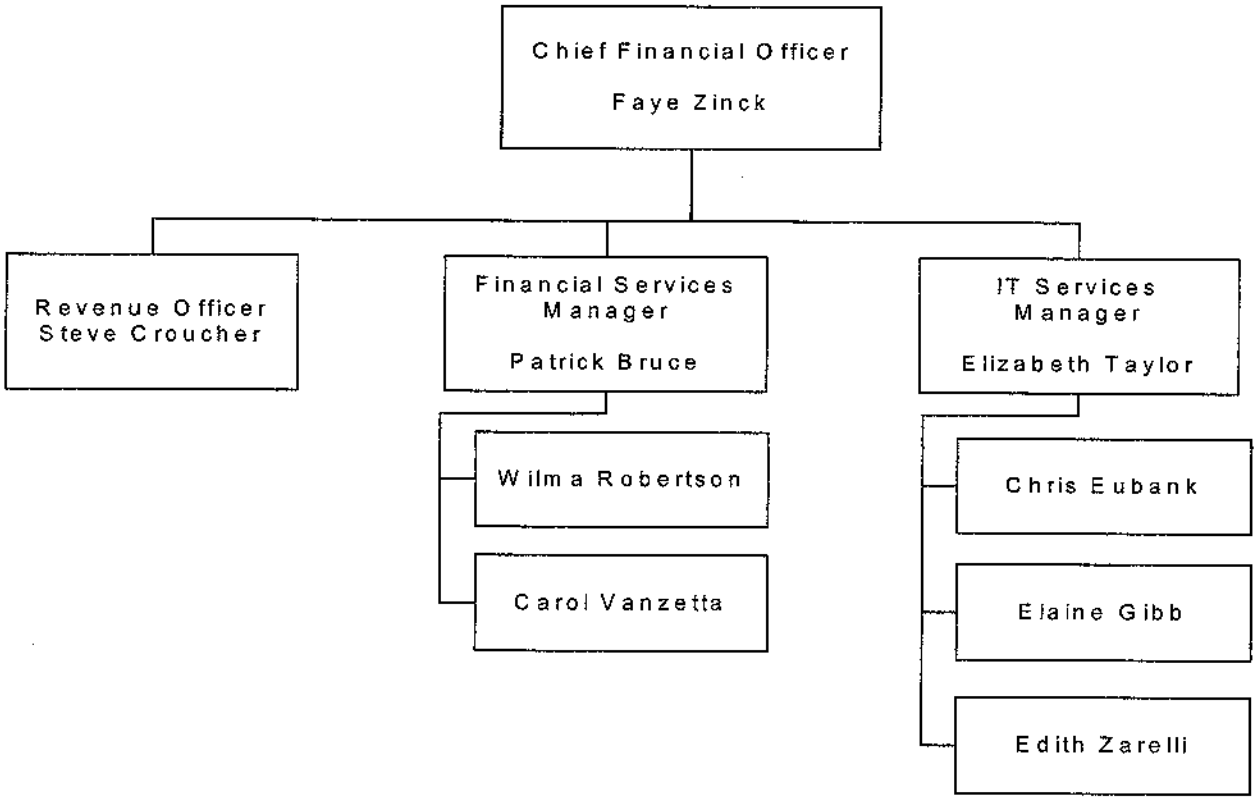
RBCM Corporation

Visitor & Human Resource Services



RBCM Corporation

CFO's Office



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Grove, Marland MSER:EX

From: Grove, Marland MSER:EX
Sent: May 1, 2003 8:31 AM
To: Olander, Nina MSER:EX
Subject: RE: Canadian Linen

We will pay and then JV the RBCM for half of the costs.

Marland

-----Original Message-----
From: Olander, Nina MSER:EX
Sent: April 30, 2003 2:36 PM
To: Grove, Marland MSER:EX
Subject: Canadian Linen

Hi Marland,

Canadian Linen is automatically charging my VISA for garment cleaning. My question is, whose garments are we cleaning!? It includes towels, lab coats, etc. Is this all lab stuff that the museum should be paying for or is this our garments?

Nina Olander
Administrative Coordinator
Corporate Records Management Branch
Ministry of Management Services
Tel: 250-**356-0565**
Fax: 250-387-5841
nina.olander@gems6.gov.bc.ca
http://www.gov.bc.ca/mser/

Grove, Marland MSER:EX

From: Bady, Brant RBCM:EX
Sent: April 28, 2003 11:33 AM
To: Mocellin, Carlo RBCM:EX
Cc: Mitchell, Gary A. RBCM:EX; Grove, Marland MSER:EX
Subject: RE: residual thiosulphate testing

I presume that they need the tests for the mfilm processor, and we need the tests for the cut film processor.

We are not govt anymore, so should the need arise for more flexibility in the future we can explore that, and if the two processors are in different buildings you may want to revisit that in the future as well..

but I am sure this makes the most sense now, so please proceed as far as I am concerned.

-----Original Message-----
From: Mocellin, Carlo RBCM:EX
Sent: April 28, 2003 11:24 AM
To: Bady, Brant RBCM:EX
Cc: Mitchell, Gary A. RBCM:EX; Grove, Marland MSER:EX
Subject: residual thiosulphate testing

For the past year we have been using Management Systems Technology Consultants in the USA to test our cutsheet films and microfilms for life expectancy. The test is to ensure our processed films meet ANSI long life expectancy for photographic records.
Last week I indicated to Marland that we should set up our own account to handle the testing for the Archives. The tests are to be prepaid (currently we have purchased 52) and are to be used within 12 months of purchase. Setting up the testing was difficult as government usually does not pay before goods are received, however, we have a special arrangement with MSTC that allows us to pay after testing is completed. Rather than make new arrangements Marland recommended that we continue to use the service and he will JV us. 52 tests cost $15 US each. Tests are sent from each processor once every two weeks.
Please advice as to your preference.
carlo

Carlo Mocellin
Supervisor, Imaging Services, British Columbia Archives
Royal British Columbia Museum
V: (250) 356-7367
F: (250) 387-1358
E: Carlo.Mocellin@gems1.gov.bc.ca
http://www.bcarchives.gov.bc.ca
http://www.royalbcmuseum.bc.ca

Grove, Marland MSER:EX

From: Coward, Donna L EDUC:EX
Sent: April 8, 2003 5:40 PM
To: MSER CIPD Ministry Records Officers
Subject: summary of mtg with Lois Fraser

Dear colleagues:

This morning I met with Lois Fraser, Chris Norman, Sharon Plater, and Marland Grove to discuss the questions MROs have about the future of the records management program and the division of responsibilities at the central agency level.

I asked the question about whether the DDA was going to be managed by CPIA as an ongoing responsibility or whether it was a project. I also asked the question about whether an effort was being made to separate governance from services.

The summarized answer to this was that in the short-term it made sense to have Chris manage the revisions to the legislation along with the foi private sector privacy legislation. Over the longterm, Lois shared that the province is implementing some structural changes that will reflect what has been done in Ontario. This organization structure is still evolving but there are some high level documents (org chart & description of functional areas) that Lois has asked Marland to share with us. The general plan is to make the CIO office responsible for policy, legislation, governance, strategic planning and enterprise wide projects. FOIPOP, DDA & Electronic Transactions Act are seen as a few of the governance areas that will reside within the new CIO Office -- soon to become the Chief Strategists Office.

Lois shared that there is some discussion taking place as to whether a new piece of legislation will be seen in future that incorporates IT/IM, replacing or amalgamating other legislation such as the DDA.

Chris shared his view that FOI has always been governance and not services, therefore their group will be closely aligned with the Chief Strategists Office. Lois shared that she will continue to be responsible for the areas that are seen as services such as telecommunications, bc online, and CRMB.

I shared with the group that many of us were having difficulty getting our minds around a division of governance and services given that CRMB as we know it (both historically and as indicated in the recent Core Policy Manual) is responsible for establishing policies and standards related to a number of activities such as schedule development, management of electronic records and other media, document disposal practices, etc. etc.

This was acknowledged to be correct, there are components of CRMB business that relate to governance and that this presented additional challenges in determining what portion, if any, of CRMB should be aligned directly under the CIO/Chief Strategists Office, and what should remain with the services division. I expressed some concern about who would be providing guidance to MROs on issues related to DDA applicability, protocol agreements, and custody & control issues and suggested that Marland and his group would be the best choice to provide this.

Lois extended her assurances that as this restructuring continues to unfold MROs will be updated as quickly as possible so we know who to go to for what type of advice and support, in the meantime we are encouraged to continue with status quo. At this time the priority focus is on amending the DDA to remove the PDC as the approval body for schedules and to find a way to streamline and accelerate the shedule approval process.

The meeting was brief and ended within the hour. Marland will be following up by adding to my summary anything I may have ommitted or correcting anything I may not have captured correctly. He will also be attaching the documents I mentioned earlier. Lois wanted MROs to know that these documents do identify functional areas but do not necessarily reflect branch structures so we should look upon the documents as guidelines and a work in progress.

I look forward to seeing all of you tomorrow morning as we learn more from Chris about the DDA amendments.

Cheers for now,
Donna L. Coward, Manager
Recorded Information Management Program
Information and Privacy Branch
(250) 356-0386

providing services to:

Grove, Marland MSER:EX

From: Hutchison, Margaret RBCM:EX
Sent: March 28, 2003 3:52 PM
To: Grove, Marland MSER:EX; Isaac, Glen MSER:EX; Tibbitt, Lynne MSER:EX; Barker, Ellinore MSER:EX
Cc: Hart, Susan MSER:EX; Stewart, John MSER:EX; Mohan, Jennifer MSER:EX; Mitchell, Joni MSER:EX
Subject: BC Historical News article by Reuben Ware

fyi. Reuben's article, The Demolition of the BC Archives is on page 26.



Re: [archives-bc] Reuben Ware'...

Margaret M. Hutchison
Archivist, BC Archives
Royal British Columbia Museum
Telephone: (250) 356-0697
Fax: (250) 387-5841
Email: Margaret.Hutchison@gems1.gov.bc.ca
http://www.bcarchives.gov.bc.ca
http://www.rbcm.gov.bc.ca

Grove, Marland MSER:EX

From: mgourlie@connect.ab.ca
Sent: March 28, 2003 3:40 PM
To: archives-bc@aabc.bc.ca
Subject: Re: [archives-bc] Reuben Ware's article in 'BC Historical News'

Additional FYI - the article is available online in the PDF version of the BC Historical News - while you have to scroll through the issue, the URL for it is:

http://www.bchf.bc.ca/362spring.pdf

Michael Gourlie

> FYI, the current issue of the "British Columbia Historical News"
> (journal of the BC Historical Federation, Vol. 36 No. 2) includes an
> article by Reuben Ware on the assimilation of the BC Archives by the
> RBCM, focussing on its implications for historians and other users of
> archives.
>
> His perspective is reflected in the article's provocative title: "The
> Demolition of the BC Archives".
>
> Cheers,
> Erwin
>
> --
>
> Erwin Wodarczak
> Archivist / Web Site Administrator
> UBC Library - University Archives
> Tel: 604-822-5877 Fax: 604-822-9587
> E-mail: ewodar@interchange.ubc.ca
> WWW: http://www.library.ubc.ca/archives/
>
> "Round up the usual disclaimers"
>
> ---------- A
> posting from the archives-bc mailing list, using Majordomo 1.94.4 To
> send a message to the list, send e-mail to archives-bc@aabc.bc.ca To
> subscribe (or unsubscribe), send e-mail to majordomo@aabc.bc.ca
>   with the message: subscribe [or unsubscribe] archives-bc
> For a list of other commands, send e-mail to majordomo@aabc.bc.ca
>   with the message: help
> Problems? Send e-mail to owner-archives-bc@aabc.bc.ca
> ----------

A posting from the archives-bc mailing list, using Majordomo 1.94.4
To send a message to the list, send e-mail to archives-bc@aabc.bc.ca
To subscribe (or unsubscribe), send e-mail to majordomo@aabc.bc.ca
     with the message: subscribe [or unsubscribe] archives-bc
For a list of other commands, send e-mail to majordomo@aabc.bc.ca
     with the message: help
Problems? Send e-mail to owner-archives-bc@aabc.bc.ca

Grove, Marland LCS:EX

From: Mitchell, Gary A. RBCM:EX
Sent: March 6, 2003 2:27 PM
To: MSER CIPD CRMB
Cc: MSER CIPD Belleville St; Commissionaires, BC Archives RBCM:EX
Subject: changes to BC Archives security net

hiho, a new security procedure is being instituted at the RBCM Corporation.

For Corporation staff members, new identity/security cards are being issued, effective 7 Mar 03. For areas of the Corporation which has been e-keyed, these cards, with access codes and security clearances embedded in them, will allow easy access. For archives staff, the cards and physical keys will be signed in and out each day. The cards are not to leave the complex. In future, each staff member will receive a swipe card, which will give them access to the RBCM's main doors during closed hours so they can obtain their identity/security cards to access their work areas.

For our colleagues at CRMB, the system remains unchanged. Their identity cards will allow them into the secured work areas of the Archives so that our mutual work can continue to be performed. I would ask that they sign in and out at the security desk. Access codes remain the same.

I anticipate that the implementation of the new security system will not impede our current processes of work. If you have any questions please feel free to contact me
g

Gary A. Mitchell, CRM
Director, British Columbia Archives
Royal British Columbia Museum
Telephone: (250) 387-2992
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Email: Gary.Mitchell@gems8.gov.bc.ca
http://www.bcarchives.gov.bc.ca
http://www.royalbcmuseum.bc.ca/

BRITISH COLUMBIA

NEWS RELEASE

News Release Draft #1
For Immediate Release
[release number]
Feb. XX, 2003

Ministry of Management Services

Draft

MINISTRY CHANGES TO PROVIDE GREATER PUBLIC ACCESS

VICTORIA – Government is integrating key electronic and face-to-face client services under one ministry to ensure British Columbians have greater access to their government when and where they need it, management services minister Sandy Santori announced today.

Effective immediately, the Chief Information Office, the Service Delivery Project, the Government Agents Branch and government's telecommunications function – all currently situated in different ministries – will be transferred to the Ministry of Management Services.

"We're further improving access to government services through better use of government agents, call centres, interactive voice response systems and one-stop internet access, and it makes sense to have all these functions under one ministry," said Santori.

The transferred functions will be integrated with the ministry's on-going initiatives which include implementation of a value-added shared services model, corporate information management functions such as privacy and access, Enquiry BC, statistics and records management.

The changes will give clients and the vendor community one point of contact to do business with the government, as recommended by the Premier's Technology Council.

"Ultimately with these changes, people walking into our province-wide government agents' offices, or vendors and suppliers using their computers to access government information should get the most efficient, complete and timely response possible. Consolidating, co-ordinating and providing these functions through one ministry is more efficient, and best meets the needs of taxpayers and customers."

Santori said the ministry changes will also help with government's main goal of revitalizing B.C.'s economy.

"B.C. citizens and businesses are facing increasingly new challenges in a changing globalized economy," said Santori.

"They need information quickly; they need access to the latest technology to compete better. The ministry will provide comprehensive e-government services, while telecommunications staff will continue to work proactively with telecommunications vendors and other British Columbians to ensure that broadband services are extended to rural and remote parts of the province."

Santori noted that B.C. remains a leader in Internet use among Canadian provinces, and that his ministry's changes will contribute to that leadership.

Santori also announced that Scott Campbell, Chief Information Officer, will be Interim Deputy Minister for the ministry, effective immediately, replacing Catharine Read, who is leaving government to pursue other opportunities.

– 30 –

Backgrounder attached.

Contact: Shaf Hussain
250 356-2821

BRITISH COLUMBIA

BACKGROUNDER

[February XX, 2003] Ministry of Management Services

INTEGRATION OF MANAGEMENT SERVICES BUSINESS RESPONSIBILITIES

Effective immediately, responsibility for the following offices and projects will be integrated under the Ministry of Management Services:

Chief Information Office (CIO):
The Chief Information Office provides leadership and strategic direction to manage government's information management and information technology resources. In addition, the CIO leads the transformation to electronic government service delivery and develops strategies to position British Columbia citizens and businesses to participate in the global economy.

Service Delivery Project:
The Service Delivery Project is a cross-ministry set of pilot projects developing a long-term strategy to support and optimize regional government service delivery. To date, work teams have developed 16 community-specific service delivery strategies with recommendations for improving and better integrating community-based client services.

Government Agents Branch (from Ministry of Community, Aboriginal And Women's Services):
Government Agents provide convenient, efficient access to provincial services and information, from permits, licences and payments to up-to-date small business resources and more, in locations across British Columbia.

Telecommunications Function (from Ministry of Competition, Science and Enterprise):
Telecommunications staff work proactively with telecommunications vendors and other British Columbians to ensure that broadband services are extended to rural and remote parts of the province.

The Ministry of Management Services continues to be responsible for the following related activities and projects:

Shared Services Agency:
The Shared Services Agency, scheduled to become fully operational in April 2003, will provide a single source for common government services, such as payroll, procurement and supply, information technology, and financial services.

Alternative Service Delivery:
Government is developing a strategy and implementation plan to determine which IT services and related business processes are best suited for alternative service delivery. A review of government's IT and related business processes is underway. The new model will be aimed at ensuring better delivery of services, improved productivity and efficiency, best value for taxpayers, innovation and improved public access to the services government provides.

Corporate Privacy and Information Access:
The Corporate Information and Programs Division provides programs that supply information, provide on-line and telephone access, statistics and information management. The branches are: Corporate Privacy and Information Access, Records Management, BC Statistics, BC OnLine, BC Connects and BC Internet Services, Enquiry BC and government's Corporate Information Technology and Management Library services.

-30-

Contact: Shaf Hussain
250 356-2821

Message to Staff from Scott Campbell

As you are by now aware, the Premier's office has announced an exciting re-alignment of the Ministry of Management Services that will transform service delivery to citizens.

The Ministry of Management Services has a new mandate to oversee and ensure that British Columbians have access to government when, where and how they need it. The Ministry's refocused vision will enable the ongoing transformation and continuous improvement of government's service delivery.

Branches and functions joining the ministry will converge to respond to the everyday needs of the people of British Columbia and provide for innovative, client-focused and cost-effective service. These services include key electronic and face-to-face client services.

I am pleased to be joining you as Interim Deputy Minister of Management Services and Chief Executive Officer of the Shared Services Agency. I will also be continuing in my role as Chief Information Officer.

New additions to the Ministry include:

- The Chief Information Office – previously with the Premier's Office
- The Service Delivery Project – previously with the Premier's Office
- Government Agents – previously with the Ministry of Community, Aboriginal and Women's Services
- The Telecommunications function of the Ministry of Competition, Science and Enterprise

Remaining with the Ministry are Corporate Information Programs Division and the components that comprise Shared Services:

- CITS
- Procurement and Supply Services
- Payroll Services

As previously announced, the following areas will formally join the Ministry as part of Shared Services on April 1, 2003:

- Payroll Operations and Information Management (currently with PSERC)
- Corporate Accounting System (currently with the Ministry of Finance)

The Ministry will also continue to manage the Alternate Service Delivery project and will ensure initiatives recommended by government are implemented.

With the integration of the Chief Information Office, the Service Delivery Project, the Telecommunications function of the Ministry of Competition, Science and Enterprise, and the Government Agents into the Ministry of Management Services, we will be able to develop a coordinated approach and demonstrate our leadership in the fields of service delivery, telecommunications, e-government services, and value-added shared services.

Significant progress has been made and results achieved by staff developing the shared services model. I want to assure you that the ministry will continue implementing the Shared Services Agency to provide Finance and Administration Services, Procurement and Supply Services, common IT Services and Payroll Services to client Ministries. We will also continue to streamline and rationalize processes to achieve the goals of shared services: reduced costs and improved services to clients.

I want to thank Ministry of Management Services staff for your hard work. I look forward to working with you. I'd also to take this opportunity to welcome the new staff who have transferred over to the ministry from the Ministry of Community, Aboriginal and Women's Services, the Ministry of Competition, Science and Enterprise, staff from the Service Delivery Project and of course those in the Chief Information Office.

I am excited about the initiatives currently underway as well as the new challenges that lie ahead. I know that with your dedication and commitment, the ministry will continue to be an example of excellence in the public sector.

I cannot end without expressing my gratitude and appreciation to Catharine Read. I'm sure you share with me in thanking Catharine for the professionalism and dedication she has demonstrated as Deputy Minister of Management Services. The cooperation she has provided to me during this transition has been greatly appreciated and I know you will join with me in expressing our gratitude and best wishes.

I am committed to keeping you informed as we proceed through this transition period and will provide regular updates. Attached you will find a copy of the news release and backgrounder that were issued today. Thank you.

Scott Campbell
Interim Deputy Minister

Grove, Marland MSER:EX

From: Fraser, Lois A MSER:EX
Sent: February 11, 2003 4:20 PM
To: MSER All CIPD
Subject: New Ministry of Management Services

This afternoon it was announced that the Ministry of Management Services has been expanded to include the CIO's office, Government Agents (CAWS), Telecommunications (CSE), the Shared Services Agency and the Corporate and Information Programs Division.

I am looking forward to delivering on a new mandate for the Ministry which brings together similar corporate programs to achieve a more integration, alignment and transformation of government services. This is an exciting time! Over the next few weeks I will be working closely with the rest of my colleagues to develop the next steps and action plans to move the new Ministry forward. Many of our current initiatives are key and central to enabling transformation.

The successes you have all contributed to in this past year and beyond, are important as we move ahead. Thank you and I look forward to the future that our programs will have in the new Ministry.

Lois

Lois Fraser
Assistant Deputy Minister
Corporate & Information Programs Division
Ministry of Management Services
Ph: 250 387-4823 Fax: 250 356-9287
mailto:lois.fraser@gems5.gov.bc.ca

Grove, Marland MSER:EX

From: Read, Catharine MSER:EX
Sent: February 3, 2003 9:54 AM
To: MSER All Staff
Subject: Deputy Minister Update

Deputy's Update
Jan 31, 2003

With the onset of February, I am delighted to report that Management Services is progressing with several important projects.

PRIVACY AND SECURITY CONFERENCE

Two branches in Management Services, the Information Technology Security Branch and the Corporate Privacy and Information Access Branch, are co-hosting a national Privacy and Security Conference. The conference titled, "The Frontiers of Privacy and Security: New Challenges for a New Century," will be held at the Victoria Conference Centre on February 13 and 14, 2003. Conferences like this are a cost-effective way for government to create awareness of evolving challenges and inspire innovative solutions. Up to 750 delegates from across Canada are expected to attend. Participants are likely to be people, whose jobs focus on security and privacy policy and implementation, including staff from federal, provincial and municipal governments; police, hospital and health-care workers.

Keynote speakers will include George Radwanski, Federal Privacy Commissioner, David Flaherty, Privacy and Information Policy Consultant, David Loukidelis, British Columbia Information and Privacy Commissioner, and Michelle d'Auray, Federal Chief Information Officer. For more information on this conference, please visit http://www.rebootbc.com/privacy2003/index.htm

SHARED SERVICES

With less than 60 days remaining before the launch of Shared Services a number of important activities are underway.

The Costing/Pricing/Billing project is working on an approach to support costing and pricing activities for all Shared Services, as well as supporting cost management and business process improvement. The Working Group has started developing a costing prototype that will be used to introduce a model to support costing and pricing for fiscal year 04/05. The Working Group presented an overview of the project, including a gap analysis and impact assessment, to members of the Shared Services Executive Steering Committee this past week.

The Data Gathering Working Group, with the assistance of BC Stats, is developing a client satisfaction survey that will be distributed to ADMs of Corporate Services, Senior Financial Officers, IS Directors, and senior level representatives from central and governance agencies in February. The survey will provide valuable baseline information about client satisfaction with the lines of business that will comprise the BC Shared Services Agency, as well as obtaining key strategic information prior to the launch of the new agency.

Human Resources is currently working on an HR plan for the new Shared Services Agency. The plan will include issues specifically outlined in the People Strategy and those that staff commented on in the recent Employee Survey.

Other activities required to implement Shared Services are also underway. For more information, please visit the Shared Services Project website at <http://www.mser.gov.bc.ca/bcss/>

CORPORATE AND INFORMATION PROGRAMS DIVISION

With the move of BC Archives to the new Royal BC Museum Crown Trust, Corporate and Information Programs Division, has formed the Corporate Records Management Branch (CRMB) with Marland Grove as director. Marland will be working with Gary Mitchell, Provincial Archivist and Director, British Columbia Archives, to develop a Memorandum of Understanding defining work and service relationships between the Crown Trust and CRMB. He will also be cooperating with staff to establish the roles and responsibilities of the new branch scheduled to be formally constituted on April 1, 2003.

OF NOTE

It is my pleasure to announce that nine QP staff members have been awarded Staff Appreciation Awards for their contributions to QP LegalEze. The web-based, subscriber publication, reports on BC legal developments. Ken O'Connor was recognised as the creator of QP LegalEze and Amar Dosanjh was acknowledged for customer service and the sale of the 200th license of the product. As well, Joanne Hryvnak, Ron Green, Roxanne Kellough, Charlotte Mowat, Kuldeep Tut and Ray Powell were acclaimed for their work on the websites information, accuracy and topicality. Last but not least, Jason Aitchison was praised for his role in implementing a new security module and enabling access for public libraries.

I know you will join with me in wishing ADM of CAMSS Bill Bell all the best as he retires from a distinguished public service career. This past Tuesday, friends and colleagues gathered to bid Bill goodbye and to recognize his many achievements and contributions. Bill's accomplishments are a reflection of the dedicated service he has provided through the years and we thank him for his efforts on our behalf and the people of British Columbia.

It's important to me that these updates keep you informed about the changes Management Services is experiencing. Please feel free to email me with your questions so that I can address them in future updates.

Catharine Read
Deputy Minister

2002/2005 000-5714 JAN 2 8 2003

Province of British Columbia

MINISTRY OF FINANCE
TREASURY BOARD STAFF

INTER-MINISTRY PROGRAM/FTE TRANSFERS

TRANSFER NUMBER ASSIGNED BY T.B.S.

This form documents agreements between ministries for program and/or FTE transfers.
See reverse for guidelines on completing this form.
ENSURE ALL AMOUNTS ARE IN THOUSANDS ('000) AND FTES ARE WHOLE NUMBERS.

1. TRANSFER FROM MINISTRY OF	2. TRANSFER TO MINISTRY OF
Management Services	Royal BC Museum Crown Trust
3. TRANSFER DETAILS (VOTE NUMBER AND NAME)	**4. SUB-VOTE / PROGRAM NAME**
Vote 34 Operations	BC Archives
5. REASON FOR TRANSFER	**6. EFFECTIVE DATE OF TRANSFER**
	April 1/ 2003

7. OPERATING FUNDING

	CURRENT YEAR BUDGET (2002/03)			FOLLOWING YEARS BUDGET (2003/04)			(2004/05)			(2005/06)		
	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT
		50			50			50			50	
		51			51			51			51	
		52			52			52			52	
		54			54			54			54	
		55			55			55			55	
		57			57			57			57	
		60			60			60			60	
		61			61			61			61	
		63			63			63			63	
		65	170,000		65	170,000		65	170,000		65	170,000
		67			67			67			67	
		68			68			68			68	
		69			69			69			69	
		70			70			70			70	
		71			71			71			71	
		72			72			72			72	
		73			73			73			73	
		74			74			74			74	
		75			75			75			75	
		77			77			77			77	
		79			79			79			79	
		80			80			80			80	
		81			81			81			81	
		83			83			83			83	
		85			85			85			85	
		86			86			86			86	
		88			88			88			88	
		89			89			89			89	
TOTAL OPERATING RE-ALLOCATIONS			170,000			170,000			170,000			170,000

Province of British Columbia

MINISTRY OF FINANCE
TREASURY BOARD STAFF

INTER-MINISTRY PROGRAM/FTE TRANSFERS

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Management Services	Royal BC Museum Crown Trust
3. TRANSFER DETAILS (VOTE NUMBER AND NAME)	**4. SUB-VOTE / PROGRAM NAME**
Vote 34 Operations	BC Archives
5. REASON FOR TRANSFER	**6. EFFECTIVE DATE OF TRANSFER**
	April 1/ 2003

8. CAPITAL FUNDING

	CURRENT YEAR BUDGET (2002/03)		FOLLOWING YEARS BUDGET (2003/04)		(2004/05)		(2005/06)	
	STOB	AMOUNT	STOB	AMOUNT	STOB	AMOUNT	STOB	AMOUNT
	A01A		A01A		A01A		A01A	
	A02A		A02A		A02A		A02A	
	A03A		A03A		A03A		A03A	
	A04A		A04A		A04A		A04A	
	A05A		A05A		A05A		A05A	
	A06A		A06A		A06A		A06A	
	A07A		A07A		A07A		A07A	
	A08A		A08A		A08A		A08A	
	A09A		A09A		A09A		A09A	
	A10A		A10A		A10A		A10A	
	A20A		A20A		A20A		A20A	
	A21A		A21A		A21A		A21A	
TOTAL CAPITAL RE-ALLOCATIONS	—		—		—		—	

9. FINANCING TRANSACTIONS

	CURRENT YEAR BUDGET (2002/03)	FOLLOWING YEARS BUDGET (2003/04)	(2004/05)	(2005/06)
SUB-VOTE/PROGRAM NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT
TOTAL FINANCING TRANSACTION RE-ALLOCATIONS	—	—	—	—

RE-ALLOCATIONS TOTALS	(2002/03)	(2003/04)	(2004/05)	(2005/06)
FTES		—	—	—
OPERATING	170,000	170,000	170,000	170,000
CAPITAL	—	—	—	—
FINANCING TRANSACTION	—	—	—	—

TRANSFERRING MINISTRY DEPUTY MINISTER'S AUTHORIZATION	DATE SIGNED Y / M / D	RECEIVING MINISTRY DEPUTY MINISTER'S AUTHORIZATION	DATE SIGNED Y / M / D
06/01/2003			

3-3/34081 V000-0747

Province of British Columbia

MINISTRY OF FINANCE
TREASURY BOARD STAFF

INTER-MINISTRY PROGRAM/FTE TRANSFERS

TRANSFER NUMBER ASSIGNED BY CBS

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1. TRANSFER FROM MINISTRY OF	2. TRANSFER TO MINISTRY OF
Management Services	Royal BC Museum Crown Trust
3. TRANSFER DETAILS (VOTE NUMBER AND NAME)	4. SUB-VOTE / PROGRAM NAME
Vote 34 Operations	Corporate Services CAS and Payroll Funding
5. REASON FOR TRANSFER	6. EFFECTIVE DATE OF TRANSFER
Cabinet decision to transfer BC Archives to the RBCM. As part of that transfer (on a separate transfer form) Corporate Services holds the CAS and Payroll Support funding for BC Archives. Those funds are being moved on this transfer form	April 1, 2003

7. OPERATING FUNDING

CURRENT YEAR BUDGET (2002/03)			FOLLOWING YEARS BUDGET (2003/04)			(2004/05)			(2005/06)		
FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT
	50			50			50			50	
	51			51			51			51	
	52			52			52			52	
	54			54			54			54	
	55			55			55			55	
	57			57			57			57	
	59	11,000		59	11,000		59	11,000		59	11,000
	61			61			61			61	
	63			63			63			63	
	65			65			65			65	
	67			67			67			67	
	68			68			68			68	
	69			69			69			69	
	70			70			70			70	
	71			71			71			71	
	72			72			72			72	
	73			73			73			73	
	74			74			74			74	
	75			75			75			75	
	77			77			77			77	
	79			79			79			79	
	80			80			80			80	
	81			81			81			81	
	83			83			83			83	
	85			85			85			85	
	86			86			86			86	
	88			88			88			88	
	89			89			89			89	
TOTAL OPERATING RE-ALLOCATIONS		11,000			11,000			11,000			11,000

Province of British Columbia

MINISTRY OF FINANCE
TREASURY BOARD STAFF

INTER-MINISTRY PROGRAM/FTE TRANSFERS

TRANSFER NUMBER ASSIGNED BY T.B.S.

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ENSURE ALL AMOUNTS ARE IN THOUSANDS ('000) AND FTES ARE WHOLE NUMBERS.

1. TRANSFER FROM MINISTRY OF	2. TRANSFER TO MINISTRY OF
Management Services	Royal BC Museum Crown Trust
3. TRANSFER DETAILS (VOTE NUMBER AND NAME)	**4. SUB-VOTE / PROGRAM NAME**
Vote 34 Operations	Corporate Services CAS and Payroll Funding
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8. CAPITAL FUNDING

	CURRENT YEAR BUDGET (2002/03)		FOLLOWING YEARS BUDGET (2003/04)		(2004/05)		(2005/06)	
	STOB	AMOUNT	STOB	AMOUNT	STOB	AMOUNT	STOB	AMOUNT
	A01A		A01A		A01A		A01A	
	A02A		A02A		A02A		A02A	
	A03A		A03A		A03A		A03A	
	A04A		A04A		A04A		A04A	
	A05A		A05A		A05A		A05A	
	A06A		A06A		A06A		A06A	
	A07A		A07A		A07A		A07A	
	A08A		A08A		A08A		A08A	
	A09A		A09A		A09A		A09A	
	A10A		A10A		A10A		A10A	
	A20A		A20A		A20A		A20A	
	A21A		A21A		A21A		A21A	
TOTAL CAPITAL RE-ALLOCATIONS		—		—		—		—

9. FINANCING TRANSACTIONS

	CURRENT YEAR BUDGET (2002/03)	FOLLOWING YEARS BUDGET (2003/04)	(2004/05)	(2005/06)
SUB-VOTE/PROGRAM NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT
TOTAL FINANCING TRANSACTION RE-ALLOCATIONS	—	—	—	—

RE-ALLOCATIONS TOTALS	(2002/03)	(2003/04)	(2004/05)	(2005/06)
FTES		—	—	—
OPERATING	11,000	11,000	11,000	11,000
CAPITAL	—	—	—	—
FINANCING TRANSACTION	—	—	—	—

TRANSFERRING MINISTRY DEPUTY MINISTER'S AUTHORIZATION	DATE SIGNED Y / M / D	RECEIVING MINISTRY DEPUTY MINISTER'S AUTHORIZATION	DATE SIGNED Y / M / D
C Lloyd		J P Richter	

06/01/2003

2002/2003 000-5014 ✓ ~~000-5014~~

Province of British Columbia

MINISTRY OF FINANCE
TREASURY BOARD STAFF

INTER-MINISTRY PROGRAM/FTE TRANSFERS

TRANSFER NUMBER ASSIGNED BY T.B.S.

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1. TRANSFER FROM MINISTRY OF	2. TRANSFER TO MINISTRY OF
Management Services	Royal British Columbia Museum Crown Trust
3. TRANSFER DETAILS (VOTE NUMBER AND NAME)	**4. SUB-VOTE / PROGRAM NAME**
54 Ministry Operations	BC Archives
5. REASON FOR TRANSFER	**6. EFFECTIVE DATE OF TRANSFER**
Cabinet decision to transfer the BC Archives to the RBCM.	April 1, 2003

7. OPERATING FUNDING

CURRENT YEAR BUDGET (2002/03)			FOLLOWING YEARS BUDGET (2003/04)			(2004/05)			(2005/06)		
FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT
32	50	1,403	32	50	1,403	32	50	1,403	32	50	1,403
	51	8		51	8		51	8		51	8
	52	317		52	317		52	317		52	317
	54			54			54			54	
	55			55			55			55	
	57	4		57	4		57	4		57	4
	60	10		60	10		60	10		60	10
	61			61			61			61	
	63	90		63	90		63	90		63	90
	65	337		65	337		65	337		65	337
	67			67			67			67	
	68			68			68			68	
	69	63		69	63		69	63		69	63
	70			70			70			70	
	71			71			71			71	
	72			72			72			72	
	73	63		73	63		73	63		73	63
	74			74			74			74	
	75	624		75	624		75	624		75	624
	77			77			77			77	
	79			79			79			79	
	80			80			80			80	
	81			81			81			81	
	83			83			83			83	
	85			85			85			85	
	86			86			86			86	
	88	(30)		88	(30)		88	(30)		88	(30)
	89			89			89			89	
TOTAL OPERATING RE-ALLOCATIONS		2,889 K			2,889 K			2,889 K			2,889 K

201 of 1d.

Province of British Columbia

MINISTRY OF FINANCE
TREASURY BOARD STAFF

INTER-MINISTRY PROGRAM/FTE TRANSFERS

TRANSFER NUMBER ASSIGNED BY T.B.S.

This form documents agreements between ministries for program and/or FTE transfers.
See reverse for guidelines on completing this form.
ENSURE ALL AMOUNTS ARE IN THOUSANDS ('000) AND FTES ARE WHOLE NUMBERS.

1. TRANSFER FROM MINISTRY OF	2. TRANSFER TO MINISTRY OF
Management Services	Royal British Columbia Museum Crown Trust
3. TRANSFER DETAILS (VOTE NUMBER AND NAME)	**4. SUB-VOTE / PROGRAM NAME**
34 Ministry Operations	
5. REASON FOR TRANSFER	**6. EFFECTIVE DATE OF TRANSFER**
Cabinet decision to transfer the BC Archives to the RBCM.	April 1, 2003

8. CAPITAL FUNDING

	CURRENT YEAR BUDGET (2002/03)		FOLLOWING YEARS BUDGET (2003/04)		(2004/05)		(2005/06)	
	STOB	AMOUNT	STOB	AMOUNT	STOB	AMOUNT	STOB	AMOUNT
	A01A		A01A		A01A		A01A	
	A02A		A02A		A02A		A02A	
	A03A		A03A		A03A		A03A	
	A04A	30	A04A	30	A04A	30	A04A	30
	A05A	15	A05A	15	A05A	15	A05A	15
	A06A		A06A		A06A		A06A	
	A07A	120	A07A	120	A07A	120	A07A	120
	A08A	31	A08A	31	A08A	31	A08A	31
	A09A		A09A		A09A		A09A	
	A10A		A10A		A10A		A10A	
	A20A		A20A		A20A		A20A	
	A21A		A21A		A21A		A21A	
TOTAL CAPITAL RE-ALLOCATIONS		196		196		196		196

9. FINANCING TRANSACTIONS

	CURRENT YEAR BUDGET (2002/03)	FOLLOWING YEARS BUDGET (2003/04)	(2004/05)	(2005/06)
SUB-VOTE/PROGRAM NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT
TOTAL FINANCING TRANSACTION RE-ALLOCATIONS	—	—	—	—

RE-ALLOCATIONS TOTALS	(2002/03)	(2003/04)	(2004/05)	(2005/06)
FTES	32	32	32	32
OPERATING	2,889	2,889	2,889	2,889
CAPITAL	196	196	196	196
FINANCING TRANSACTION	—	—	—	—

TRANSFERRING MINISTRY DEPUTY MINISTER'S AUTHORIZATION	DATE SIGNED Y / M / D	RECEIVING MINISTRY DEPUTY MINISTER'S AUTHORIZATION	DATE SIGNED Y / M / D
	12/17/2002		

** TOTAL PAGE.02 **
Page 177 of 682 FIN-2016-64457 S5

Grove, Marland MSER:EX

From: Read, Catharine MSER:EX
Sent: January 24, 2003 12:02 PM
To: Hughes, Grant W RBCM:EX; Harrington, Molly CASe:EX; Rafferty, Pauline RBCM:EX; Plater, Sharon MSER:EX; Grove, Marland MSER:EX
Cc: Fraser, Lois A MSER:EX
Subject: RBCM Leg.

s.14

Catharine

Page 179 to/à Page 190

Withheld pursuant to/removed as

s.14

BRITISH COLUMBIA

Ministry of Management Services

APPROVAL SLIP

DUE DATE: 2003/01/29

CLIFF #: 10555 ARCS:

Subject: BN - Royal BC Museum and the BC Archives

Typed By:

Branch: **CPIAB** Phone: **(250) 387-1992**

Form Letter: Pre-Approved:

Date Sent	Approvals	Final Approval (Initals)	Date Approved	Comments
	Drafter:			
01/23	Senior Advisor: **SHARON PLATER**			
	Executive Director: **CHRIS NORMAN**			
	ADM: **LOIS FRASER**			
	Communications Director (if required):			
	Executive Operations Manager			
	Deputy Minister:			
	Minister's Office/MLA:			

Comments:

2003/02/04 - Completed & sent by Kerry Sinclair; file closed.

Page 192 to/à Page 194

Withheld pursuant to/removed as

s.12;s.14

From Exec. Director Chris Norman's files
(No Rio cooks were provided)

Action: **Info/File** Due: Id No: 10503

Mr. George Brandak
Curator of Manuscripts
UBC Library - Rare Books & Special Collections
The University of British Columbia
1956 Main Mall
Vancouver BC V6T 1Y3

Type: Letter
Office: MO-Minister's Office
Entry By: CORobert
Sign By:
Batch:

Written: 2003/1/9
Received: 2003/1/14
Interim:
Signed:
Closed:

Phone: 604-822-2521 FAX: 604-822-9587

Email: File No:

Subject: Amalgamation of the BC Archives and the Royal British Columbia Museum

Subject 2:

CC/Other : Rauline Refferty;Min-Santori;Min-Plant;Gary Mitchell;Lara Wilson

Addressee : Hon. George Abbott, Min. of CAWS Msg Type:

Issue: archives MLA: Campbell, Gordon (BC Liberal)

Drafted By: Electoral Dist Vancouver-Point Grey

Referrals

From: MO-Minister's Office Action: Info/File Due:
To: MO-Minister's Office Status: Completed Received: Completed: 2003/1/22

From: MO-Minister's Office Action: Info/File Due:
To: DMO-Deputy Minister Status: Sent Received: Completed:

From comments: 2003/1/22 CORobert (MO-Minister's Office) - copies sent to DM and Lois Fraser for information only

Notes

2003/1/14 CORobert (MO-Minister's Office) - to PC
2003/1/22 CORobert (MO-Minister's Office) - copies to DM and Lois Fraser for information only - copy also retained in MO in the archives file

DATE	ROUTED TO	INITIALED APPROVAL	DATE RETURNED	COMMENTS

Minister = Green Deputy Minister = Blue ADM = Yellow Briefing Note = Pink

PLEASE provide this information

↓ ↓ ↓ ↓ ↓ ↓

AUTHOR: _____

MANAGER: _____
EXECUTIVE PLANNING & OPERATIONS

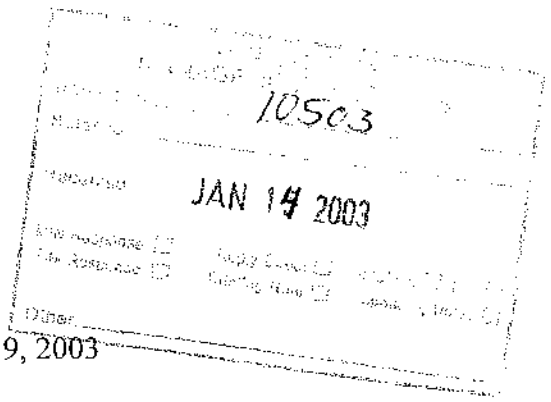
TYPIST: _____

DEPUTY MINISTER: _____

Jan. 20/03

Hi
we overall scored 80
Hls. just file.
Hls. send a copy to
DM + his file into. and....
Thanks, M.

THE UNIVERSITY OF BRITISH COLUMBIA



Rare Books and Special Collections
UBC Library
1956 Main Mall
Vancouver, BC
V6T 1Z1 Canada
Tel: 604-822-2521
Fax: 604-822-9587
Web: www.library.ubc.ca/spcoll

January 9, 2003

The Honourable George Abbott
Minister of Community, Aboriginal and Women's Services
PO Box 9042
STN PROV GOVT
Victoria BC V8W 9E2

RE: Amalgamation of the BC Archives and the Royal British Columbia Museum

Dear Minister Abbott,

What are the advantages of amalgamating the BC Archives with the Royal BC Museum? Are there advantages in fixing something when nothing is broken or making changes for the sake of change instead of a real reason?

I was the fourth person hired by Alberta's first Provincial Archivist in 1966 when the Archives were attached to the Alberta Provincial Museum and Archives. After hiring a secretary, the second person hired by the archives was a photographer whose first task was to photograph the Museum's collection and the third person hired was a Archivist II whose first task was to catalogue the books in the Museum's Collection. I personally heard the Museum director visit the Provincial Archivist and comment on vital matters such as "Will you get a new suit" and "When are you going to comb your hair?" The next Provincial Archivist succeeding in getting the Alberta Archives into a new structure independent of the BC Museum which had a much different mission statement. What will be the relationship between the BC Museum and the Archives? Will it be similar to the United Fishermen and Allied Workers Union where the fishermen certainly have more influence than the allied workers?

When Kim Campbell toured the province on behalf of a Task Force on Culture for a previous Social Credit government, archivists and their friends greeted her with presentations in all parts of the province stressing the importance of financial support for archival work. Kim Campbell mentioned in one of her presentations how surprised she was that the archival community was so committed. Is it a wise move to antagonize a well-organized group with such an amalgamation and without consultation?

The BC Archives and the Provincial Archivist are already included in the provincial legislation. There has been some interest in placing legislation before the Legislature for an Archives Act to ensure certain archival activities. How will this amalgamation impact upon existing legislation and future legislation regarding archives?

I need not dwell on the practical or impractical issues of the amalgamation as my colleagues have probably dwelled on this point with much logic in other letters that you have received.

In short, there is much reason to further review the proposed amalgamation of the BC Archives with the Royal BC Museum and find a better option than what has been proposed as the fate of the BC Archives.

Yours sincerely,



George Brandak
Curator of Manuscripts
UBC Library – Rare Books and Special Collections
Ph. 604-822-2232 Fax: 604-822-9587
e-mail: gbrandak@interchange.ubc.ca

cc. Rauline Rafferty
cc. The Honourable Sandy Santori
cc. The Honourable Geoff Plant
cc. Gary Mitchell
cc. Lara Wilson

Action: **Info/File** Due: [redacted] ID No: 10529

s.22

Type: Letter
Office: MO-Minister's Office
Entry By: CORobert
Sign By:
Batch:

Written: 2003/1/10
Received: 2003/1/17
Interim:
Signed:
Closed:

Phone: 705-748-9944 FAX:
Email:
File No:

Subject: BC Archives
Subject 2:
CC/Other : Min-Santori;Pauline Rafferty;Gary Mitchell
Addressee : Hon. George Abbott, Minister of CAWS
Msg Type:
Issue: archives
MLA:
Drafted By:
Electoral Dist

Referrals

From: MO-Minister's Office	Action: Info/File		Due:	
To: MO-Minister's Office	Status: Completed	Received:	Completed: 2003/1/22	
From: MO-Minister's Office	Action: Info/File		Due:	
To: DMO-Deputy Minister	Status: Sent	Received:	Completed:	

From comments: 2003/1/22 CORobert (MO-Minister's Office) - copies sent to DM and Lois Fraser for information only - no response required

Notes

2003/1/17 CORobert (MO-Minister's Office) - to PC
2003/1/22 CORobert (MO-Minister's Office) - copies to DM and Lois Fraser for information only - copy also retained in MO in the archives file

DATE	ROUTED TO	INITIALED APPROVAL	DATE RETURNED	COMMENTS

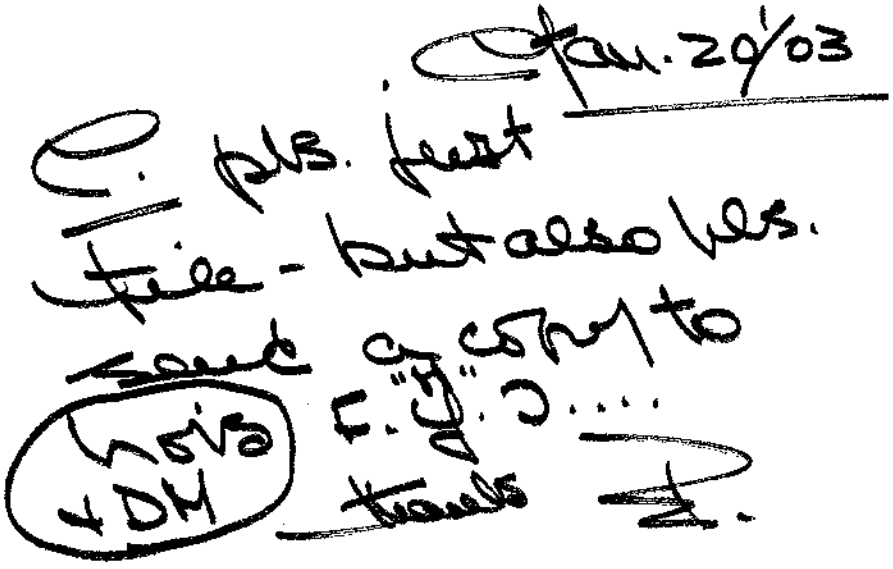
Minister = Green Deputy Minister = Blue ADM = Yellow Briefing Note = Pink

PLEASE provide this information

↓ ↓ ↓ ↓ ↓ ↓

AUTHOR: _____ **MANAGER:** _____
EXECUTIVE PLANNING & OPERATIONS

TYPIST: _____ **DEPUTY MINISTER:** _____



Friday, January 10, 2003

The Honourable George Abbott
Minister of Community, Aboriginal and Women's Services
PO Box 9042
STN PROV GOVT
Victoria BC V8W 9E2

10529
JAN 17 2003

RE: B.C Archives.

I am writing to express my dismay with the recent decision to split apart the British Columbia Archives and transfer part of it to the Royal B.C. Museum. This unfortunate action:

- Dismantles a world-class program of archives and records management.
- Disconnects the basic principle for management of Government records – the integration of the records life cycle.
- Destabilizes coordinated, central oversight of Government's records management process, including application of the Freedom of Information and Protection of Privacy Act.

In no way will this measure enhance efficiency or program effectiveness. On the contrary, it will increase costs and create risk in areas where there was little or none before.

The B.C. Archives was a flagship program with respect to other archives, both in Canada and internationally. It pioneered the provision of contracted records storage services with the private sector and developed a system for the classification and scheduling of Government records that has been adopted by five Provinces. Its Community Archives Assistance Program and its website helped build a viable archives community in British Columbia and greatly increased the availability of archives to citizens. Within Government, it achieved an unusual symmetry and cohesiveness among the records management community of the Ministries. As the program matured through the 1990's, it became prominent among Canada's unique style of "Total Archives" and a forward-looking archives notable for its accomplishments.

These achievements in large part resulted of the integration of archives and records management functions. I personally know how important this is for effective programming as I served the Province as Director of Records Management and Deputy Provincial Archivist between 1985 and 1991. I worked both early in the era of integration after 1989 and in the previous times of separation.

Uncoordinated administration of freedom to information and protection of privacy is one example of key problems that will be caused by the separation of the archives and records management programs. The administrative layers governing confidential records have been increased so that records may now be subject to different standards of access and control. One of these layers – the Royal B.C. Museum – is even a step removed from Government. This may go on for some time without notice, bother, or embarrassment

and may seem only a minor technical issue or administrative routine. But it is only a matter of time before this creates a problem for the Government. And, as with many records management issues, it is not a problem until something bad happens and then it is a big problem. Mal-administration of confidential government records splashes onto front pages of newspapers and TV's nightly news. Your recent decision creates such a risk.

In reviewing this decision, the Cabinet presentation, and the minutes of the Open Cabinet meeting, one can see no real benefit to the Museum. Assuming a portion of the dismantled archives and records management program adds to the administrative burden of the Museum and draws it away from its core function. There are two exceptions to this: the current site of the Archives Building and its holdings of art and artifacts.

I think you have been poorly advised. The fate of the BC Archives was mistakenly linked to the issue of re-fashioning the Museum as a Crown Trust and you were only presented with either/or scenarios to split up the B.C. Archives or do nothing. A wiser choice would have been to keep the B.C. Archives program whole, relocate archives reference operations to a site unified with other archives and records management programs, and transfer those holdings consistent with Museum functions to the Royal B.C. Museum. Both Crown Trust status for the Museum and a cultural precinct could be achieved without the additional costs, inefficiencies, and inappropriate risks you now face. And, you would keep intact an archives and records program that does great credit to the Province.

The citizens of the Province have lost a lot as a result of this recent decision, and so has their Government. I urge you to consider other, more sensible options and to undo the damage done to Government operations and to the public's archives programs.

Yours sincerely,

s.22

cc. The Honourable Sandi Santori, Minister of Government Services
Pauline Rafferty, CEO, Royal British Columbia Museum
Gary Mitchell, Provincial Archivist and Director of the B.C. Archives

Grove, Marland MSER:EX

From: Fraser, Lois A MSER:EX
Sent: January 21, 2003 2:17 PM
To: MSER CIPD CRO; MSER CIPD Ministry Records Officers
Cc: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: Corporate Records Management

On November 22, 2002, a decision was made at Open Cabinet to create a new Cultural Precinct that would include the Royal BC Museum, the Netherlands Carillon, Helmcken House, and the BC Archives. The new precinct will operate as a Crown trust led by Pauline Rafferty as the CEO. The records management offices and responsibilities at 865 Yates Street will remain within the Ministry of Management Services under the new name "Corporate Records Management Branch" (CRMB). CRMB will formally be constituted with a separate budget effective April 1, 2003, with Marland Grove as Director.

During the transition, Marland will be working with staff to establish the responsibilities and goals for the new CRMB. He will also be working with Gary Mitchell to develop a Memorandum of Understanding defining the work and service relationships between the new Crown trust and CRMB.

Legislative changes are currently being reviewed to establish appropriate approval mechanisms for records retention and classification which will result in an amendment to the *Document Disposal Act* (DDA). Current DDA approval processes and mechanisms will remain in effect until the Act is amended.

Thks
Lois

Grove, Marland MSER:EX

From: Fraser, Lois A MSER:EX
Sent: January 21, 2003 2:04 PM
To: MSER All CIPD
Subject: BC Archives - Records Management

As a result of the move of the BC Archives to the new Royal BC Museum Crown Trust, CIPD has formed the Corporate Records Management Branch (CRMB), with Marland Grove as Director. This new branch will formally be constituted with a separate budget effective April 1, 2003.

During the transition Marland will be working with staff to establish the responsibilities and goals for the new branch. He will also be working with Gary Mitchell to develop a Memorandum of Understanding defining the work and service relationships between the new Crown Trust and CRMB.

To help facilitate a strategic approach to government's privacy, access and information management initiatives, I have asked Chris Norman, Executive Director of our Corporate Privacy and Information Access Branch, to assume responsibility for the *Document Disposal Act*. Chris will represent our Ministry in developing legislative requirements to address the recent decisions with respect to the government's archives and records programs. Working closely with Marland, together they will ensure that government's legislative needs in these areas are addressed.

Thks
Lois

BRITISH COLUMBIA

MINISTRY OF MANAGEMENT SERVICES
Corporate and Ministry Support Services Division
Financial Planning and Reporting Branch
PO BOX 9415 STN PROV GOVT VICTORIA, BC V8W 9V1
FAX: (250) 356-7326

BC ARCHIVES
865 YATES ST.
JAN 17 2003
RECEIVED

FAX COVER SHEET

DATE: 17 January 2003 **URGENT:** __ **CONFIDENTIAL:** __

TO

Name:	MARLAND GROVE
Office:	I&DMB
Phone:	(250) 387-4128
Fax:	(250) 387-1358

FROM

	Rick Lariviere
Office:	Ministry of Management Services
Phone:	(250) 387-8142
e-mail:	rick.lariviere@gems6.gov.bc.ca

NUMBER OF PAGES (Including this cover page): 3

COMMENTS:

As per e-mail, attached are APs for approval. Thanks.

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE.

If the reader of this message is not the intended recipient or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return the original message to us by mail. Thank you.

BC Buildings Corporation

ACCOMMODATION PROPOSAL 1

TO: Mr. Rick Lariviere
Mgr. Facilities Planning & BCP Coordination
Ministry of Management Services

2nd Floor, 525 Superior Street
Victoria, BC, V8V 1X4

Re: VICTORIA: Transfer Archives, 655 Belleville Street to RBCM

Request No. 1054567
Issue Date: 16-Jan-03
Acct. No. 8.100
Project No. 1054567
Location: VICTORIA

PROPOSAL:
It is recommended that the Ministry of Management Services approve this Accommodation Proposal which documents the credit to the Archives & Records Management Branch for transferring the Archives, 655 Belleville Street, Victoria, to the Royal BC Museum.

Proposed Schedule

Report to Ministry	16-Jan-03
Min Dec'n Rec'd	30-Jan-03
Proposal Expires	17-Mar-03

Proposed Budget

Agreement	Effective Billing Date	Property / Lease No.	Rentable Area (m2)	Occup. Charges ($)	Amor Tis ($)	Annual Charge ($)	Monthly ($)
(1.0) Total To Annual Charges							
117437	01-Apr-03	N1002	(0.3708)	(243,120)		(243,120)	(20,260)
117437	01-Apr-03	B10090	(2224.85)	(323,484)		(323,484)	(26,957)
(2.0) Total From Annual Charges			(2224.85)	(566,604)		(566,604)	(47,217)
			(2224.85)	(566,604)		(566,604)	(47,217)
(3.0) Total One-Time Costs							
(4.0) Net Impact for Year of Occupancy							
		(566,604)	+ $ 0 =	(566,604)	12 / 12 +	$ 0 =	(566,604)

Conditions
The proposed budget expires on the date stated above and is subject to the specific conditions specified on page 2.
Please note that all conditions described in sections 3.2 and 10.0 of the Accommodation Agreement apply.

If you approve this proposal, please sign below and return to me so that we can proceed with its implementation at the earliest opportunity. As described in Specific Conditions, under certain circumstances further approval may be requested. In the event a major scope change is requested or identified, further approval for this portion of the project will be requested.

Proposal made by: Date: 16-Jan-03
Joanne Lawrence, Client Services Manager
British Columbia Buildings Corporation

Head Office Approval: Date: 20 03/01/17
Mr. Rick Lariviere, Mgr. Facilities Planning & BCP Coordination
Ministry of Management Services

CC: Ron Soule, Space Planning; Janice Evans, Project Accounting; Victoria District Office (Attn: Admin.Coordinator)

BC Buildings Corporation

ACCOMMODATION PROPOSAL 1

TO: Mr. Rick Lariviere
Mgr. Facilities Planning & BCP Coordination
Ministry of Management Services

2nd Floor, 525 Superior Street
Victoria, BC, V8V 1X4

Re: VICTORIA: Transfer Carillon Tower, 655 Belleville St. to RBCM

Request No. 1054569
Issue Date: 16-Jan-03
Acct. No. 8.100
Project No. 1054569
Location: VICTORIA

PROPOSAL:
It is recommended that the Ministry of Management Services approve this Accommodation Proposal which documents the credit to the IGR/Protocol Branch for transferring the Carillon Tower, 655 Belleville Street, Victoria, to the Royal BC Museum.

Proposed Schedule

Report to Ministry	16-Jan-03
Min Dec'n Rec'd	30-Jan-03
Proposal Expires	17-Mar-03

Proposed Budget

Agreement	Effective Billing Date	Property / Lease No.	Rentable Area (m2)	Occup. Charges ($)	Amor TIs ($)	Annual Charge ($)	Monthly ($)
(1.0) Total To Annual Charges							
118298	01-Apr-03	N1002	(0.0032)	(2,100)		(2,100)	(175)
118298	01-Apr-03	B19182	(19.20)	(18,972)		(18,972)	(1,581)
(2.0) Total From Annual Charges			(19.20)	(21,072)		(21,072)	(1,756)
			(19.20)	(21,072)		(21,072)	(1,756)
(3.0) Total One-Time Costs							
(4.0) Net Impact for Year of Occupancy			(21,072) + $ 0 =		(21,072) 12 / 12 +	$ 0 =	(21,072)

Conditions
The proposed budget expires on the date stated above and is subject to the specific conditions specified on page 2.
Please note that all conditions described in sections 3.2 and 10.0 of the Accommodation Agreement apply.

If you approve this proposal, please sign below and return to me so that we can proceed with its implementation at the earliest opportunity. As described in Specific Conditions, under certain circumstances further approval may be requested. In the event a major scope change is requested or identified, further approval for this portion of the project will be requested.

Proposal made by: Date: 16-Jan-03
Joanne Lawrence, Client Services Manager
British Columbia Buildings Corporation

Head Office Approval: Date:
Mr. Rick Lariviere, Mgr. Facilities Planning & BCP Coordination
Ministry of Management Services

CC: Ron Soule, Space Planning; Janice Evans, Project Accounting; Victoria District Office (Attn: Admin Coordinator)

Page 211 to/à Page 212

Withheld pursuant to/removed as

s.14

DRAFT - CONFIDENTIAL

MINISTRY OF MANAGEMENT SERVICES
BRIEFING NOTE

Ref:

Date: January 16, 2003

I **PREPARED FOR:** **Catharine Read, Deputy Minister, For Information**

TOPIC: Royal BC Museum and the BC Archives

II **ISSUE:**

The proposed statutory provisions dealing with the archival records being transferred to the Royal British Columbia Museum (RBCM) – particularly the question of ownership of the archival records of the government.

III **BACKGROUND:**

The RBCM is being restructured to become a Crown corporation (decision of Open Cabinet, November 22, 2002). The RBCM Corporation is to include the existing Museum, Helmcken House, the Netherlands Carillon, and the BC Archives.

The new *Museum Act* is in the latter stages of drafting and most of the provisions establishing the corporation are essentially completed. Drafts to this point have included provisions transferring the ownership of the government's archival records to the RBCM and other consequential amendments relating to the BC Archives.

s.12

A number of issues have been raised with respect to the ownership of the government's archival records. Some of these have been identified by Legal Services Branch lawyers and by Legislative Counsel. Ministry of Management Services representatives have only recently become involved in discussions on the *Museum Act* provisions dealing with the BC Archives.

There appears to be no issue with the transfer of ownership of the BC Archives collections that were privately donated (e.g., the Emily Carr collection, private papers, etc.).

It is understood that the RBCM does not plan to have a Provincial Archivist's position in the new corporation, and it is likely that government will be assigning government

records responsibilities elsewhere (so that position of Provincial Archivist may cease to exist).

It is also understood that all government records management functions are to remain within core government in the Ministry of Management Services.

IV **DISCUSSION**:

s.14

The issues raised pertain more to the possible implications of transferring ownership and what statutory approach best protects the legal, fiscal and operational interests of government.

Fiscal implications for government. The question raised here is whether it is in the government's best interest to be in a position of negotiating service costs and service levels with the RBCM when the government does not own the records? The difference in relationship would be that, in one scenario, government would be negotiating with a service provider on costs for servicing government's records; in the other, government would be negotiating charges for accessing the Museum's records.

It has been suggested that, if the costs were too high, some Ministries might request amendments to their records retention schedules to allow them to retain records longer in the control and custody of government (with attendant records storage costs across government).

Access to RBCM records needed by government for legal or other reasons. It has been pointed out by the Ministry of the Attorney General (AG) that it often requires access to archival records for on-going legal purposes. They have expressed concern about ensuring an appropriate level of access and priority for government's needs when the RBCM might have different priorities for the archival records.

Ability of government to control the level of public access to government archival records. It has also been pointed out that there are currently categories of access to certain government records (higher restrictions) and there are protocols in place about not disclosing legal opinions without the approval of the AG. It has been suggested that it could be in the Corporation's interests, but not in the government's interests, to make these records available.

Ability to control the destruction or alienation of records once they were transferred to RBCM. This issue would need to be dealt with whether the government or the RBCM

owned the records but a concern was raised about where the final control for these decisions should reside.

Ability of government to assert, in litigation, the integrity or legal reliability of government archival records if legally owned by the Corporation.

s.14

Again, to some extent, all these concerns will have to be addressed whether or not ownership is transferred or retained by government. But, it has also been pointed out that, except for fiscal interests, owning the government's archival records is not required by the RBCM to "hold and administer" the BC Archives collection and that these fiscal interests might not be in the interests of ministries.

V CONCLUSION:

s.14

PREPARED BY:	**APPROVED BY:**	
Chris Norman, Executive Director, Corporate Privacy and Information Access	Assistant Deputy Minister	_____
	Deputy Minister	_____
	Minister	_____

D.M. Catherine Read's records
230-20 CIPD Corporate Information Program
Subfile labelled "Archives/Museum"
94-5288-04

Grove, Marland MSER:EX

From: Linstead, Cheryl MSER:EX
Sent: January 16, 2003 10:35 AM
To: MSER CIPD BC Archives
Cc: 'Darlene.Thorburn@bcgeu.ca'; Stewart, Jane MSER:EX
Subject: Staff meeting rescheduled to January 29

Hello again all,

Please take note that the Archives Staff Meeting will be postponed by one week to January 29, 9am in the Reference Room.
The current Article 29 Committee will be meeting January 21 and so requested a couple of days beyond that to prepare for the meeting (such as Thursday or Friday). As Wednesday closure days are the best day for staff availability, the meeting has instead been postponed one week.

This meeting is primarily for the purpose of informing Archives staff being transferred to the Crown Trust about Union and Human Resources changes.

Please be prepared for some questions to remain unanswered at this time as some decisions have yet to be made. Nevertheless, this is an important opportunity to establish what has been decided and what is being worked on. Again, please come prepared with questions.
Here again is the list of questions, compiled from all Archives staff in November, with which the Article 29 will be using to prepare for this meeting (some of these questions have already been answered, but I leave the list intact anyway.):



Archives Staff Questions.doc

Current list of invited external Union and Management representatives:
Darlene Thorburn - BCGEU Staff rep assigned to Archives transition to Crown Trust
Jane Stewart - Article 29 Union rep
Sandy McLean - BCGEU Component 12 Chair
Jennifer Woods - MSER HR
Angela Williams - Museum HR

Also note: the Shop Stewards for 601 and 1201, Jennifer and Nina, are staying with MSER. Please give consideration to the role Steward for your component.

Arranging this meeting has taken much longer than anticipated, but please do ensure its success with your attendance and participation.

Thanks very much,
Cheryl.

Cheryl Linstead
Shop Steward
BC Archives Local 2001

Cheryl Linstead
Audio-Visual Records Curator, BC Archives
Ministry of Management Services
Phone: (250) 387-2959 / Fax: (250) 387-2072
Cheryl.Linstead@gems7.gov.bc.ca
http://www.bcarchives.gov.bc.ca/index.htm

Post: PO Box 9419 Stn Prov Govt
Victoria, BC V8W 9V1

Archives Staff Questions
Compiled November 26, 2002

- Is it possible to decide to stay in the Ministry rather than going over to the Crown Trust? If so, what is the process?

- How about if we choose to stay in government and not join the Crown Trust, how are the prospects of us being priority placed?

- About seniority blocks in the event of layoffs from the Museum: My manager has said that we will take our seniority with us to the Museum, but I am wondering whether we will continue to have access to other civil service jobs (secondments, transfers etc.) and will we be able to bump staff in other ministries, should we get laid off from the Museum?

- What will the effect be on bumping policy with the split of the Archives? With the joining into the Crown Trust? With remaining in the Ministry?

- How does moving to a crown trust affect employee rights for taking vacancies in other parts of government if his or her position is made redundant?

- While we have been told that employees of the new crown trust will be still under the BCGEU master agreement, will that remain so in the next round of bargaining (2004)?

- In light of the fact that very few staff work completely for the archives or completely for government records, how are decisions being made as to who stays with the ministry and who goes to the museum? Who is making those decisions?

- How will our position as a government 'Trust' effect our inclusion within the Master Agreement when it is renegotiated in 2004. Is it likely that we will be included within the new Master Agreement?

- Are there any items within the Master Agreement that now apply or sections that no longer apply to us as a 'Trust'?

For members transferred to the museum:

- Will we be government employees?

- Will we belong to the same component?

- Will benefits (pension, medical, etc) coverage change?

- Can grids/steps (and therefore pay) be affected?

- Will we have an option to stay with gov't or are we obligated to join Crown Trust?

- Is the crown trust government or private?

Here are some of the rumours circulating that need to be corrected:

- Rumour # 1: Archives Staff won't be BCGEU unionized after fiscal.

- Rumour # 2: Once we join the museum we no longer keep our seniority and can not apply back to government jobs after the transition.
- Rumour #3: The Archives will not exist once the amalgamation is complete other than as a small section of the museum.

Grove, Marland LCS:EX

From: Mann, Brian MSER:EX
Sent: January 15, 2003 5:16 PM
To: Lariviere, Rick E MSER:EX
Cc: Grove, Marland MSER:EX
Subject: RE: BOC for Carillon Tower

Yes.

Brian Mann
Director, Financial Services and Administration Branch
525 Superior St., Victoria
Tel 250-387-8139 Fax 250-356-7326
FSA Web site: http://www.min.fin.gov.bc.ca
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- Ministry of Management Services
- Ministry of Finance
- Office of the Premier
- Public Service Employee Relations Commission

and Other entities

-----Original Message-----
From: Lariviere, Rick E MSER:EX
Sent: January 15, 2003 4:31 PM
To: Mann, Brian MSER:EX
Subject: FW: BOC for Carillon Tower

Brian,
Should I direct BCBC to transfer the Carillon Tower as well?
Thanks
Rick

-----Original Message-----
From: Lariviere, Rick E MSER:EX
Sent: January 9, 2003 11:22 AM
To: Mann, Brian MSER:EX
Cc: Longmuir, Heather MSER:EX; Leamy, Michelle T PREM:EX; Chen, Greg MSER:EX
Subject: RE: BOC for Carillon Tower

Brian,
Currently the Carillon Tower is on Protocol & Events' inventory at $19,836. Next fiscal the cost is increasing to $21,027. The land around the Carillon Tower is on BC Archives' inventory. It is 0.3709 hectares at a cost of $237,684 this year increasing to $243,120 next year.
Thanks
Rick

-----Original Message-----
From: Mann, Brian MSER:EX
Sent: January 9, 2003 9:02 AM
To: Stewart, Doug RBCM:EX
Cc: Longmuir, Heather MSER:EX; Leamy, Michelle T PREM:EX; Chen, Greg MSER:EX; Lariviere, Rick E MSER:EX
Subject: RE: BOC for Carillon Tower

Doug, this is first I've hear of this. It may be too late to transfer budget so we may need to do J/V's for 03/04 and fix it in 04/05.

Michelle/Greg/Rick, who's paying this cost in 02/3?

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- Ministry of Finance
- Office of the Premier
- Public Service Employee Relations Commission

and Other entities

-----Original Message-----
From: Stewart, Doug [mailto:DStewart@royalbcmuseum.bc.ca]
Sent: January 8, 2003 10:12 AM
To: Mann, Brian MSER:EX
Cc: Longmuir, Heather MSER:EX
Subject: BOC for Carillon Tower

Brian, I have received a breakdown of 0304 BOCs from BCBC, and note that they are currently billing MSER IGR/Protocol in the amount of $21,027 for the Carillon Tower. This property is part of the cultural precinct that will make up the crown trust so BCBC have included this amount in our total billing for 0304.

Could you please confirm that this amount will be added to the budget transfer forms which we received earlier this week, thank you.

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland LCS:EX

From: Hart, Susan MSER:EX
Sent: January 15, 2003 9:00 AM
To: Grove, Marland MSER:EX
Cc: Mohan, Jennifer MSER:EX; Stewart, John MSER:EX; Mitchell, Joni MSER:EX
Subject: ORCS portfolio archivist/analysts: our vision of the new organization (CRM)

Hi Marland,

At our *ORCS* portfolio consultation session this week, we spent an hour brainstorming our vision of the new organization and what we would like to try and accomplish within it. Understanding that there may not be time for branch-wide brainstorming sessions of this sort, we thought we should send you our notes. Here they are.

GIVENS

- We have 23 staff, or fewer if the retirees are not replaced; this means we have 8-10 working level archival/RM professional staff
- Resources will be tight even if the budget allows for status quo
- It is highly unlikely that we can sustain our current level of service
- We need to reassess everything that we do now, and determine what tasks will and will not continue, with what priorization

VISION

- The new organization should be pro-active rather than re-active; we need to plan our workload and balance being responsive to our clients with accomplishing ongoing tasks
- ASAP (granted, this may take years depending on resources) we need to move towards an electronic environment; a smart e-form 517 will make a huge difference, as will a database for *ARCS* and *ORCS*; and of course before these happen we must get EDRMS underway
- We need to make the best use possible of the 8-10 working level archival/RM professional staff; this may mean spending more than 50% of all staff time on advisory work, *ORCS* review, ARS 517 processing and other identified core functions.

SPECIFIC GOALS

- The 517 data entry and sign-off process should be streamlined; with full data entry (including application completion date) for DE 517s and data entry only for SR/FR 517s carried out by a designated IM staff person in accordance with guidelines drafted in 1999/2000. An auditing process for DE 517s should accompany this streamlined process.
- Ca. 10-12 weeks each year should be designated by each "portfolio" archivist/analyst as non-ORCS review time (similar to Reference Room closure days); this will be time to work on processing ARS 517s and possibly on other special projects -- this could be one block of time for all of us (e.g., April-June) or weeks blocked out by individual staff members when they will be unavailable for general tasks (other than emergency advisory work or regular staff meetings). (It may be appropriate to raise this for MROC and get them on-side; it is to their benefit th their records.)
- If it is possible to hire replacements for Jean and Catherine, they should both be hired as archivist/an archivist/analyst should be designated as full-time ARCS development officer, with additional respons processing *ARCS* 517s; the other additional position should be used to create a new portfolio and sh portfolio duties with existing staff, enabling all to find more time for 517s and other duties
- If it is not possible to replace Jean and Catherine, we should hire a consultant for at least 6 months p next several years, to revise one section of *ARCS* per year (this will require considerable staff time fo appraisal and for supervising the contract, of course).

OTHER ISSUES/ASSUMPTIONS

- Presumably we will no longer have any responsibility for description in CRM. In this case, we will nee we give the Archives adequate information to describe the following (probably via ARIS):
  - annual accruals of Vital Statistics records
  - updates to series descriptions relevant to ARS 130s that process records into immediate archiva
  - commissions of inquiry (additional issue here: it is probably logical for appraisal of these record conjunction with arrangement and description, in which case we would only be responsible for a records, and the Archives will be responsible for further work)
- Need to identify and re-assign those tasks that are now carried out by staff who will be retiring or will be with the BC

email re. new org structure & goals (Jan)



Archives (e.g., imaging expertise, maintaining and updating *ARCS* Online, administration of OANs, etc.)

Susan M. Hart, Archivist
Government Records Services
British Columbia Archives
Ministry of Management Services

phone: 250-387-4127 fax: 250-387-4122
email: Susan.Hart@gems9.gov.bc.ca
BC Archives Web Site: <http://www.bcarchives.gov.bc.ca/>

Grove, Marland MSER:EX

From: Stewart, Doug [DStewart@royalbcmuseum.bc.ca]
Sent: January 14, 2003 8:35 AM
To: Sturman, Marie BCBC:EX; Mann, Brian MSER:EX; Grove, Marland MSER:EX
Cc: Williams, Leslie BCBC:EX; Macdonald, Robert BCBC:EX
Subject: Archives/MSER space at 1250 Quadra

To clarify recent emails, Corporate Records Management Branch, MSER will retain the full BOC's for 1250 Quadra (865 Yates) and existing Crown Trust staff will continue to occupy the existing space for at least fiscal 03/04.

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland MSER:EX

From: Mann, Brian MSER:EX
Sent: January 13, 2003 4:00 PM
To: Grove, Marland MSER:EX; Fraser, Lois A MSER:EX
Cc: Minnings, Anne C MSER:EX; Chen, Greg MSER:EX
Subject: Archives transfer to RBCM

Doug Stewart just called to say that the transfer forms have been signed and that he dropped of an agreement for Catharine to sign saying Archives can stay for free in 2003/04.

He's happy with end result and they'll look at next steps (possible move out) in the coming months!

Cheers

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- Public Service Employee Relations Commission

and Other entities

Grove, Marland MSER:EX

From: Grove, Marland MSER:EX
Sent: January 13, 2003 2:36 PM
To: Fraser, Lois A MSER:EX
Subject: FW: DDA Responsibilities

Thought that you should see this. I have replied to Beth that Chris is working on the amendment to the DDA with my involvement, using his expertise and experience to try and speed up the process, etc. However I cannot comment on the issue of the "Information Management Act". There have been a few concerns expressed by a couple of DMIPs and MRO's around CPIA being responsible for records management as well. The mention of the establishment of the Corporate Records Management Branch and its reporting structure seems to reduce their concerns.

Marland

-----Original Message-----
From: Pitblado, Beth TRAN:EX
Sent: January 13, 2003 2:09 PM
To: Grove, Marland MSER:EX
Cc: Smith, Peter TRAN:EX
Subject: FW: DDA Responsibilities

Hi Marland. Can you please advise if the following is true? I am really concerned that such a division would not help us move forward with records management.

Thanks
Beth Pitblado
Manager, Recorded Information
Ministry of Transportation. Information, Privacy and Records Branch
phone: (250)356-0315 fax: (250)387-4382 mailto:Beth.Pitblado@gems1.gov.bc.ca
RMInfo http://gww.th.gov.bc.ca/gwwfoi/Content/RM/RMHome.asp
FormsInfo http://gww.th.gov.bc.ca/gwwfoi/Content/Forms/FormsHome.asp

-----Original Message-----
From: Smith, Peter TRAN:EX
Sent: Friday, January 10, 2003 1:54 PM
To: Pitblado, Beth TRAN:EX
Subject: DDA Responsibilities

Beth:

FYI, Chris Norman advised at DMIPS today that he is now responsible for the Document Disposal Act and the new "Information Management Act" (??). It sounds like CPIAB will be responsible for records management "governance" while Marland will separately be responsible for records management "transactional activities." Oh....and Chris let us know that he is now an "executive" director.

Peter

Grove, Marland MSER:EX

From: Pitblado, Beth TRAN:EX
Sent: January 13, 2003 2:09 PM
To: Grove, Marland MSER:EX
Cc: Smith, Peter TRAN:EX
Subject: FW: DDA Responsibilities

Hi Marland. Can you please advise if the following is true? I am really concerned that such a division would not help us move forward with records management.

Thanks
Beth Pitblado
Manager, Recorded Information
Ministry of Transportation, Information, Privacy and Records Branch
phone: (250)356-0315 fax: (250)387-4382 mailto:Beth.Pitblado@gems1.gov.bc.ca
RMInfo http://gww.th.gov.bc.ca/gwwfoi/Content/RM/RMHome.asp
FormsInfo http://gww.th.gov.bc.ca/gwwfoi/Content/Forms/FormsHome.asp

-----Original Message-----
From: Smith, Peter TRAN:EX
Sent: Friday, January 10, 2003 1:54 PM
To: Pitblado, Beth TRAN:EX
Subject: DDA Responsibilities

Beth:

FYI, Chris Norman advised at DMIPS today that he is now responsible for the Document Disposal Act and the new "Information Management Act" (??). It sounds like CPIAB will be responsible for records management "governance" while Marland will separately be responsible for records management "transactional activities." Oh....and Chris let us know that he is now an "executive" director.

Peter

202-20 EXCOM

Executive Committee Meeting
January 15, 2003

Minutes

Attendees: Catharine Read, Cynthia Carver, Kathie Hillebrandt, Lois Fraser
Bill Bell, Vaughan Dowie, Bryon Barnard, Sunny Mathieson

1. Approval of Minutes

- Approved.

2. DMC Update

- Catharine gave an update on DMC.
- Reviewed BAMA presentation and will give to Cynthia to circulate.

Action: Cynthia to circulate copy of BAMA presentation and this can be passed onto our management team.

3. Requirements of CAMSS Over Next Few Months

- Bev Haley is taking Angela Williams place.
- Bill suggested that it might be best to set up a service commitment/project issues document to keep track of issues and timelines for MSER.
- HR will have 5 FTEs.
- Byron to talk to Gil as no decision made yet on the accounts payable function.
- Discussion on who will represent MSER at ADMCS. Bill advised that it will be David Morhart. Need to know how he will communicate down to MSER. Example: via e-mail or have him attend Excom, or possible to have CFO attend ADMCS.
- Year end will not be a problem.
- Anne working on Shared Services Service Agreement.

Action: Bill to circulate Finance Service Agreement.

7. Roundtable

Catharine Read:
- Paige MacFarlane is our new Communication Director. She is responsible for Finance, Provincial Revenue and Management Services.
- Linda Gold will be staying on in Communications.
- Claudia Wilimovsky and Eileen Harper leaving.
- Employee survey 1/3 of the staff undecided in their answers.

Bill Bell:
- Meetings set up meeting with CAMSS Directors and David Morhart.

Cynthia Carver:
- DM letter updates need to provided to Christabel Padmore every Monday. ADMs asked to submit a paragraph. Newsletter is sent out bi-weekly.
- Estimates are coming up and house binder will need to be done.

Byron Barnard:
- First ADM subcommittee meeting took place and making progress. Most ADM's sent alternates.

Lois Fraser:
- Service plan sent to Premier's office.
- Archive split in final process. Pauline Rafferty taking over.

Sunny Mathieson:
- Government House nominated at National Historical site.
- Talked to Ken Davidson regarding Payroll project. Concerns on outcome of projects.
- Larry Cormack has still not returned to work. Hope to hear from him later this week.
- There will be some layoffs in some areas.

ADM Lois Fraser GIPD
202-20 Executive Committee meeting

92-5741-1

Grove, Marland LCS:EX

From: Grove, Marland MSER:EX
Sent: January 13, 2003 1:35 PM
To: Fraser, Lois A MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

I notice the original version of this was not sent to me so I probably should not be the one to reply. However I have included my draft response.

Marland

From our telephone conversation this morning I think we have agreement on the issue around the Carillon Tower BOC's in that they are included in the current transfer amount of $624,000. I also understand that IGR in PremOffice is transferring $20,000 for Carillon BOC charges plus $5,000 for the contractor who plays the bells periodically.

As for the issue of the $89,000 for the BOC's at Yates Steet occupied by Museum staff. We are still not willing to transfer these funds as it puts MSER at risk if the Museum staff were to move out. BCBC has reviewed this space and advised that it is not demisable. From our last meeting we agreed that existing Museum staff will continue to occupy the existing space for at least fiscal 03/04.

Marland Grove
Director
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.bcarchives.gov.bc.ca

-----Original Message-----
From: Stewart, Doug [mailto:DStewart@royalbcmuseum.bc.ca]
Sent: Friday, January 10, 2003 2:35 PM
To: Mann, Brian MSER:EX; Bell, Bill MSER:EX; Read, Catharine MSER:EX
Cc: Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX
Subject: BOC budget for Yates (Quadra)

Brian, further to our recent discussions regarding budget transfer from the Ministry to the RBCM Crown Trust, the museum will want the transfer to include $89,000 for the space occupied by Archives staff at Yates street (415 square metres) as confirmed by the Ministry. An agreement can be drawn up by which the crown trust will pay the equivalent amount to MSER until such time as the space is no longer occupied by crown trust staff or program. Adjustment of the base transfer can also be made to reflect the Carillon Tower and the Belleville St building as well. According to billing information provided by BCBC the full BOC amount will be:
Carillon Tower $21,072
Archives (Belleville) $566,604, plus Archives (Yates) $89,000 for a total BOC Base tsf $676,676

Please let me know if you wish to meet to discuss this further, or that revised transfer documents will be initiated; thank you.

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland LCS:EX

From: Mann, Brian MSER:EX
Sent: January 13, 2003 12:50 PM
To: Grove, Marland MSER:EX
Cc: Chen, Greg MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

yes

he knows we're dealing with him directly on $$ from Premier's Office Vote.

tks

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and Other entities

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: January 13, 2003 12:37 PM
To: Mann, Brian MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

Can I refer to this in my response to Doug this afternoon?

Thanks
Marland

-----Original Message-----
From: Mann, Brian MSER:EX
Sent: January 13, 2003 12:25 PM
To: Fraser, Lois A MSER:EX; Grove, Marland MSER:EX
Cc: Chen, Greg MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

Marland/Lois, IGR in PremOffice is transferring $20,000 for Carillon BOC charges plus $5,000 for the contractor who plays the bells periodically. Ken Dobell to sign this afternoon.

Once it's signed Greg Chen will hustle it over to RBCM.

cheers

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-----Original Message-----
From: Fraser, Lois A MSER:EX
Sent: January 13, 2003 12:11 PM
To: Grove, Marland MSER:EX; Mann, Brian MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

Marland, THank you for this note and I agree with your approach.

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: Monday, January 13, 2003 11:58 AM
To: Fraser, Lois A MSER:EX; Mann, Brian MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

I have discussed the Carillon BOC issue with Doug Stewart and finally think I understand what the $21,072 is for. Leslie Williams at BCBC gave them the figures of $566,604 as the BOC amount for the Belleville building/land costs and $21,072 for the Carillon (total $587676). The actual JV that we receive each month breaks the rent down differently (see below). As well BCBC is quoting 03/04 costs which includes an increase. As we actually transferred them $624,000 because of the error they still come out ahead with the exception of the $89,000 in BOC's they want for their portion of Yates.

I can reply to Doug in writing this afternoon that we are still not willing to transfer the additional $89,000 due to the potential risk at our end and that we have already transferred the BOC's for Belleville and the Carillon including enough to cover next years increase (he already seems to understand this).

Marland

-----Original Message-----
From: Fraser, Lois A MSER:EX
Sent: January 13, 2003 9:16 AM
To: Mann, Brian MSER:EX; Grove, Marland MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

What we have received here is an attempt to write the BOC's for Yates into the deal, regardless of what we said we would not do last week. Nothing has changed in our position from last meeting.

Lois

-----Original Message-----
From: Mann, Brian MSER:EX
Sent: Monday, January 13, 2003 8:20 AM
To: Grove, Marland MSER:EX
Cc: Fraser, Lois A MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

I'm confused too.

Not sure if another meeting appropriate. A phone call from one of you to Doug might be appropriate. As time runs out today and we've signed transfer already I'm not sure what else can be done if you don't agree.

I'm getting no response from Premier's Office regarding Carillon Tower BOC transfer. I spoke

with Michelle Leamy on Thursday and the plan was to get Ken Dobell sign-off Friday via fax but I doubt we'll get approval on something like this before end of today. If one of you can Doug please pass this on. May need to recover via J/V for 2003/04 or not assume Carillon till 2004/05.

Let me know if I can do anything further to help here.

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-----Original Message-----
From: Grove, Marland MSER:EX
Sent: January 13, 2003 7:58 AM
To: Mann, Brian MSER:EX
Cc: Fraser, Lois A MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

Looking at the JV we receive each month the BOC's breakdown as follows:
655 Belleville - Carillon Tower - $19,807 yearly total - 237,684
955 Belleville - $28,448 yearly total - 341,378
1250 Quadra/865 Yates - $22,003 yearly total - 264,036

The amount transferred was $624,000. It should have been $579,062 plus their portion of the surplus in this stob (28,197) for a total of $607,259.
However a mistake was made when Gary and I slit this and they received Corporate Records Management's portion of the surplus ($16,743).

What is the $21,072 they are asking for?

I also thought that in the last meeting we had agreed not to transfer the $89,000 BOC for Yates as that puts us at risk if they move out.

Marland

-----Original Message-----
From: Mann, Brian MSER:EX
Sent: January 11, 2003 8:51 AM
To: Fraser, Lois A MSER:EX; Grove, Marland MSER:EX
Cc: Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX; Stewart, Doug RBCM:EX; Bell, Bill MSER:EX; Read, Catharine MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

Lois/Marland, please review the attached and advise re: Yates street.

Doug, for the Carillon I was working with Premier's Office but Friday's events pulled people away. I'll send an e-mail follow-up now.

I have a meeting 8:30-9:30 Monday morning otherwise I'm available to assist.

I understand that Monday is the FINAL FINAL deadline for program transfers intended for 2003/04 fiscal.

Brian

-----Original Message-----

From: Stewart, Doug [mailto:DStewart@royalbcmuseum.bc.ca]
Sent: Friday, January 10, 2003 2:35 PM
To: Mann, Brian MSER:EX; Bell, Bill MSER:EX; Read, Catharine MSER:EX
Cc: Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX
Subject: BOC budget for Yates (Quadra)

Brian, further to our recent discussions regarding budget transfer from the Ministry to the RBCM Crown Trust, the museum will want the transfer to include $89,000 for the space occupied by Archives staff at Yates street (415 square metres) as confirmed by the Ministry. An agreement can be drawn up by which the crown trust will pay the equivalent amount to MSER until such time as the space is no longer occupied by crown trust staff or program. Adjustment of the base transfer can also be made to reflect the Carillon Tower and the Belleville St building as well. According to billing information provided by BCBC the full BOC amount will be:
Carilion Tower $21,072
Archives (Belleville) $566,604, plus Archives (Yates) $89,000 for a total BOC Base tsf $676,676

Please let me know if you wish to meet to discuss this further, or that revised transfer documents will be initiated; thank you.

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland LCS:EX

From: Stewart, Doug [DStewart@royalbcmuseum.bc.ca]
Sent: January 13, 2003 11:09 AM
To: Grove, Marland MSER:EX
Subject: Carillon Tower BOC

Marland, I spoke with BCBC (Leslie Williams) this morning, and she explained their billing of BOC for the Carillon Tower.....Their reports show accounts for each of the Archives (655 Belleville) and Carillon as "Archives and Carillon Tower - 655 Believille St". The actual billing for 0304 for both sites and buildings will be $587,676. Your breakdown of $28,448 plus $19,807 per month ($579,060/ann) may actually represent one amount for both buildings, and one for both sites.

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Addendum to Inter-Ministry Program Transfers

It is acknowledged that the transfer of base budget funding for BC Archives in the amount of $2.889 million does not include any amount for approximately 415 square feet of space currently occupied by BC Archives staff and programs at 865 Yates Street (1250 Quadra Street for BCBC Records).

The undersigned jointly acknowledge and agree that the BC Archives staff and program will continue to occupy this space until at least March 31, 2004, and that all building occupancy costs will be paid by the Ministry of Management Services during that time.

Catharine Read
Deputy Minister
Ministry of Management Services

Date

Pauline Rafferty
CEO
Royal British Columbia Museum

Jan 13/03
Date

$3,059,000

Carillon	19,807	579,062 <	237,684
Belleville	28 448		341,378
Yates	22 603		264,036

What is the $21,072 ? Carillon ?

No Yates BOC transferred. - if they run out were cannot devise we are at risk

they already received all the surplus in this stob by error. $16,743 CRM portation total of 44,940.

07/04 from call to Doug Stewart

566,604 - Belleville land + building
21,072 - Carillon tower
587,676

STOB 50 44824 [redacted] ϕ

65 $225,000 170,000 / ~~195,000~~

75 103,000 ϕ ~~83,000~~
(83,000 + ~~20,000~~ CHA).

FIN + HR $31,500 | HR costs
(11,000 offered). 20,000

11,000 - Finance

[redacted]

[redacted]

~~1338~~
~~420~~
~~508~~

BOC's

44,940

28197 / 16743

Page 241 to/à Page 242

Withheld pursuant to/removed as

s.12

Grove, Marland LCS:EX

From: Mann, Brian MSER:EX
Sent: January 13, 2003 8:20 AM
To: Grove, Marland MSER:EX
Cc: Fraser, Lois A MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

I'm confused too.

Not sure if another meeting appropriate. A phone call from one of you to Doug might be appropriate. As time runs out today and we've signed transfer already I'm not sure what else can be done if you don't agree.

I'm getting no response from Premier's Office regarding Carillon Tower BOC transfer. I spoke with Michelle Leamy on Thursday and the plan was to get Ken Dobell sign-off Friday via fax but I doubt we'll get approval on something like this before end of today. If one of you can Doug please pass this on. May need to recover via J/V for 2003/04 or not assume Carillon till 2004/05.

Let me know if I can do anything further to help here.

Brian Mann
Director, Financial Services and Administration Branch
525 Superior St., Victoria
Tel 250-387-8139 Fax 250-356-7326
FSA Web site: http://www.min.fin.gov.bc.ca
Providing Support Services to:
- Ministry of Management Services
- Ministry of Finance
- Office of the Premier
- Public Service Employee Relations Commission

and Other entities

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: January 13, 2003 7:58 AM
To: Mann, Brian MSER:EX
Cc: Fraser, Lois A MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

Looking at the JV we receive each month the BOC's breakdown as follows:
655 Belleville - Carilion Tower - $19,807 yearly total - 237,684
955 Belleville - $28,448 yearly total - 341,378
1250 Quadra/865 Yates - $22,003 yearly total - 264,036

The amount transferred was $624,000. It should have been $579,062 plus their portion of the surplus in this stob (28,197) for a total of $607,259.
However a mistake was made when Gary and I slit this and they received Corporate Records Management's portion of the surplus ($16,743).

What is the $21,072 they are asking for?

I also thought that in the last meeting we had agreed not to transfer the $89,000 BOC for Yates as that puts us at risk if they move out.

Marland

-----Original Message-----
From: Mann, Brian MSER:EX
Sent: January 11, 2003 8:51 AM

To: Fraser, Lois A MSER:EX; Grove, Marland MSER:EX
Cc: Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX; Stewart, Doug RBCM:EX; Bell, Bill MSER:EX; Read, Catharine MSER:EX
Subject: RE: BOC budget for Yates (Quadra)

Lois/Marland, please review the attached and advise re: Yates street.

Doug, for the Carillon I was working with Premier's Office but Friday's events pulled people away. I'll send an e-mail follow-up now.

I have a meeting 8:30-9:30 Monday morning otherwise I'm available to assist.

I understand that Monday is the FINAL FINAL deadline for program transfers intended for 2003/04 fiscal.

Brian

-----Original Message-----
From: Stewart, Doug [mailto:DStewart@royalbcmuseum.bc.ca]
Sent: Friday, January 10, 2003 2:35 PM
To: Mann, Brian MSER:EX; Bell, Bill MSER:EX; Read, Catharine MSER:EX
Cc: Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX
Subject: BOC budget for Yates (Quadra)

Brian, further to our recent discussions regarding budget transfer from the Ministry to the RBCM Crown Trust, the museum will want the transfer to include $89,000 for the space occupied by Archives staff at Yates street (415 square metres) as confirmed by the Ministry. An agreement can be drawn up by which the crown trust will pay the equivalent amount to MSER until such time as the space is no longer occupied by crown trust staff or program. Adjustment of the base transfer can also be made to reflect the Carillon Tower and the Belleville St building as well. According to billing information provided by BCBC the full BOC amount will be:
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Archives (Belleville) $566,604, plus Archives (Yates) $89,000 for a total BOC Base tsf $676,676

Please let me know if you wish to meet to discuss this further, or that revised transfer documents will be initiated; thank you.

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland LCS:EX

From: Fraser, Lois A MSER:EX
Sent: January 9, 2003 11:32 AM
To: Grove, Marland MSER:EX
Subject: RE: Budget split

Good, Thanks Marland.

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: Thursday, January 09, 2003 9:22 AM
To: Fraser, Lois A MSER:EX
Subject: Budget split

BCBC has sent a letter to the RBCM advising that BCBC will begin charging the Museum Crown Trust with BOC for 14,247 square feet at 1250 Quadra street effective April 1 2003. Brian Mann has been in on the e-mail discussion around this and I will be talking to Rick Lariviere so that he can confirm with BCBC that the BOC will remain with the Corporate Records Management Branch.

Also as part of reviewing the BOC numbers I noticed an error that Gary and I made when we split the budget. There were surplus funds in the BOC stob which should have been split proportionately between the 2 branches. This resulted in an additional $16,743 going to the RBCM. I have discussed this with Brian and he feels that we cannot ask for the money back. However, if the RBCM is still pushing for the additional $20,000 for the HR costs it could be a negotiation point.

Marland Grove
Manager, Government Records Services
British Columbia Archives
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.bcarchives.gov.bc.ca

Grove, Marland LCS:EX

From: Mann, Brian MSER:EX
Sent: January 9, 2003 8:08 AM
To: Lariviere, Rick E MSER:EX
Cc: Grove, Marland MSER:EX
Subject: FW: Archives/MSER space at 1250 Quadra

Rick, FYI. I believe this space is was to stay with Archives.

Marland will contact you directly.

Brian Mann
Director, Financial Services and Administration Branch
525 Superior St., Victoria
Tel 250-387-8139 Fax 250-356-7326
FSA Web site: http://www.min.fin.gov.bc.ca
Providing Support Services to:
- Ministry of Management Services
- Ministry of Finance
- Office of the Premier
- Public Service Employee Relations Commission

and Other entities

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: January 9, 2003 7:44 AM
To: Stewart, Doug RBCM:EX; Sturman, Marie BCBC:EX; Mann, Brian MSER:EX
Cc: Williams, Leslie BCBC:EX; Macdonald, Robert BCBC:EX; Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX
Subject: RE: Archives/MSER space at 1250 Quadra

It appears as if there is a misunderstanding with and I will discuss with Rick Lariviere the Facilities Manager for MSER to sort out.

My understanding of the agreement from our last meeting is that the Corporate Records Management Branch, MSER will retain the full BOC's for 1250 Quadra (865 Yates) and existing Crown Trust staff will continue to occupy the existing space for at least fiscal 03/04.

Marland Grove
Director
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.bcarchives.gov.bc.ca

-----Original Message-----
From: Stewart, Doug [mailto:DStewart@royalbcmuseum.bc.ca]
Sent: January 8, 2003 4:22 PM
To: Sturman, Marie BCBC:EX; Mann, Brian MSER:EX; Grove, Marland MSER:EX
Cc: Williams, Leslie BCBC:EX; Macdonald, Robert BCBC:EX; Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX
Subject: Archives/MSER space at 1250 Quadra

Marie, as per our conversation today, your letter to Pauline Rafferty advised BCBC will begin charging the Museum

Crown Trust with BOC for 14,247 square feet at 1250 Quadra street effective April 1 2003; the amount as per your advice is $271,884.00

MSER has not transferred this amount to the Museum and in fact my clear recollection of a meeting between MSER and Museum staff on January 6 is that MSER will pay all BOC's for this property, as it is not possible or at least practical to demise the space required for the lab from the total, including space occupied by MSER staff. It was also agreed to my recollection that the crown trust staff and program will occupy the space at Yates/Quadra for at least the coming fiscal year, and the crown trust will evaluate options around moving the program and staff to this precinct.

Brian, please confirm this to BCBC in order that they may adjust their billing accordingly. Thanks

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland LCS:EX

From: Grove, Marland MSER:EX
Sent: January 9, 2003 7:44 AM
To: Stewart, Doug RBCM:EX; Sturman, Marie BCBC:EX; Mann, Brian MSER:EX
Cc: Williams, Leslie BCBC:EX; Macdonald, Robert BCBC:EX; Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX
Subject: RE: Archives/MSER space at 1250 Quadra

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-----Original Message-----
From: Stewart, Doug [mailto:DStewart@royalbcmuseum.bc.ca]
Sent: January 8, 2003 4:22 PM
To: Sturman, Marie BCBC:EX; Mann, Brian MSER:EX; Grove, Marland MSER:EX
Cc: Williams, Leslie BCBC:EX; Macdonald, Robert BCBC:EX; Rafferty, Pauline RBCM:EX; Mitchell, Gary A. MSER:EX
Subject: Archives/MSER space at 1250 Quadra

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Brian, please confirm this to BCBC in order that they may adjust their billing accordingly. Thanks

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland MSER:EX

From: Norman, Chris MSER:EX
Sent: January 7, 2003 1:59 PM
To: Hughes, Grant W RBCM:EX
Cc: Fraser, Lois A MSER:EX; McCoy, Holly MSER:EX; Grove, Marland MSER:EX; Mitchell, Gary A. MSER:EX; Sinclair, Kerri AG:EX; King, Liz AG:EX
Subject: Legislative Initiatives

Grant,

Lois Fraser has asked me to take responsibility for the Ministry of Management Services for the legislative changes related to records/information management - including ensuring the Ministry's requirements are addressed regarding the split of functions of the BC Archives. In this legislative process, I will be working closely with Marland Grove of Corporate Government Records Branch. I have already spoken with Gary Mitchell and Kerri Sinclair and I understand that you have responsibility for the amendments to the RBCM Act. Given the tight timelines, I am asking Holly McCoy to contact your office in order to arrange a meeting to discuss as soon as possible.

I look forward to meeting with you and ensuring that the RBCM and the Ministry's legislative needs are addressed.

C

Chris Norman
Executive Director,
Corporate Privacy and Information Access
Ministry of Management Services
Email: Chris.Norman@gems3.gov.bc.ca
Phone: (250) 387 1346
Cell: (250) 888 0218

Grove, Marland MSER:EX

From: Mitchell, Gary A. MSER:EX
Sent: January 7, 2003 1:29 PM
To: Grove, Marland MSER:EX

Thank you for your letter of November 26, 2002, relating to the inclusion of the British Columbia Archives (BC Archives) in the new Crown Trust. I agree that the BC Archives provides "valuable services to the government and the citizens of British Columbia. "The creation of the Crown Trust and the cultural precinct reflects the invaluable service that the archives and museum provide to the people of British Columbia. Within the Crown Trust, the BC Archives will continue as the government's archives with all the responsibilities and accountabilities associated with this important public function.

The establishment of a Crown Trust will allow the Archives to have a greater profile in our society, and more importantly, maintain the revenues it gains from copying and permission fees. In addition to the BC Archives pioneering the integration of archives and records management functions into a single program, it has also been the pioneer in establishing a commercial use program and in archival web site design. One measure of their success is, as you mentioned, the numerous North American jurisdictions which have adopted the model. Another measure is success of its commercial use and web site initiatives. The Crown Trust structure will give greater flexibility to a highly talented and professional staff, to expand and broaden archives programming and outreach.

The government and its public service are in a time of great change and innovation; the current processes surrounding the management of government's records and information require revision. The insightfulness and adaptability shown by the BC Archives in pioneering a new system of managing information in the 1980s is needed again, as we enter the electronic records age. I have no doubt that Corporate Records Management Branch will meet this challenge with the same commitment and resolve as their colleagues did 20 years ago.

I appreciate your concerns about the future of the archival and records management programs in government. The inclusion of the BC Archives into the new Crown Trust will support the future programming of the archives, raise its profile, and allow for a stronger revenue generation program. The corporate records services group will continue its important public service role, and will maintain a close working relationship with the Crown Trust to ensure the preservation of the government's archival record

Yours truly,

Sandy Santori
Minister

cc: Gary A. Mitchell, CRM Provincial Archivist and Director, British Columbia Archives

Gary A. Mitchell, CRM
Provincial Archivist and

Director, British Columbia Archives
Ministry of Management Services
Telephone: (250) 387-2992
Fax: (250) 387-2072
Email: Gary.Mitchell@gems8.gov.bc.ca
http://www.bcarchives.gov.bc.ca

Grove, Marland LCS:EX

From: Mann, Brian MSER:EX
Sent: January 6, 2003 12:18 PM
To: Fraser, Lois A MSER:EX
Cc: Adlhoch, Grietje MSER:EX; Grove, Marland MSER:EX
Subject: RE: Archives Budget transfer

Here's the last word from Bill Bell.

He's not back till tomorrow.

Brian Mann
Director, Financial Services and Administration Branch
525 Superior St., Victoria
Tel 250-387-8139 Fax 250-356-7326
FSA Web site: http://www.min.fin.gov.bc.ca
Providing Support Services to:
- Ministry of Management Services
- Ministry of Finance
- Office of the Premier
- Public Service Employee Relations Commission

and Other entities

-----Original Message-----
From: Bell, Bill MSER:EX
Sent: December 20, 2002 4:48 PM
To: Fraser, Lois A MSER:EX
Cc: Read, Catharine MSER:EX; Mann, Brian MSER:EX; Adlhoch, Grietje MSER:EX
Subject: FW: Archives Budget transfer
Importance: High

we need to find a way to split the costs on the $20k spport costs..its the only gap left i think coming out of our meeting.

-----Original Message-----
From: Stewart, Doug [mailto:DStewart@royalbcmuseum.bc.ca]
Sent: December 20, 2002 4:00 PM
To: Grove, Marland MSER:EX; Bell, Bill MSER:EX; Mann, Brian MSER:EX
Cc: Stewart, Doug RBCM:EX
Subject: Archives Budget transfer

Thanks again to all for meeting today on short notice. As we discussed, the museum/archives will reduce the STOB 75 request by $20,000 (the CPIA portion referred to by Gary) in return for the additional $20,000 for HR and financial support costs @$1,000 per fte to a total of $31,500.

Thanks again and I look forwrd to meeting again in january. Have a great Christmas and New Year.

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland MSER:EX

From: Hart, Susan MSER:EX

Sent: January 6, 2003 10:39 AM

To: Catherine Henderson; Jean Southey; Jennifer Mohan; Jerry Mossop; John Stewart; Joni Mitchell; Marland Grove; Barker, Ellinore MSER:EX; Cheryl Linstead (E-mail); Hutchison, Margaret MSER:EX; Tibbitt, Lynne MSER:EX

Subject: FW: AABC's response to BC Archives integration

FYI -- for those of you not on the list serves

-----Original Message-----
From: Lara Wilson [mailto:ljwilson@UVic.CA]
Sent: January 6, 2003 9:03 AM
To: Archives_BC_listserv; arcan-l@majordomo.srv.ualberta.ca
Subject: AABC's response to BC Archives integration

Dear Collegues,
please find below the text of the AABC's letter to the Provincial Government regarding the integration of the BC Archives with the new Royal BC Museum Crown Trust.
My thanks to those of you who contacted the Executive to state your concern regarding this sudden merger. I'd also like to take this opportunity to express the AABC's support for our colleagues at the BC Archives.
The AABC Executive strongly encourages all members of our archival community to write their government representatives outlining their fundamental concerns and questions; as well please forward this message to any other individuals who may be interested in addressing this situation.

For more information on the integration, please see the following BC Government links:

The press release, with back-grounder:
http://www.gov.bc.ca/prem/down/slid/rbcm_bw_nov_22.pdf

The presentation to Cabinet:
http://www2.news.gov.bc.ca/nrm_news_releases/2002MCAWS0064-001004.htm

Please write to:

The Honourable George Abbott
Minister of Community, Aboriginal and Women's Services
PO Box 9042
STN PROV GOVT
Victoria BC V8W 9E2
FAX 250 356-8508

Please cc. any correspondence to the Minister to:

Rauline Rafferty
CEO - Royal British Columbia Museum
675 Belleville Street
Victoria BC V8W 9W2

The Honourable Sandy Santori

Minister of Management Services
PO Box 9063
STN PROV GOVT
Victoria BC V8W 9E2

Gary Mitchell
Provincial Archivist and Director BC Archives
PO Box 9419
STN PROV GOVT
Victoria BC V8W 9V1

Sincerely,
Lara

Lara Wilson
President
Archives Association of British Columbia
P.O. Box 78530, University Post Office
Vancouver, B.C. V6T 1Z4

Tel: (250) 472-4480
Fax: (250) 721-8215
Email: ljwilson@uvic.ca
Web: http://aabc.bc.ca/aabc/

December 25, 2002

The Honourable George Abbott
Minister of Community, Aboriginal, and Women's Services
PO Box 9042, STN PROV GOVT
Victoria, BC V8W 9E2

Dear Minister Abbott,

On behalf of the members of the Archives Association of British Columbia (AABC), I am writing regarding the recent amalgamation of the BC Archives and the Royal British Columbia Museum. The AABC represents 300 archivists and archival institutions in the province, and is committed to preserving British Columbia's documentary heritage.

The archival community in British Columbia has reacted to the news of the amalgamation with dismay. The media releases announcing it did not outline any benefit to the BC Archives and its community from inclusion in the new Crown Trust.

The AABC wants your assurance that the following concerns will be addressed:

← The maintenance of the BC Archives' name and web-site address, which are known and cited by researchers around the world.
← The recognition of archival principles, practices and standards, as separate from those of museology. Archivists are neutral caretakers of private and public records, who leave interpretation of these records to members of society. Records are not artifacts; they are retained for their important legal and operational value, as well as their cultural and monetary value.
← The continuing support of the BC Archives' integrated approach to the management of records, in all media, through their life cycle. BC Archives has achieved international recognition from its peers for this professional programme.
← The continuing transfer of public records from the Ministries to the BC Archives. Archivists and records managers work cooperatively to manage records from creation to final disposition. In a democracy, the preservation of public records is crucial because they reflect individual rights and the actions of government officials.
← The continuance of equitable access to records in the custody and control of the BC Archives. Public records serve to support the rights of citizens, and charging citizens for access to archives impedes the exercise of those rights.
← The renewed support of BC Archives' key role in the development of archives in the province. The archival community benefited from the leadership, expertise, and advocacy provided by the BC Archives, and the financial programmes it administered: the Community Archives Assistance Programme (CAAP) and the Community Archives Advisory and Training Programme (CAAT). The AABC supports an effective role for the BC Archives in the network of provincial archives.

We hope that policies and procedures can be implemented to allow continued cooperation between record managers and archivists, and we request that our concerns be taken into account during the transition process.

I look forward to hearing from you on these matters.

Sincerely,

Lara J. Wilson
AABC President

cc: Pauline Rafferty - CEO, Royal British Columbia Museum
cc: Hon. Sandy Santori - Minister of Management Services
cc: Gary Mitchell - Provincial Archivist and Director BC Archives

--

Grove, Marland MSER:EX

From: Lariviere, Rick E MSER:EX
Sent: January 2, 2003 4:09 PM
To: Grove, Marland MSER:EX
Subject: FW: 1250 Quadra St. - BC Archives

Hi Marland,
Attached, please see the response from BCBC regarding demisability of 1250 Quadra St.
Thanks
Rick
387-8142

-----Original Message-----
From: Lawrence, Joanne [mailto:JLawrence@bcbc.bc.ca]
Sent: January 2, 2003 3:51 PM
To: Lariviere, Rick E MSER:EX
Cc: Noyce, Doug J BCBC:EX; Montesano, Leikny BCBC:EX
Subject: 1250 Quadra St. - BC Archives

Rick,

Doug and I went to look at the BC Archives space at 1250 Quadra Street, Victor based on your request to demise the space once the 7 FTE that are going over the Museum vacate. Unfortunately, this is a highly specialized building and, according to Doug, not demisable. We did discuss the possibility of relocating your portion of the program to alternate smaller space but due to the specialized nature of the tenant improvements, we felt it would not only be cost prohibitive but could be limiting due to City approvals that would required.

I will be discussing the complexities of this split with the Account Manager for the Museum when she returns from vacation next week.

If you would like to discuss further, please give me a call.

Thanks.....

Joanne Lawrence
Client Services Manager
BC Buildings Corporation
Phone: (250) 952-8551 Fax: (250) 952-8293
Cell: (250) 889-3529
Email: jlawrence@bcbc.bc.ca

Allocation of Client Specific Work:

Function	FTE Allocation B	FTEs currently paid for by client C	Net Transfer D = B - C	Average FTE Costs E	$ Transfer F = D x E
FSA:					
Budgets & Forecasting	0.03		0.029	75,723	2,164
Service Plans & Reports	0.00		-	75,723	0
Performance Measures	0.00		-	75,723	0
Reporting	0.00		-	75,723	0
Facilities, BCP, Emerg. Mgt.	0.00		-	75,723	0
Accounting & Policy	0.00		0.004	75,723	284
Payment Processing	0.00		0.004	75,723	284
Systems Support	0.01		0.010	75,723	777
Sub-total - FSA	0.05	0	0.046		3,508
HRSB: (See note 3)					
Ministry Service Plans; HR Plans; HR Survey	0.00		-	82,479	0
Organizational design, planning and strategies	0.00		-	82,479	0
Employee development	0.00		-	82,479	0
Workforce planning	0.00		-	82,479	0
Employee and workplace stategies	0.00		-	82,479	0
ER/LR Issues; Union/Mgt Liaison	0.00		-	82,479	0
Input into HR policies, regulation, procedures	0.00		-	82,479	0
Recoveries	0.00		-	82,479	0
Sub-total - HRSB	0.00	0			0
IMB: (See note 1)					
Strategic Planning & Enterprise Architecture	0.00		-	77,306	0
Client Management/Service Management	0.00		-	77,306	0
Project Management Office	0.00		-	77,306	0
Technology Support	0.00		-	77,306	0
Application Services	0.00		-	77,306	0
Web Services	0.00		-	77,306	0
Business Analysts & Project Resources	0.00		-	77,306	0
Information Security	0.00		-	77,306	0
Access to Information	0.00		-	77,306	0
Privacy Office	0.00		-	77,306	0
Records Management	0.00		-	77,306	0
Forms Management	0.00		-	77,306	0
Recoveries	0.00		-	77,306	0
Sub-total - IMB	0.00	0			0
Sub-Total All Branches	0.05	0	0.046		3,508
Overhead (FTE x $8,500)					394
Total FTE related Transfer	0.05	0	0.046	0	3,902

Other Funding to be Allocated:

	$ Transfer
CAS Funding	5,982
HR Agency (note 2)	0
Payroll	4,972
Total Other Funding Allocation	10,953
Total Proposed Transfer	14,855

Notes:

1 All IT support provided by CITS.

2 HR support provided by CAMSS is recovered from CIPD. Average cost per FTE is $467.
Total allocation to BC Archives is 31.5 FTEs x $467 = $14,711.

3 Total Strategic budget for HR (after deducting budget allocated to HR Agency) is only $257,000 and 2.5 FTEs.
Therefore nothing has been allocated to BC Archives.

CAS Funding allocated to Ministries supported

MSER - SSA MSER- OTHER

NOTE: This costing formula was developed by CAS in 2001 when MSER didn't exist and Prov Revenue was a division of Finance. CAS has not updated their funding formula since 2001 at the request of DM's.	Units of measure. Only the GL line amount is historical dating back to 2001	BC Archives	Notes re BC Archive Allocation	BC Archives Usage % AFTER weighting	% Allocated to BC Archives	Total CAS Funding Allocation to MSER	MSER Usage % PRIOR to weighting	MSER Usage % AFTER weighting		FINANCE Usage % PRIOR to weighting	Finance Usage % AFTER weighting	Prov Revenue Usage % PRIOR to weighting	Prov Revenue Usage % AFTER weightin g	Supported entities and Premier's Office Usage % PRIOR to weighting	Supported entities and Premier's Office Usage % AFTER to weighting	
Oracle users (Weight 25%)	178 Oracle users (as at Nov 02)	40	No GL's	0	0		60.00	15.00		32.00	8.00	7.00	1.75	1.00	0.25	
(1) Detail lines GL (Weight 30%)	1,669,054 lines	1,000	Summary	0.000179748	2.649		87.40	26.22		9.70	2.91	1.50	0.45	1.40	0.42	
(2) Detail lines PA AR FA (Weight 10%)	0	0	No GL's	0	0		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
(3) Payments issued as a % (Weight 15%)	21185 pymts (period Aug-Oct 03)	9	1/50/40000	0.001	0.020		11.50	1.73		26.50	3.98	58.20	8.73	3.70	0.56	
CODE Usage (218) as a % (Weight 10%)	218 CODE users (as at Nov 02)	4	1/50	0.0005	0.056		43.00	4.30		44.00	4.40	7.00	0.70	6.00	0.60	
CODE Licences (218) as a % (Weight 10%)	218 CODE users (as at Nov 02)	4	1/50	0.0005	0.056		43.00	4.30		44.00	4.40	7.00	0.70	6.00	0.60	
Total Weighted Value of Usage				Total BC Archives	2.782		244.90	51.55		156.20	23.69	80.70	12.33	18.10	2.43	89.99
fiscal 02 Dollars allocated using weighted value						3,164,000		1,812,395			832,798		433,540		85,266	3,164,000
fiscal 03 Dollars allocated using weighted value						3,554,000		2,035,794			935,450		486,979		95,777	3,554,000
fiscal 04 Dollars allocated using weighted value						3,611,000		2,068,445			950,453		494,789		97,313	3,611,000
fiscal 05 Dollars allocated using weighted value						3,611,000		2,068,445			950,453		494,789		97,313	3,611,000
							Split	1,868,445	200000							

Note - the split between SSA and Other is estimate only and not based on CAS formula. Will be revised when detailed data is available.

(1) Only GL Detailed lines of 1,669,054 were used as the AP lines are not broken down by CAS. The AP lines compared to the GL lines equal only 2.4% of the GL lines
(2) We do not use these Oracle modules

(3) Payments generated from Oracle for the months of August to October 2003 inclusive. MSER 2441, Finance 5622, Prov Revenue 12329, Supported entities and Prem Office 793. NOTE CGI feeder systems cheques NOT included in CAS costing formula.

N:\Budgets\Bud2004\MSER\TB Submission\BC Archives Transfer (Dec 11 2002).xls CAS Allocation prior to cut

$Budget An

FSA		**2,779,000**
Non-core budget:		
	Payroll (SSA)	484,700
	Parking (recovered from BCBC)	50,000
	Banking Charges	275,500
Total Non Core Budget		**810,200**
Total Core Budget		**1,968,800**
Average FTE Cost (FSA)		**75,723**
IMB		
Per Budget Documents		**3,237,000**
Non-core funding:		
	Exec Systems Support	729,000
	Server amortization & contract	540,000
	CITS desktop funding (OCG/CA	275,000
Total Non Core Budget		**1,544,000**
Total Core Budget		**1,693,000**
Average FTE Cost (IMB)		**77,306**
HRSB		
Per Budget Documents		1,148,000
Non-core budget:		
	HRA/HR Tech to SSA	900,564
Total Non Core Budget		**900,564**
Total Core Budget		**247,436**
Average Salary Cost		**82,479**

Allocation of Client Specific Work:

Function A	FTE Allocation B	FTEs currently paid for by client C	Net Transfer D = B-C	Average FTE cost / $ E	$ Transfer F = D x E
FSA:					
Budgets & Forecasting	0.03		0.029	75,723	2,164
Service Plans & Reports	0.00		-	75,723	0
Performance Measures	0.00		-	75,723	0
Reporting	0.00		-	75,723	0
Facilities, BCP, Emerg. Mgt.	0.00		-	75,723	0
Accounting & Policy	0.00		0.004	75,723	284
Payment Processing	0.00		0.004	75,723	284
Systems Support	0.01		0.010	75,723	777
Sub-total - FSA	**0.05**	**0**	**0.046**		**3,508**
HRSB: (See note 3)					
Ministry Service Plans; HR Plans; HR Survey	0.00		-	82,479	0
Organizational design, planning and strategies	0.00		-	82,479	0
Employee development	0.00		-	82,479	0
Workforce planning	0.00		-	82,479	0
Employee and workplace stategies	0.00		-	82,479	0
ER/LR Issues; Union/Mgt Liaison	0.00		-	82,479	0
Input into HR policies, regulation, procedures	0.00		-	82,479	0
Recoveries	0.00		-	82,479	0
Sub-total - HRSB	**0.00**	**0**			**0**
IMB: (See note 1)					
Strategic Planning & Enterprise Architecture	0.00		-	77,306	0
Client Management/Service Management	0.00		-	77,306	0
Project Management Office	0.00		-	77,306	0
Technology Support	0.00		-	77,306	0
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Access to Information	0.00		-	77,306	0
Privacy Office	0.00		-	77,306	0
Records Management	0.00		-	77,306	0
Forms Management	0.00		-	77,306	0
Recoveries	0.00		-	77,306	0
Sub-total - IMB	**0.00**	**0**			**0**
Sub-Total All Branches	**0.05**	**0**	**0.046**		**3,508**
Overhead (FTE x $8,500)					**394**
Total FTE related Transfer	**0.05**	**0**	**0.046**	**0**	**3,902**

Other Funding to be Allocated:

	$ Transfer
CAS Funding	5,982
HR Agency (note 2)	0
Payroll	4,972
Total Other Funding Allocation	**10,953**
Total Proposed Transfer	**14,855**

Notes:

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Total allocation to BC Archives is 31.5 FTEs x $467 = $14,711.
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Therefore nothing has been allocated to BC Archives.

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Per Budget Documents		**3,237,000**
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	Exec Systems Support	729,000
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Total Non Core Budget		**1,544,000**
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Average FTE Cost (IMB)		**77,306**
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Per Budget Documents		1,148,000
Non-core budget:		
	HRA/HR Tech to SSA	900,564
Total Non Core Budget		**900,564**
Total Core Budget		**247,436**
Average Salary Cost		**82,479**

BC ARCHIVES BUDGET 03/04 Option 3

STOB	PROGRAM	02/03 Base	STOB Realignment	Restated Base	Proposed Cuts	03/04 Base
STOB 50	Base Salaries and Overtime	**$2,657,000**		$2,657,000	439750	$2,217,250
STOB 51	Supplementary Salary Costs	**$9,000**		$9,000		$9,000
STOB 52	Employee Benefits	**$600,000**		$600,000	99164	$500,836
STOB 57	Public Servant Travel	**$6,000**		$6,000		$6,000
STOB 60	Professional Services	**$2,154,000**	$400,000	$2,554,000		$2,554,000
STOB 63	Information Systems - Operating	**$283,000**		$283,000	23400	$259,600
STOB 65	Office and Business Expenses	**$231,000**		$231,000	17686	$213,314
STOB 69	Utilities & Supplies	**$100,000**		$100,000		$100,000
STOB 73	Amortization Expense	**$100,000**		$100,000		$100,000
STOB 75	Building Occupancy Charges	**$888,000**		$888,000		$888,000
STOB 88	Recoveries Within Government	**(1,300,000)**		-$1,300,000	380,000	-$1,680,000
STOB 89	Recoveries (external)	**(100,000)**	(400,000)	-$500,000	40,000	-$540,000
	BC ARCHIVES:	**$5,628,000**		**$5,628,000**	**$1,000,000**	**$4,628,000**

Note:

STOB realignment done to show increased records storage costs due to contract and volume increases, and estimated increased recoveries based on fiscal 02/03.

Estmated increase in recoveries for fiscal 03/04 = $100,000

Partial chargeback to ministries for boxes in the processing backlog - $1 per box per year = $320,000

Eliminated:

Microfilm processing lab - processing services would be contracted (1 FTE)
Sound and Moving Image Technician (1 FTE)
Manager, Corporate Access Initiates - half time Court Services/part time BC Archives
No replacements for 4 retiring staff (4 FTEs)
HR clerk (1 FTE)
Two additional staff taking ERIP/Vol Sev. (2 FTEs)

Impacts:

The elimination of the processing lab and the reduction of the SMI tech will impair the preservation program, resulting in more archival records being at risk.

The retirement of three operational staff will lessen the branch's ability to reduce the government records backlog resulting in increased government costs and liabilities.

The retirement of three administrative staff and the elimination of HR clerk will force the redeployment of operational staff to maintain basic administrative functions, e.g., photocopying of archival records will take longer.

Grove, Marland MSER:EX

From: Stewart, Doug [DStewart@royalbcmuseum.bc.ca]
Sent: January 2, 2003 2:19 PM
To: Grove, Marland MSER:EX; Mitchell, Gary A. MSER:EX
Subject: FW: BCArchivesSal&Benf03_04.xls

later figures from Pat..

-----Original Message-----
From: Bruce, Pat
Sent: Tuesday, December 31, 2002 3:36 PM
To: Stewart, Doug
Subject: BCArchivesSal&Benf03_04.xls



BCArchivesSal&Ben
f03_04.xls

Doug revised sheet please ignore previous e-mail. Happy New Year!!

Thanks a lot!!

Patrick J. Bruce
Financial Services Manager
Royal British Columbia Museum
675 Belleville St., Victoria, BC V8W 9W2
Phone: (250)387-6457
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E-mail: pbruce@royalbcmuseum.bc.ca
Web: http://www.royalbcmuseum.bc.ca

BC Archives Salaries & Benefits Fiscal 2003/04

Description	FTE's	GRID Lvl. April 1/02	Salary March 31/03	Classif.	GRID Lvl. Mar 30/03	Base Salary STOB 50 Should Be	Base Salaries STOB 50	Supplement STOB 51	Benefits @ 20.68% STOB 52	Benefits STOB 52 @ 22.6% Should Be		Start Date
Preservation Services												
davison	1.00	23	$64,863.68	AR4	24	$56,520.61	$54,903.65		$11,359.85	$12,773.66		May 31, 1971
walsh	1.00	18	$47,017.59	HRO3	18	$47,017.59	$47,017.59		$9,722.77	$10,625.98		November 1, 1993
swallow	1.00	14	$41,738.42	HRO2	15	$42,990.71	$41,738.42		$8,631.09	$9,432.88		October 1, 1992
plouffe	1.00	14	$41,738.42	HRO2	15	$42,990.71	$41,738.42		$8,631.09	$9,432.88		November 1, 1974
bourassa	1.00	14	$41,738.42	HRO2	15	$42,990.71	$41,738.42		$8,631.09	$9,432.88		June 1, 1989
nixon	1.00	11	$38,217.93	CIK4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		October 1, 1985
Imaging Services												
modellin	1.00	21	$51,535.21	STO4	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		November 1, 1977
martin	1.00	18	$47,017.59	PAT4	18	$47,017.59	$47,017.59		$9,722.77	$10,625.98		September 3, 1991
lindner	1.00	9	$36,057.22	CIK3	9	$36,057.22	$36,057.22		$7,456.27	$8,148.93		January 10, 1979
Total	**9.00**		**$399,864.48**			**$406,338.28**	**$399,864.48**	**$0.00**	**$82,687.98**	**$90,767.40**		
Access Services												
bridge	1.00	27	$62,021.80	AC6	27	$62,021.80	$62,021.80		$12,825.49	$14,016.93		October 26, 1978
del rosario	1.00	21	$51,535.21	LIB2	21	$51,535.21	$51,535.21	$6,736.00	$10,656.97	$11,646.96		October 27, 19
mattison	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		February 2, 19
ten eate	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		December 3, 1990
verspoor	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21	$6,736.00	$10,656.97	$11,646.96		February 9, 1998
hughes	0.90	21	$51,535.21	AR2	21	$46,381.69	$46,381.69		$9,591.27	$10,482.26		September 10, 1982
gripich	0.92	11	$38,217.93	CIK4	11	$35,160.50	$35,160.50	$2,300.00	$7,270.84	$7,946.27		August 15, 1984
pattison	1.00	11	$38,217.93	CIK4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		October 1, 1990
nolin	0.81	11	$38,217.93	CIK4	11	$30,956.52	$30,956.52		$6,401.50	$6,996.17		October 1, 1990
mcbride	1.00	11	$38,217.93	CIK4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		April 1, 1982
spires	1.00	11	$38,217.93	CIK4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		June 1, 1996
steffen	1.00	11	$38,217.93	CIK4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		January 22, 2001
herchek	0.90	7	$34,033.21	OA2	7	$30,629.89	$30,629.89		$6,333.95	$6,922.35		March 4, 1999
Total	**12.53**		**$583,038.64**			**$564,162.96**	**$564,162.96**	**$15,772.00**	**$116,663.26**	**$127,599.83**		
Information and Privacy												
culham	1.00		$67,391.70	ML4	ML4	$67,391.70	$67,391.70		$13,935.93	$15,230.52		
Total	**1.00**		**$67,391.70**			**$67,391.70**	**$67,391.70**	**$0.00**	**$13,935.93**	**$15,230.52**		
Corporate Access Initiatives												
wmze	0.19	27	$62,021.80	AC6	27	$11,784.14	$11,784.14	$2,927.00	$2,436.84	$2,663.22		January 28, 1985
Total	**0.19**		**$62,021.80**			**$11,784.14**	**$11,784.14**	**$2,927.00**	**$2,436.84**	**$2,663.22**		
Management Services												
mitchell	1.00		$83,821.42	ML7	ML7	$83,821.42	$83,821.42		$17,333.43	$18,943.64		
cooper	0.88	7	$34,033.21	OA2	7	$29,949.22	$29,949.22	$2,017.00	$6,193.20	$6,768.52		
reda (aux)	1.00	7	$34,033.21	OA2	7	$34,033.21	$34,033.21		$7,037.73	$7,691.51		April 2, 2001
Total	**2.88**		**$151,887.84**			**$147,803.85**	**$147,803.85**	**$2,017.00**	**$30,564.36**	**$33,403.67**		
Arrangement and Description												
carter	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		May 4, 1999
hutchison	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		December 27,
Total	**2.00**		**$103,070.42**			**$103,070.42**	**$103,070.42**	**$0.00**	**$10,656.97**	**$23,293.91**		
Emerging and Applied Information Technologies Group												
bady	1.00	27	$62,021.80	IS11	27	$62,021.80	$62,021.80	$4,079.40	$12,825.49	$14,016.93	specialrate	August 15, 1984
dixon	1.00	14	$41,738.42	IS6	14	$41,738.42	$41,738.42		$8,631.09	$9,432.88		June 10, 1991
duffy	0.80	21	$51,535.21	AR2	21	$41,228.17	$41,228.17		$8,525.57	$9,317.57		December 21, 1995
fergusson	0.90	11	$38,217.93	CIK4	11	$34,396.14	$34,396.14		$7,112.78	$7,773.53		August 21, 1989
Total	**3.70**		**$193,513.36**			**$179,384.53**	**$179,384.53**	**$4,079.40**	**$37,094.93**	**$40,540.90**		
Totals	**31.30**	**Avg. Per FTE**	**$49,865.44**			**$1,478,935.88**	**$1,473,462.08**	**$24,795.40**	**$294,040.26**	**$333,390.46**	***EQUALS***	**$1,792,297.74**
Revised Totals							***$1,478,935.88***	***$24,795.40***	***$333,390.46***		***EQUALS***	**$1,837,121.73**
NOTE: *Above figures do not include projected 2% COLA increase for FY 2003/04.*											***Difference***	**$44,824.00**

Grove, Marland LCS:EX

From: Stewart, Doug [DStewart@royalbcmuseum.bc.ca]
Sent: January 2, 2003 2:19 PM
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later figures from Pat..

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BC Archives Salaries & Benefits Fiscal 2003/04

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Preservation Services												
davison	1.00	23	$54,803.68	AR4	24	$56,520.61	$54,803.68		$11,333.66	$12,773.66		May 31, 1971
walsh	1.00	18	$47,017.59	HRO3	18	$47,017.59	$47,017.59		$9,722.77	$10,625.98		November 1, 1988
swallow	1.00	14	$41,738.42	HRO2	15	$42,990.71	$41,738.42		$8,631.09	$9,432.88		October 1, 1992
piouffe	1.00	14	$41,738.42	HRO2	15	$42,990.71	$41,738.42		$8,631.09	$9,432.88		November 1, 1974
bourassa	1.00	14	$41,738.42	HRO2	15	$42,990.71	$41,738.42		$8,631.09	$9,432.88		June 1, 1989
nixon	1.00	11	$38,217.93	Clk4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		October 1, 1965
Imaging Services												
mccallin	1.00	21	$51,535.21	STO4	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		November 1, 1977
martin	1.00	18	$47,017.59	PAT4	18	$47,017.59	$47,017.59		$9,722.77	$10,625.98		September 3, 1991
lindner	1.00	9	$36,057.22	Clk3	9	$36,057.22	$36,057.22		$7,456.27	$8,148.93		January 10, 1978
Total	9.00		$399,864.48			$405,389.26	$399,864.48	$0.00	$82,687.98	$90,750.40		
Access Services												
bridge	1.00	27	$62,021.80	AO6	27	$62,021.80	$62,021.80		$12,825.49	$14,016.93		October 23, 1978
dal bocerio	1.00	21	$51,535.21	LIB2	21	$51,535.21	$51,535.21	$6,736.00	$10,656.97	$11,646.96		October 27, 1969
mettrick	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		February 2, 198
ten cate	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		December 3, 19
verpoor	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21	$6,736.00	$10,656.97	$11,646.96		February 9, 1998
hughes	0.90	21	$51,535.21	AR2	21	$46,381.69	$46,381.69		$9,591.27	$10,482.26		September 10, 1982
gripich	0.92	11	$38,217.93	Clk4	11	$35,160.50	$35,160.50	$2,300.00	$7,270.84	$7,946.27		August 15, 1984
partlieon	1.00	11	$38,217.93	Clk4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		October 1, 1990
nolin	0.81	11	$38,217.93	Clk4	11	$30,956.52	$30,956.52		$6,401.60	$6,996.17		October 1, 1990
mclinde	1.00	11	$38,217.93	Clk4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		April 1, 1982
spires	1.00	11	$38,217.93	Clk4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		June 1, 1998
steffen	1.00	11	$38,217.93	Clk4	11	$38,217.93	$38,217.93		$7,903.09	$8,637.25		January 22, 2001
herchak	0.90	7	$31,033.21	OA2	7	$30,629.89	$30,629.89		$6,333.95	$6,922.35		March 4, 1999
Total	12.53		$583,038.64			$564,162.96	$564,162.96	$15,772.00	$116,663.26	$127,500.83		
Information and Privacy												
culham	1.00		$67,391.70	ML4	ML4	$67,391.70	$67,391.70		$13,935.93	$15,230.52		
Total	1.00		$67,391.70			$67,391.70	$67,391.70	$0.00	$13,935.93	$15,230.52		
Corporate Access Initiatives												
wmze	0.19	27	$62,021.80	AO6	27	$11,784.14	$11,784.14	$2,827.00	$2,436.84	$2,663.22		January 28, 1985
Total	0.19		$62,021.80			$11,784.14	$11,784.14	$2,827.00	$2,436.84	$2,663.22		
Management Services												
mitchell	1.00		$83,821.42	ML7	ML7	$83,821.42	$83,821.42		$17,333.43	$18,943.64		
cooper	0.88	7	$34,033.21	OA2	7	$29,949.22	$29,949.22	$2,017.00	$6,193.30	$6,768.52		
rade (aux)	1.00	7	$34,033.21	OA2	7	$34,033.21	$34,033.21		$7,037.73	$7,691.51		April 2, 2001
Total	2.88		$151,887.84			$147,803.85	$147,803.85	$2,017.00	$30,564.46	$33,403.67		
Arrangement and Description												
carter	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		May 4, 1998
hutchison	1.00	21	$51,535.21	AR2	21	$51,535.21	$51,535.21		$10,656.97	$11,646.96		December 27, 1990
Total	2.00		$103,070.42			$103,070.42	$103,070.42	$0.00	$10,656.97	$23,293.92		
Emerging and Applied Information Technologies Group												
bedy	1.00	27	$62,021.80	IS11	27	$62,021.80	$62,021.80	$4,079.40	$12,825.49	$14,016.93	special rate	August 15, 19
dixon	1.00	14	$41,738.42	IS6	14	$41,738.42	$41,738.42		$8,631.09	$9,432.88		June 10, 1991
duffy	0.80	21	$51,535.21	AR2	21	$41,228.17	$41,228.17		$8,525.57	$9,317.57		December 21, 1995
fergusson	0.90	11	$38,217.93	Clk4	11	$34,396.14	$34,396.14		$7,112.78	$7,773.53		August 21, 1989
Total	3.70		$193,513.36			$179,384.53	$179,384.53	$4,079.40	$37,094.93	$40,540.90		
Totals	31.30	Avg Per FTE	$49,866.44			$1,478,936.88	$1,473,462.08	$24,795.40	$294,040.26	$329,390.46	EQUALS	$1,792,297.74
Service Totals	31					$1,478,936.88	$1,473,462.08	$24,795.40	$294,040.26	$329,390.46	EQUALS	$1,792,297.74

NOTE: Above figures do not include projected 2% COLA increase for FY 2003/04.

Difference	$44,824.00

Grove, Marland LCS:EX

From: Grove, Marland MSER:EX
Sent: January 2, 2003 7:46 AM
To: Adlhoch, Grietje MSER:EX
Subject: RE: Archives/RBCM

Sensitivity: Private

Still outstanding is the occupancy charges. If they go to the RBCM ($83,000) then the viability of the Yates facility is in jeopardy. If we cannot retain the facility and have to move then the microfilm vault will have to be contracted. A large percentage of the film in the vault is the master copy for the Archives. With it being contracted we would then have to charge back them for storage costs (estimated at $25,000). Rick Lariviere was to come to Yates and review during the Xmas break to determine the options for the Yates location, I hope to talk to him today to see the options.

Marland

-----Original Message-----
From: Adlhoch, Grietje MSER:EX
Sent: December 20, 2002 3:35 PM
To: Fraser, Lois A MSER:EX; Grove, Marland MSER:EX
Subject: Archives/RBCM
Importance: High
Sensitivity: Private

Lois, Bill Bell just stopped by to say that he spoke to Catharine about this morning's meeting and thinks that if Gary is willing to drop the $20K (representing one-third share of the CPIAB BOC charges) that the remaining $20 on the table (representing the HR/Shared Service charges) could be split between CAMSS and CIPD.

Marland, you agreed to $170K under STOB 65 (compared to their suggested $200K) but what happened to the additional $25K for the microfilm storage? Was that resolved?

thx

Grietje Adlhoch
A/Budget and Policy Analyst
Corporate & Information Programs Division
Ministry of Management Services
Phone: 250 356-6822 Fax: 250 356-9287
grietje.adlhoch@gems6.gov.bc.ca
http://www.mser.gov.bc.ca

Grove, Marland MSER:EX

From: Stewart, Doug [DStewart@royalbcmuseum.bc.ca]
Sent: December 24, 2002 11:45 AM
To: Grove, Marland MSER:EX; Mitchell, Gary A. MSER:EX
Cc: Stewart, Doug RBCM:EX
Subject: FW: BC Archives Salary & Benefits - Shortfall

gents, please review the two spreadsheets which were prepared by Pat Bruce, against the 3rd, which came from BC Archives. there is a shortfall in the salary/benefit breakdown of about $88,000 (ignoring the 2% 0304 increase which I don't believe will be funded by gov't) which must be resolved. I don't recall when either of you is back, but I'll be here on the 2nd and will call yuo then.

-----Original Message-----
From: Bruce, Pat
Sent: Tuesday, December 24, 2002 11:36 AM
To: Stewart, Doug
Subject: BC Archives Salary & Benefits - Shortfall

78,932

Doug attached are the three spreadsheets. As identified there's an $88k shortfall if the COLA increase for FY 03/04 is not added in and a $125k shortfall if the 2% COLA is added in.


BCArchivesWith2% Sal_ Benf03_04...


BCArchivesless2%_ Sal_ Benf03_0...


BCARCHSAL&BENF 03_04.xls

Patrick J. Bruce
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ROYAL B.C. MUSEUM BASE SALARIES FORECAST APRIL 1/2003 TO MARCH 31/2004

Name	Position	Classif.	F.T.E.	Jan '03 Actual Salary	Est. Salary Increase 0.00%	Average 2002/03 Base	Total BASE x 26.1	Employee Benefits 22.60%	Salaries For Period
BC ARCHIVES - PAYLIST #									
Management Services									
G. MITCHELL	DIRECTOR	ML 7	1.00	$3,212.80	$0.00	$3,212.80	$83,854.08	$18,951.02	$102,805
COOPER		OA 2	0.88	$1,147.95	$0.00	$1,147.95	$29,961.53	$6,771.30	$36,733
REDA		OA 2 (AUX)	1.00	$1,304.49	$0.00	$1,304.49	$34,047.19	$7,694.66	$41,742
Preservation Services									
DAVISON		AR 3	1.00	$2,166.43	$0.00	$2,166.43	$56,543.82	$12,778.90	$69,323
WALSH		HRO 3	1.00	$1,802.18	$0.00	$1,802.18	$47,036.90	$10,630.34	$57,667
SWALLOW		HRO 2	1.00	$1,647.83	$0.00	$1,647.83	$43,008.36	$9,719.89	$52,728
PLOUFFE		HRO 2	1.00	$1,647.83	$0.00	$1,647.83	$43,008.36	$9,719.89	$52,728
BOURASSA		HRO 2	1.00	$1,647.83	$0.00	$1,647.83	$43,008.36	$9,719.89	$52,728
C. NIXON		CLK 4	1.00	$1,464.89	$0.00	$1,464.89	$38,233.63	$8,640.80	$46,874
Imaging Services									
MOCELLIN		STO 4	1.00	$1,975.34	$0.00	$1,975.34	$51,556.37	$11,651.74	$63,208
MARTIN		PAT 4	1.00	$1,802.18	$0.00	$1,802.18	$47,036.90	$10,630.34	$57,667
LINDNER		CLK 3	1.00	$1,382.07	$0.00	$1,382.07	$36,072.03	$8,152.28	$44,224
Access Services									
C. BRIDGE		AO 6	1.00	$2,377.29	$0.00	$2,377.29	$62,047.27	$14,022.68	$76,070
DELROSARIO		LIB 2	1.00	$1,975.34	$0.00	$1,975.34	$51,556.37	$11,651.74	$63,208
MATTISON		AR 2	1.00	$1,975.34	$0.00	$1,975.34	$51,556.37	$11,651.74	$63,208
TENCATE		AR 2	1.00	$1,975.34	$0.00	$1,975.34	$51,556.37	$11,651.74	$63,208
F. VERSPOOR		AR 2	1.00	$1,975.34	$0.00	$1,975.34	$51,556.37	$11,651.74	$63,208
HUGHES		AR 2	0.90	$1,777.81	$0.00	$1,777.81	$46,400.74	$10,486.57	$56,887
GRIPICH		CLK 4	0.92	$1,347.70	$0.00	$1,347.70	$35,174.94	$7,949.54	$43,124
PATTISON		CLK 4	1.00	$1,464.89	$0.00	$1,464.89	$38,233.63	$8,640.80	$46,874
NOLIN		CLK 4	0.81	$1,186.56	$0.00	$1,186.56	$30,969.24	$6,999.05	$37,968
MCBRIDE		CLK 4	1.00	$1,464.89	$0.00	$1,464.89	$38,233.63	$8,640.80	$46,874
SPIRES		CLK 4	1.00	$1,464.89	$0.00	$1,464.89	$38,233.63	$8,640.80	$46,874
M. STEFFEN		CLK 4	1.00	$1,464.89	$0.00	$1,464.89	$38,233.63	$8,640.80	$46,874
HERCHEK		OA 2	0.90	$1,174.04	$0.00	$1,174.04	$30,642.47	$6,925.20	$37,568
Information & Privacy									
CULHAM		ML 4	1.00	$2,582.27	$0.00	$2,582.27	$67,397.25	$15,231.78	$82,629
Corporate Access Initiatives									
WMZE		AO 6	0.19	$451.69	$0.00	$451.69	$11,788.98	$2,664.31	$14,453
Arrangement & Description									
CARTER		AR 2	1.00	$1,975.34	$0.00	$1,975.34	$51,556.37	$11,651.74	$63,208
HUTCHINSON		AR 2	1.00	$1,975.34	$0.00	$1,975.34	$51,556.37	$11,651.74	$63,208
Emerging & Applied Information Tech. Group									
BADY		IS 11	1.00	$2,456.79	$0.00	$2,456.79	$64,122.22	$14,491.62	$78,614
DIXON		IS 6	1.00	$1,599.83	$0.00	$1,599.83	$41,755.56	$9,436.76	$51,192
DUFFY		AR 2	0.80	$1,580.27	$0.00	$1,580.27	$41,245.10	$9,321.39	$50,566
FERGUSSON		CLK 4	0.90	$1,318.40	$0.00	$1,318.40	$34,410.27	$7,776.72	$42,187
EXISTING POSITIONS :			31.30	$56,766.07	$0.00	$56,766.07	$1,481,594.32	$334,840.32	$1,816,435
TOTAL BC ARCHIVES			31.30	$56,766.07	$0.00	$56,766.07	$1,481,594.32	$334,840.32	$1,816,435
TOTAL BC ARCHIVES			**31.30**	**$56,766.07**	**$0.00**	**$56,766.07**	**$1,481,594.32**	**$334,840.32**	**$1,816,435**

ROYAL B.C. MUSEUM BASE SALARIES FORECAST APRIL 1/2003 TO MARCH 31/2004

Name	Position	Classif.	F.T.E.	March '03 Actual Salary	Est. Salary Increase 2.00%	Average 2002/03 Base	Total BASE x 26.1	Employee Benefits 22.60%	Salaries For Period
BC ARCHIVES - PAYLIST #									
Management Services									
G. MITCHELL	DIRECTOR	ML 7	1.00	$3,212.80	$64.26	$3,277.06	$85,531.16	$19,330.04	$104,861
COOPER		OA 2	0.88	$1,147.95	$22.96	$1,170.91	$30,560.76	$6,906.73	$37,467
REDA		OA 2 (AUX)	1.00	$1,304.49	$26.09	$1,330.58	$34,728.13	$7,848.56	$42,577
Preservation Services									
DAVISON		AR 3	1.00	$2,166.43	$43.33	$2,209.76	$57,674.70	$13,034.48	$70,709
WALSH		HRO 3	1.00	$1,802.18	$36.04	$1,838.22	$47,977.64	$10,842.95	$58,821
SWALLOW		HRO 2	1.00	$1,647.83	$32.96	$1,680.79	$43,868.53	$9,914.29	$53,783
PLOUFFE		HRO 2	1.00	$1,647.83	$32.96	$1,680.79	$43,868.53	$9,914.29	$53,783
BOURASSA		HRO 2	1.00	$1,647.83	$32.96	$1,680.79	$43,868.53	$9,914.29	$53,783
C. NIXON		CLK 4	1.00	$1,464.89	$29.30	$1,494.19	$38,998.30	$8,813.62	$47,812
Imaging Services									
MOCELLIN		STO 4	1.00	$1,975.34	$39.51	$2,014.85	$52,587.50	$11,884.78	$64,472
MARTIN		PAT 4	1.00	$1,802.18	$36.04	$1,838.22	$47,977.64	$10,842.95	$58,821
LINDNER		CLK 3	1.00	$1,382.07	$27.64	$1,409.71	$36,793.47	$8,315.32	$45,109
Access Services									
C. BRIDGE		AO 6	1.00	$2,377.29	$47.55	$2,424.84	$63,288.21	$14,303.14	$77,591
DELROSARIO		LIB 2	1.00	$1,975.34	$39.51	$2,014.85	$52,587.50	$11,884.78	$64,472
MATTISON		AR 2	1.00	$1,975.34	$39.51	$2,014.85	$52,587.50	$11,884.78	$64,472
TENCATE		AR 2	1.00	$1,975.34	$39.51	$2,014.85	$52,587.50	$11,884.78	$64,472
F. VERSPOOR		AR 2	1.00	$1,975.34	$39.51	$2,014.85	$52,587.50	$11,884.78	$64,472
HUGHES		AR 2	0.90	$1,777.81	$35.56	$1,813.36	$47,328.75	$10,696.30	$58,025
GRIPICH		CLK 4	0.92	$1,347.70	$26.95	$1,374.65	$35,878.44	$8,108.53	$43,987
PATTISON		CLK 4	1.00	$1,464.89	$29.30	$1,494.19	$38,998.30	$8,813.62	$47,812
NOLIN		CLK 4	0.81	$1,186.56	$23.73	$1,210.29	$31,588.62	$7,139.03	$38,728
MCBRIDE		CLK 4	1.00	$1,464.89	$29.30	$1,494.19	$38,998.30	$8,813.62	$47,812
SPIRES		CLK 4	1.00	$1,464.89	$29.30	$1,494.19	$38,998.30	$8,813.62	$47,812
M. STEFFEN		CLK 4	1.00	$1,464.89	$29.30	$1,494.19	$38,998.30	$8,813.62	$47,812
HERCHEK		OA 2	0.90	$1,174.04	$23.48	$1,197.52	$31,255.32	$7,063.70	$38,319
Information & Privacy									
CULHAM		ML 4	1.00	$2,582.27	$51.65	$2,633.92	$68,745.19	$15,536.41	$84,282
Corporate Access Initiatives									
WMZE		AO 6	0.19	$451.69	$9.03	$460.72	$12,024.76	$2,717.60	$14,742
Arrangement & Description									
CARTER		AR 2	1.00	$1,975.34	$39.51	$2,014.85	$52,587.50	$11,884.78	$64,472
HUTCHINSON		AR 2	1.00	$1,975.34	$39.51	$2,014.85	$52,587.50	$11,884.78	$64,472
Emerging & Applied Information Tech. Group									
BADY		IS 11	1.00	$2,456.79	$49.14	$2,505.93	$65,404.66	$14,781.45	$80,186
DIXON		IS 6	1.00	$1,599.83	$32.00	$1,631.83	$42,590.67	$9,625.49	$52,216
DUFFY		AR 2	0.80	$1,580.27	$31.61	$1,611.88	$42,070.00	$9,507.82	$51,578
FERGUSSON		CLK 4	0.90	$1,318.40	$26.37	$1,344.77	$35,098.47	$7,932.25	$43,031
EXISTING POSITIONS :			31.30	$56,766.07	$1,135.32	$57,901.39	$1,511,226.21	$341,537.12	$1,852,763
TOTAL BC ARCHIVES			31.30	$56,766.07	$1,135.32	$57,901.39	$1,511,226.21	$341,537.12	$1,852,763
TOTAL BC ARCHIVES			31.30	$56,766.07	$1,135.32	$57,901.39	$1,511,226.21	$341,537.12	$1,852,763

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**BC ARCHIVES**												
3		**FTE's**	**GRID**	**salary**	**Class.**	**Salaries**	**Supplement**	**Benefits**		**Start**			
4					**STOB**	**STOB 50**	**STOB 51**	**STOB 52**		**Date**			
5													
6	**Preservation Services**												
7	davison	1.00	23	54,804	AR4	$54,803.68		$11,332.85		May 31, 1971		2,049.39	130.53
8	walsh	1.00	18	47,018	HRO3	$47,017.59		$9,722.77		November 1, 1983		1,758.22	
9	linstead	0.00	14	41,738	HRO2	$0.00		$0.00		December 6, 1999		1,452.99	
10	swallow	1.00	14	41,738	HRO2	$41,738.42		$8,631.09		October 1, 1992		1,560.81	
11	plouffe	1.00	14	41,738	HRO2	$41,738.42		$8,631.09		November 1, 1974		1,560.81	
12	bourassa	1.00	14	41,738	HRO2	$41,738.42		$8,631.09		June 1, 1989		1,515.47	
13	nixon	1.00	11	38,218	Clk4	$38,217.93		$7,903.09		October 1, 1985		1,429.16	
14	**Imaging Services**												
	mocellin	1.00	21	51,535	STO4	$51,535.21		$10,656.97		November 1, 1977		1,868.98	
16	martin	1.00	18	47,018	PAT4	$47,017.59		$9,722.77		September 3, 1991		1,607.64	
17	lindner	1.00	9	36,057	Clk3	$36,057.22		$7,456.27		January 10, 1979		1,348.36	
18		9.00				$265,254.46	$0.00	$54,851.97					
19													
20	**Access Services**												
21	bridge	1.00	27	62,022	AO6	$62,021.80		$12,825.49		October 26, 1978		2,179.92	
22	del rosario	1.00	21	51,535	LIB2	$51,535.21	$6,736.00	$10,656.97		October 27, 1969		1,868.98	
23	mattison	1.00	21	51,535	AR2	$51,535.21		$10,656.97		February 2, 1981		1,868.98	
24	ten cate	1.00	21	51,535	AR2	$51,535.21		$10,656.97		December 3, 1990		1,868.98	
25	verspoor	1.00	21	51,535	AR2	$51,535.21	$6,736.00	$10,656.97		February 9, 1998		1,868.98	
26	hughes	0.90	21	51,535	AR2	$46,381.69		$9,591.27		September 10, 1992		1,815.58	
27	gripich	0.92	11	38,218	Clk4	$35,160.50	$2,306.00	$7,270.84		August 15, 1984		1,868.98	
28	pattison	1.00	11	38,218	Clk4	$38,217.93		$7,903.09		October 1, 1990		1,429.16	
29	nolin	0.81	11	38,218	Clk4	$30,956.52		$6,401.50		October 1, 1990		1,429.16	
30	mcbride	1.00	11	38,218	Clk4	$38,217.93		$7,903.09		April 1, 1982		1,429.16	
31	spires	1.00	11	38,218	Clk4	$38,217.93		$7,903.09		June 1, 1996		1,429.16	
32	steffen	1.00	11	38,218	Clk4	$38,217.93		$7,903.09		January 22, 2001		1,331.43	16.93
	herchek	0.90	7	34,033	OA2	$30,629.89		$6,333.95		March 4, 1999		1,272.67	
34		12.53				$564,162.96	$15,772.00	$116,663.26					
35													
36	**Information and Privacy**												
37	culham	1.00		67,392	ML4	$67,391.70		$13,935.93				2,519.29	
38	gilbert (aux)	0.00	21	51,535	AR2	$0.00		$0.00					
39		1.00				$67,391.70	$0.00	$13,935.93					
40													
41	**Corporate Access Initiatives**												
42	wmze	0.19	27	62,022	AO6	$11,784.14	$2,927.00	$2,436.84		January 28, 1985		2,179.92	
43		0.19				$11,784.14	$0.00	$2,436.84					
44													
45	**Management Services**												
46	mitchell	1.00		83,821	ML7	$83,821.42		$17,333.43				3,134.45	
47	perrin	0.00	9	36,057	OA2	$0.00		$0.00		July 9, 2001		1,121.42	106.49
48	cooper	0.88	7	34,033	OA2	$29,949.22	$2,017.00	$6,193.20					
49	Brodie (aux)	1.00	04	34,033	OA2	$34,033.21	1	$7,037.73		April 2, 2001		1,272.67	106.49
50		2.88				$147,803.85	$2,017.00	$30,564.36					

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**BC ARCHIVES**												
3		**FTE's**	**GRID**	**salary**	**Class.**	**Salaries**	**Supplement**	**Benefits**		**Start**			
4					**STOB**	**STOB 50**	**STOB 51**	**STOB 52**		**Date**			
5													
51													
52		**Arrangement and Description**											
53													
54													
55													
56	young		13	40,526	Clk5	$0.00		$0.00		October 17, 1977		1,429.16	
57	carter	1.00	21	51,535	AR2	$51,535.21		$10,656.97		May 4, 1998		1,868.98	
58	hutchison	1.00	21	51,535	AR2	$51,535.21		$10,656.97		December 27, 1990		1,868.98	4.96
59		2.00				$51,535.21	$0.00	$10,656.97					
61	**Emerging and Applied Information Technologies Group**												
62	bady	1.00	27	62,022	IS11	$62,021.80	$4,079.40	$12,825.49	special rate	August 15, 1984		2,318.42	153.02
63	dixon	1.00	14	41,738	IS6	$41,738.42		$8,631.09		June 10, 1991		1,560.81	
64	duffy	0.80	21	51,535	AR2	$41,228.17		$8,525.57		December 21, 1995		1,401.73	
65	fergusson	0.90	11	38,218	Clk4	$34,396.14		$7,112.78		August 21, 1989		1,429.16	
66		3.70				$179,384.53	$4,079.40	$37,094.93					
67													
68	**TOTAL**	**31.30**				**$1,287,316.85**	**$21,868.40**	**$266,204.25**				**59,766.71**	**516.42**
69													

Grove, Marland MSER:EX

From: Stewart, Doug [DStewart@royalbcmuseum.bc.ca]
Sent: December 20, 2002 4:00 PM
To: Grove, Marland MSER:EX; Bell, Bill MSER:EX; Mann, Brian MSER:EX
Cc: Stewart, Doug RBCM:EX
Subject: Archives Budget transfer

Thanks again to all for meeting today on short notice. As we discussed, the museum/archives will reduce the STOB 75 request by $20,000 (the CPIA portion referred to by Gary) in return for the additional $20,000 for HR and financial support costs @$1,000 per fte to a total of $31,500.

Thanks again and I look forwrd to meeting again in january. Have a great Christmas and New Year.

Regards
Doug Stewart
Manager, Finance and Visitor Services
Royal BC Museum
Phone 250-387-2403
Fax 250-387-5360
mailto:dstewart@royalbcmuseum.bc.ca

Grove, Marland MSER:EX

From: Bell, Bill MSER:EX
Sent: December 19, 2002 4:23 PM
To: Fraser, Lois A MSER:EX; Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX; Mann, Brian MSER:EX; Stewart, Doug RBCM:EX
Cc: Hillebrandt, Kathie MSER:EX
Subject: FW: ArchivesTransEst2003.xls

Importance: High

Concerning the transfer of archives would like to schedule a meeting tomorrow morning so there can be a good discussion and understanding around remaining outstanding issues and to the extent possible a resolve of these. There is a transfer that must take place before Jan 6. Kathie will arrange. Below please find below an updated spreadsheet supplied by Doug.Thanks

-----Original Message-----
From: Stewart, Doug [mailto:DStewart@royalbcmuseum.bc.ca]
Sent: December 19, 2002 4:05 PM
To: Bell, Bill MSER:EX
Subject: FW: ArchivesTransEst2003.xls

Hi Bill here is the revised spreadsheet as discussed.

-----Original Message-----
From: Bruce, Pat
Sent: Thursday, December 19, 2002 10:06 AM
To: Stewart, Doug
Subject: ArchivesTransEst2003.xls



ArchivesTransEst20
03.xls

Thanks a lot!!

Patrick J. Bruce
Financial Services Manager
Royal British Columbia Museum
675 Belleville St., Victoria, BC V8W 9W2
Phone: **(250)387-6457**
Fax: **(250)387-5360**
E-mail: pbruce@royalbcmuseum.bc.ca
Web: **http://www.royalbcmuseum.bc.ca**

Loi 888-0025

Box storage

67,682 → transferred 235,534

Contract costs.

@ .29/box/month. (Short 170,558).

NOT 225,000

occupancy charges – means a cost + use cannot afford building + are forced to move. | or cut to program

costs to move are estimated at $ 199,765 for 19 FTE's. as calculated by facilities.

Plus vault costs $ 20,000 – 30,000 to contract out.

Would be over $ 250,000 to relocate vault.

$83,000

83,000

170,000
25,000

195,000

195,000
83,000

Royal BC Museum Crown Trust Transition Costs for BC Archives

STOB	PROGRAM	BC Archives Fiscal 03/04 Operating Budget		BC Archives Fiscal 03/04 Capital Budget	Provision of Fin. & H/R to BC Archives by Mgmt. Servs.		Anticipated BC Archives Cost Pressures		TOTALS
STOB 50	Base Salaries and Overtime	$1,402,662.00			$25,700.00	(4)			$1,428,362.00
STOB 51	Supplementary Salary Costs	$8,229.00							$8,229.00
STOB 52	Employee Benefits	$316,725.00			$5,800.00	(4)			$322,525.00
STOB 57	Public Servant Travel	$3,780.00							$3,780.00
STOB 60	Professional Services	$10,324.00							$10,324.00
STOB 63	Information Systems - Operating	$89,742.00							$89,742.00
STOB 65	Office and Business Expenses	$338,422.00					$225,000.00	(2)	$563,422.00
STOB 69	Utilities & Supplies	$63,000.00							$63,000.00
STOB 73	Amortization Expense	$63,000.00							$63,000.00
STOB 75	Building Occupancy Charges	$623,964.00	(1)				$103,000.00	(3)	$726,964.00
STOB 88	Recoveries Within Government	($30,000.00)							($30,000.00)
Capital Budget:									$0.00
STOB 2191	Operating Equipment			$30,000.00					$30,000.00
STOB 2211	Office Furniture & Equip > $1K			$15,000.00					$15,000.00
STOB 2271	Information Systems - Main & Mini			$120,000.00					$120,000.00
STOB 2291	Information Systems - PCs & Peripherals			$31,500.00					$31,500.00
									$0.00
	TOTALS	**$2,889,848.00**		**$196,500.00**	**$31,500.00**		**$328,000.00**		**$3,445,848.00**
	FTE's	**31.5**		**0**	**0**		**0**		**31.5**

NOTES:

(1) $235,534 transferred from CRM Stob 60 to BC Archives Stob 65 for storage of archival records in off-site storage

(2) $200k required to pay for additional storage costs for archival records + $25k for microfilm storage currently at Yates St.

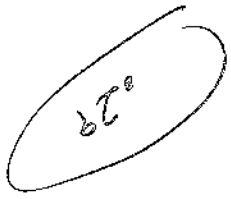
(3) $103k required to cover Building Occupancy Costs for Microfilm Vault & space for 2 Staff currently at Yates St.

(4) Calculated at $1,000 per FTE. Management Services had offered $10,953 to cover such costs.

(5) Calculated at $1,000 per FTE. CAWS has offered $42,000 to cover such costs.

(6) $14k for Telephone Costs and $30k for Building Occupancy Costs.

(7) Currently paid by Inter-Government Relations.



CAPITAL

	fiscal 03/04	BC Archives	CRM
02 - Buildings (non BCBC)	$0	$0	$0
04 - Operating Equip	$50,000	$30,000	$20,000
05 - Office Furniture & Equip > $1K	$25,000	$15,000	$10,000
07 - Information Systems - main & mini	$368,000	$120,000	$248,000
08 - Information Systems - PCs & Peripherals	$50,000	$31,500	$18,500
09 - Information Systems - major software	$0	$0	$0
10 - Tenant Improvements >$50K	$0	$0	$0
Total 2001/02 Capital Budget	**$493,000**	**$196,500**	**$296,500**

Grove, Marland LCS:EX

From: Grove, Marland MSER:EX
Sent: December 20, 2002 8:26 AM
To: Mann, Brian MSER:EX
Subject: FW: ArchivesTransEst2003.xls

Importance: High

-----Original Message-----
From: Bell, Bill MSER:EX
Sent: December 19, 2002 4:23 PM
To: Fraser, Lois A MSER:EX; Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX; Mann, Brian MSER:EX; Stewart, Doug RBCM:EX
Cc: Hillebrandt, Kathie MSER:EX
Subject: FW: ArchivesTransEst2003.xls
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Sent: Thursday, December 19, 2002 10:06 AM
To: Stewart, Doug
Subject: ArchivesTransEst2003.xls



ArchivesTransE
st2003.xls

Thanks a lot!!

Patrick J. Bruce
Financial Services Manager
Royal British Columbia Museum
675 Belleville St., Victoria, BC V8W 9W2
Phone: (250)387-6457
Fax: (250)387-5360
E-mail: pbruce@royalbcmuseum.bc.ca
Web: http://www.royalbcmuseum.bc.ca

Royal BC Museum Crown Trust Transition Costs for BC Archives

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Grove, Marland MSER:EX

From: Fraser, Lois A MSER:EX
Sent: December 18, 2002 8:50 AM
To: Grove, Marland MSER:EX
Subject: RE: Branch name, etc.

Marland, I'd like to remain in keeping the with idea of the "Corporate" nature of our programs, let's use the Corporate Records Management Branch. Thanks.

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: Tuesday, December 17, 2002 4:03 PM
To: Fraser, Lois A MSER:EX
Subject: Branch name, etc.

A couple of suggestions for a name for the records branch:

Government Records Management Branch
Corporate Records Management Branch

Staff are leaning towards Government Records but either one would be a alright.

You were going to send out an announcement to staff. Is there anything I need to do towards establishing the new branch?

We will be working on an MOU between us and the BC Archives in January. Staff are starting to list the items that need to be covered and we are obtaining some MOU examples that other organizations have used. Also once the budget split is finalized I will start forecasting for next fiscal. Shouldn't be to bad with the increase in box transfers we are experiencing.

Marland Grove
Manager, Government Records Services
British Columbia Archives
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.bcarchives.gov.bc.ca

Grove, Marland MSER:EX

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Sent: December 17, 2002 4:03 PM
To: Fraser, Lois A MSER:EX
Subject: Branch name, etc.

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e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.bcarchives.gov.bc.ca

Grove, Marland MSER:EX

From: Grove, Marland MSER:EX
Sent: December 17, 2002 8:40 AM
To: Read, Catharine MSER:EX
Subject: RE: B.C. Archives -- message s.22

Gary and I have always have always been able to maintain a strong working relationship even when BC Archives was split in the mid 1990's and I don't see that changing in this case.

I certainly will try my best.

Thanks
Marland

-----Original Message-----
From: Read, Catharine MSER:EX
Sent: December 16, 2002 9:05 AM
To: Grove, Marland MSER:EX
Subject: FW: B.C. Archives -- message s.22

Marland, I'm counting on your management ability and your ability to maintain good relationships with the archives to show these guys that they are wrong-headed! I have no doubt you will!

Catharine

-----Original Message-----
From: Meyer zu Erpen, Walter MSER:EX
Sent: December 13, 2002 5:12 PM
To: Read, Catharine MSER:EX
Subject: FW: B.C. Archives -- message s.22

Dear Catharine:

In case you have not received this message about the current re-organization written to the ARCAN list-serv
s.22

(1989-1991?), here it is, as well as s.22 ; comment.

I saw another copy sent to Pauline and Lois, but your name was not included.

Cheers, Walter

-----Original Message-----
From: s.22
Sent: December 12, 2002 15:23
To: s.22 , arcan-l@majordomo.srv.ualberta.ca
Subject: Re: B.C. Archives

I am very grateful to s.22 for his eloquence, I admire his passion, and I think he presents the only reasonable interpretation of events in Victoria.

s.22

-----Original Message-----

From: Mattison, David MSER:EX
Sent: December 12, 2002 3:13 PM
To: MSER CIPD BC Archives
Subject: FW: B.C. Archives

For those of you not on ARCAN-L, I thought you'd finc[s.22] thoughts about our new organizational reality of interest.

-----Original Message-----
From[s.22]
Sent: December 12, 2002 10:41 AM
To: arcan-l@majordomo.srv.ualberta.ca
Subject: B.C. Archives

Dear Arcan:

I would like to express concern about the recent take-over of the B.C. Archives by the Royal B.C. Museum. The result has been the dismantling of one of the top integrated archives and records management programs anywhere. Its ability to perform as the archives of the Government of British Columbia is at dire risk, a risk that can only be increased when the Government archives - or the yet to be determined portion of it -- is put under the control of a Crown trust or corporation. There are two issuess here: (1) proximity to Government and (2) integration of records management and archives.

With respect to the first, I think that the mandate as archives of the Government is an executive function and the archives is best placed as close to the Executive as possible. In British Columbia, a unified archives and records management program was formerly part of the Provincial Secretary, and more recently, the Ministry of Management Services. These ministries had special Executive functions and this organizational model would be preferred [e.g. the Archives of Ontario]. However, if the unification of life cycle services were maintained within an integrated archives and records program, other models could be effective. The many successful integ! rated archives and records programs can provide the examples.

Another case in point is the B.C. Systems Corporation. It has provided strategic planning, technology standards, and core services to the IT community of the B.C. Government, yet is a Crown corporation. What is the difference from the current situation with the B.C. Archives? The BC Systems Corp. combines integrated and coordinated oversight of a core of functions with the ability to provide basic, essential services. We see none of these with this new organizational set-up. What we do see is an organization stripped of some of its core functions, removed from its association the Executive, and located in a 'Cultural Precinct' as if it were an adjunct to a museum! .

But it is in the second issue that the disaster resides. Splitting the records continuum is a regressive act that sets archives in British Columbia back 15 years or more. Others have discussed the difficulties that the split organization will have in administering records management and in fulfilling the Archives' responsibilities under privacy and access to information statutes. These points are well taken, however much some may grumble that these activities were distractions and reduced the archives to a watchdog. I think also that the Government will soon realize to its detriment, and possibly its embarrassment, that its ability to administer these laws, as well as the *Document Disposal Act*, has b! een grossly impaired.

But the stakes for archives are far greater that this. Integrated oversight of the records life

cycle is now lost in the British Columbia Government and effective management of the records continuum [defined here as the matrix of functions and activities surrounding records] will be exceedingly difficult, if not impossible. Now that this unified archives and records management organization has been shattered, two models for contemporary archival practice -- the record continuum and the records life cycle - have been pushed to the periphery. & At least there is no single organization that encompasses them in an unbroken chain. This should concern us all, even those who see this as some kind of opportunity to coopera! te with museums or get back to historical manuscript collecting. This situation is a strategic blow to archives, not just the tweaking of priorities.

One of the gravest consequences of the split of records management from archives is the weakened ability to meet one of our greatest challenges - the management of electronic records and their transmission into electronic archives. Correct me if I am wrong, but I don't think this job is over yet. The organization platform that is being created in B.C. will make this task even harder and the goals more elusive.

In some of the recent Arcan postings on the B.C. Archives, there was debate about the various roles of archives: the corporate archives role, the cultural role, the outreach role, and the historical manuscripts role. But with respect to a provincial or municipal archives, and possibly other corporate archives as well, this loses site of the mandate, the fundamental charge. This reductionism mixes up the mandate with programs, roles, and activities. It reduces the primary mandate to the level of secondary and residual roles. The recent actions in B.C fall into this confusion.

In the case of the B.C. Archives, being the archives of the Government is the mandate. Acquiring private archives that may serve historical and cultural values is a role, as are fostering community archives and province-wide acquisition strategies. These are indeed important roles and they shou be given every priority possible, but they must not be placed above the mandate in terms of prima function, organization, or planning. In saying this, it is important to stress that emphasis on cultural values versus administrative and management values is not an either/or matrix. To treat the situation thus ignores the Canadian tradition of "total archives" as well as the track record of the B.C. Archives. No, it was a total archives and part of the current tragedy is that one of our finest "total archives" lies in ruins.

s.12

It bodes ill that the C.E.O. of the new organization understands the nature of archives so poorly. It was

also unfortunate that the B.C. Archives had no *Archives Act* describing its core mandate; such a statute would have helped it to defend itself and its principles.

I think that the deconstruction of the integrated Provincial records and archives program did not start with the announcements on November 22nd. The first blow at the B.C. Archives as a total archives was the hacking of the Community Archives Assistance Program [CAAP]. When the Provincial Archives of British Columbia and the Records Management Branch were integrated in 1989, one of the top priorities was to develop local and community archives in B.C. through a meaningful funding program. The Provincial archives could not do everything nor acquire everything; it needed a strong and vibrant archives community. This idea was fundamental to the newly integrated program, so CAAP was inaugurated to strengthen acq! uisition and preservation of private and local archives by building a strong archival base throughout the Province. It was also a time when the profession was growing and was able to provide the expertise and energy to fuel the new program. This program has achieved much, but still has much to do. Its continuation is a fundamental part of nurturing a Provincial-wide archives network and any organization, no matter how poorly conceived, that replaces the B.C. Archives should restore this grant program as quickly as possible.

I noted other misunderstandings about the nature and importance of archives in the Cabinet presentation and the other announcements of the take-over. For example, one of the press releases implies that the archives has a role in "Celebrating Royalty." But archives do not "celebrate" anything, they just exist as evidence and documentation. True, they document the acquisition values, appraisal criteria, and hierarchies of the societies that created them, but they exist as a celebration in their own right, in their authenticity, their raw physical forms, and in whatever states of completeness that may have survived. Those that use archives can celebrate royalty or anything else they might like, but those responsible! for them have a different mission and a set of functions based on the records themselves. And if the evidence, documentation, and information in our archives do celebrate anything, I would suggest it is rather the Canadian people and parliamentary democracy than the Royals.

There is an atmosphere about this take-over that challenges some of the key archival values our profession has embraced in the last three decades. This new air treats archives as entertainment, as programmatic celebration, and as virtual experience, rather than as evidence and documentation. Others have discussed this approach, both the pros and cons of it. If it means digitizing important archives to increase access to them and make them more widely available, then it serves a worthy archival purpose and seems like a good form of outreach. But I can't see virtualized kiosks remaking archives and they may turn archives into a kind of post-modern wallpaper. I did ! look up the word "virtual" in my dictionary and it means 'seeming so in essence or effect but not being so in fact.' So perhaps the emphasis on kiosking, animatronic display, and programmatic bytes, and web celebrations is an example of the conflation of activities with the mandate and pulls us away from out fundamental purpose.

I do know that programmatic display is not the same thing as access to archives. One is derived presentation; the other is availability of authentic evidence. One is produced as entertainment and is incomplete and biased; the other is preserved in accordance with standards and an archival code of ethics. Even some of the slickest Hollywood display-men got that right - when the crew on *Star Trek* wanted to find evidence of a past action, status, event or activity, they didn't go to the Holo-Deck, they accessed the Archives. What concerns me, and I hope worries others, is that with the demolition of the B.C. Archives and

YATES

Meyer zu Erpen, Walter RBCM:EX

From: Mitchell, Gary A. MSER:EX
Sent: December 16, 2002 10:55 AM
To: Bady, Brant MSER:EX; Glen Isaac; Kathryn Bridge; Mac Culham; Marland Grove; Perrin, Angela MSER:EX; Robert Davison; Walter Meyer zu Erpen
Subject: FW: BC Archives and Museum integration

-----Original Message-----
From: s.22
Sent: December 16, 2002 09:42
To: 'arcan-l@majordomo.srv.ualberta.ca'
Subject: BC Archives and Museum integration

The comments contained in recent postings decrying this amalgamation all raise the issue that a vital program - vital not only in the sense of vibrant, but also in the sense of supporting democratic accountability - is at risk in this new situation. Postings to this listserv have identified risks to the integrated records management and archives program, to the sidelining of the Archives as merely a "cultural" sidekick to the Museum, or simply the Archives being overwhelmed as a program by the Museum itself (and all the HR implications of these programmatic risks). I believe these are real risks. That I believe, along with Mark Hopkins, that professional staff will make the best of this merger is not the point of this posting. The point here is the 'belief' that that such a merger poses a risk.

Is the archival community relying on the convictions of its members and friends as a mitigating strategy for the risks outlined above? Can or should such convictions be supported in ways other than initiating lobby activities (e.g., writing to MLA's, newspapers, etc.)? If the principal object of public archival institutions is to buttress democratic accountability then what should public archival institutions do (or what are they doing?) to fulfil that mandate? Could, or perhaps more properly should records of archival institutions provide a means to establish the impact of changes such as the BC Archives-Museum merger on democratic accountability? Would that be creating and maintaining records that support the mandate and purpose of our institutions as cornerstones of democracy just as surely as the creation of finding aids? Provincial archival institutions, like health or education, are (mostly, I think) part of the executive branch of a cabinet-style democracy, and as such are subject to the same vicissitudes that any other branch/division/ministry is subject to.

My root question is how does can the fulfilment of mandate be measured against a backdrop where funding and administrative positioning fluctuate? The Archives of Ontario is currently a branch in a central, regulating ministry of the Government of Ontario. But a few years ago it was a branch residing within a regularly restructured cultural ministry. Today I would be hard-pressed to prove how the Archives' program is stronger today than it was then, even if I believe that it is.

When we undertake our appraisals (structural, functional, structural-functional, etc.) of other programs that buttress democratic accountability (e.g., an educated society), what kinds of programs and records are we looking at? Do we make subjective statements in our appraisals of these areas as they are affected by the vicissitudes of political change - changes that, at least arguably, reflect the will of a majority of our citizens?

OPR
50 + 19 NIL SR

What I am thinking of is looking through the "other end" of the magnifying glass that is the National Archives of Canada's macro-appraisal lens -

ARCS: 105-20 | BC ARCHIVES 2003 RECORDS SCHEDULE OPINION POLL

squinting back through the peephole in the door if you will.
"Essentially, in order to preserve a documentary picture of how government operates in society, macro-appraisal requires archivists to research and analyze functional profiles and administrative structures of government as well as its policies and business programs to identify the nature of the impact these have on individuals and groups."
The above quotation is taken from "Appraisal Methodology: Macro-Appraisal and Functional Analysis Part A: Concepts and Theory", approved by the National Archivist last year (see <http://www.archives.ca/06/061101_e.html>).
While I can (I think) be neutral in asking these questions, it would be a professional challenge of the first order to undertake an unbiased structural-functional analysis of the archiving function within a democracy.
The intention of this posting is in no way to suggest a course of action to anybody, but rather to carry on an interesting discussion.

s.22

Disclaimer: I'm not even sure this is my opinion, never mind claiming (or even suggesting) that it is somebody else's.
The way to unsubscribe from the list is as follows.
Send a message to majordomo@ualberta.ca
and in the message area, type

unsubscribe arcan-l

then send the message.

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Meyer zu Erpen, Walter RBCM:EX

From: Meyer zu Erpen, Walter MSER:EX
Sent: December 13, 2002 5:12 PM
To: Read, Catharine MSER:EX
Subject: FW: B.C. Archives -- message from s.22

Dear Catharine:

In case you have not received this message about the current re-organization written to the ARCAN list-serv by s.22 s.22 s.22 , here it is, as well as s.22 comment.

I saw another copy sent to Pauline and Lois, but your name was not included.

Cheers, Walter

-----Original Message-----
From: s.22
Sent: December 12, 2002 15:23
To: s.22 arcan-l@majordomo.srv.ualberta.ca
Subject: Re: B.C. Archives

I am very grateful to s.22 for his eloquence, I admire his passion, and I think he presents the only reasonable interpretation of events in Victoria.

s.22
-----Original Message-----
From: Mattison, David MSER:EX
Sent: December 12, 2002 3:13 PM
To: MSER CIPD BC Archives
Subject: FW: B.C. Archives

For those of you not on ARCAN-L, I thought you'd find s.22 thoughts about our new organizational reality of interest.

-----Original Message-----
From: s.22
Sent: December 12, 2002 10:41 AM
To: arcan-l@majordomo.srv.ualberta.ca
Subject: B.C. Archives

Dear Arcan:

I would like to express concern about the recent take-over of the B.C. Archives by the Royal B.C. Museum. The result has been the dismantling of one of the top integrated archives and records management programs anywhere. Its ability to perform as the archives of the Government of British Columbia is at dire risk, a risk that can only be increased when the Government archives - or the yet to be determined portion of it -- is put under the control of a Crown trust or corporation. There are two issuess here: (1) proximity to Government and (2) integration of records management and archives.

With respect to the first, I think that the mandate as archives of the Government is an executive function and the archives is best placed as close to the Executive as possible. In British Columbia, a unified archives and

records management program was formerly part of the Provincial Secretary, and more recently, the Ministry of Management Services. These ministries had special Executive functions and this organizational model would be preferred [e.g. the Archives of Ontario]. However, **if** the unification of life cycle services were maintained within an integrated archives and records program, other models could be effective. The many successful integ! rated archives and records programs can provide the examples.

Another case in point is the B.C. Systems Corporation. It has provided strategic planning, technology standards, and core services to the IT community of the B.C. Government, yet is a Crown corporation. What is the difference from the current situation with the B.C. Archives? The BC Systems Corp. combines integrated and coordinated oversight of a core of functions with the ability to provide basic, essential services. We see none of these with this new organizational set-up. What we do see is an organization stripped of some of its core functions, removed from its association the Executive, and located in a 'Cultural Precinct' as if it were an adjunct to a museum! .

But it is in the second issue that the disaster resides. Splitting the records continuum is a regressive act that sets archives in British Columbia back 15 years or more. Others have discussed the difficulties that the split organization will have in administering records management and in fulfilling the Archives' responsibilities under privacy and access to information statutes. These points are well taken, however much some may grumble that these activities were distractions and reduced the archives to a watchdog. I think also that the Government will soon realize to its detriment, and possibly its embarrassment, that its ability to administer these laws, as well as the *Document Disposal Act*, has b! een grossly impaired.

But the stakes for archives are far greater that this. Integrated oversight of the records life cycle is now lost in the British Columbia Government and effective management of the records continuum [defined here as the matrix of functions and activities surrounding records] will be exceedingly difficult, if not impossible. Now that this unified archives and records management organization has been shattered, two models for contemporary archival practice -- the record continuum and the records life cycle - have been pushed to the periphery. & At least there is no single organization that encompasses them in an unbroken chain. This should concern us all, even those who see this as some kind of opportunity to coopera! te with museums or get back to historical manuscript collecting. This situation is a strategic blow to archives, not just the tweaking of priorities.

One of the gravest consequences of the split of records management from archives is the weakened ability to meet one of our greatest challenges - the management of electronic records and their transmission into electronic archives. Correct me if I am wrong, but I don't think this job is over yet. The organization platform that is being created in B.C. will make this task even harder and the goals more elusive.

In some of the recent Arcan postings on the B.C. Archives, there was debate about the various roles of archives: the corporate archives role, the cultural role, the outreach role, and the historical manuscripts role. But with respect to a provincial or municipal archives, and possibly other corporate archives as well, this loses site of the mandate, the fundamental charge. This reductionism mixes up the mandate with programs, roles, and activities. It reduces the primary mandate to the level of secondary and residual roles. The recent actions in B.C fall into this confusion.

In the case of the B.C. Archives, being the archives of the Government is the mandate. Acquiring

private archives that may serve historical and cultural values is a role, as are fostering community

archives and province-wide acquisition strategies. These are indeed important roles and they should

be given every priority possible, but they must not be placed above the mandate in terms of primary function, organization, or planning. In saying this, it is important to stress that emphasis on cultural values versus administrative and management values is not an either/or matrix. To treat the situation thus ignores the Canadian tradition of "total archives" as well as the track record of the B.C. Archives. No, it was a total archives and part of the current tragedy is that one of our finest "total archives" lies in ruins.

s.12

It bodes ill that the C.E.O. of the new organization understands the nature of archives so poorly. It was also unfortunate that the B.C. Archives had no *Archives Act* describing its core mandate; such a statute would have helped it to defend itself and its principles.

I think that the deconstruction of the integrated Provincial records and archives program did not start with the announcements on November 22nd. The first blow at the B.C. Archives as a total archives was the hacking of the Community Archives Assistance Program [CAAP]. When the Provincial Archives of British Columbia and the Records Management Branch were integrated in 1989, one of the top priorities was to develop local and community archives in B.C. through a meaningful funding program. The Provincial archives could not do everything nor acquire everything; it needed a strong and vibrant archives community. This idea was fundamental to the newly integrated program, so CAAP was inaugurated to strengthen acq! uisition and preservation of private and local archives by building a strong archival base throughout the Province. It was also a time when the profession was growing and was able to provide the expertise and energy to fuel the new program. This program has achieved much, but still has much to do. Its continuation is a fundamental part of nurturing a Provincial-wide archives network and any organization, no matter how poorly conceived, that replaces the B.C. Archives should restore this grant program as quickly as possible.

I noted other misunderstandings about the nature and importance of archives in the Cabinet presentation and the other announcements of the take-over. For example, one of the press releases implies that the archives has a role in "Celebrating Royalty." But archives do not "celebrate" anything, they just exist as evidence and documentation. True, they document the acquisition values, appraisal criteria, and hierarchies of the societies that created them, but they exist as a celebration in their own right, in their authenticity, their raw physical forms, and in whatever states of completeness that may have survived. Those that use archives can celebrate royalty or anything else they might like, but those responsible! for them have a different mission and a set of functions based on the records themselves. And if the evidence, documentation, and information in our archives do celebrate anything, I would suggest it is rather the Canadian people and parliamentary democracy than the Royals.

There is an atmosphere about this take-over that challenges some of the key archival values our profession has embraced in the last three decades. This new air treats archives as entertainment, as programmatic celebration, and as virtual experience, rather than as evidence and documentation. Others have discussed this approach,

both the pros and cons of it. If it means digitizing important archives to increase access to them and make them more widely available, then it serves a worthy archival purpose and seems like a good form of outreach. But I can't see virtualized kiosks remaking archives and they may turn archives into a kind of post-modern wallpaper. I did ! look up the word "virtual" in my dictionary and it means 'seeming so in essence or effect but not being so in fact.' So perhaps the emphasis on kiosking, animatronic display, and programmatic bytes, and web celebrations is an example of the conflation of activities with the mandate and pulls us away from out fundamental purpose.

I do know that programmatic display is not the same thing as access to archives. One is derived presentation; the other is availability of authentic evidence. One is produced as entertainment and is incomplete and biased; the other is preserved in accordance with standards and an archival code of ethics. Even some of the slickest Hollywood display-men got that right - when the crew on *Star Trek* wanted to find evidence of a past action, status, event or activity, they didn't go to the Holo-Deck, they accessed the Archives. What concerns me, and I hope worries others, is that with the demolition of the B.C. Archives and other recent developments on the Canadian archives scene, we seem to be on our way to the! Holo-Deck.

s.22

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Meyer zu Erpen, Walter RBCM:EX

From: Hart, Susan MSER:EX
Sent: December 10, 2002 4:56 PM
To: Meyer zu Erpen, Walter MSER:EX
Subject: RE: Further comments and thoughts RE: BC Archives - Opinion Poll

Walter, I really like your arguments and alternative suggestions, it seems to me that you've figured out a way for them to change track without losing face. Unfortunately I doubt you'll get a fair hearing, but at least you've tried, and the letter will be on file for future reference! I'm going to keep a copy myself.

Susan

-----Original Message-----
From: Meyer zu Erpen, Walter MSER:EX
Sent: December 10, 2002 9:15 AM
To: MSER CIPD BC Archives
Subject: FW: Further comments and thoughts RE: BC Archives - Opinion Poll

For your information, here is DM Catharine Read's reply to my subsequent comments sent to our senior managers involved in the decision to split the records management and archival functions.

Let's hope that the proposed MOU between the new Crown Trust and the Ministry of Management Services allows us to document the integrated nature of the records management and archival functions and bind them together to the extent possible when spread over two organizations!

Walter Meyer zu Erpen

-----Original Message-----
From: Read, Catharine MSER:EX
Sent: December 6, 2002 9:05 AM
To: Meyer zu Erpen, Walter MSER:EX; Rafferty, Pauline RBCM:EX; Fraser, Lois A MSER:EX
Cc: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: FW: Further comments and thoughts RE: BC Archives - Opinion Poll

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Hi Walter,

Thank you for providing your additional thoughts and suggestions regarding the BC Archives split. As I had indicated in my previous note, a Cabinet decision has been made to proceed with the changes we are now undertaking. I expect that the relationships fostered through the years will continue to support the smooth operation of records management and archival functions. I also anticipate that there will be an MOU that will exist between the new Crown Trust and the Ministry of Management Services for various aspects of the provision of archival services and any other relationships that require commitments on behalf of both organizations.

We have an opportunity to improve on previous approaches and I believe it will be accomplished with the help and support of the dedicated employees in the BC Archives today.

Walter, Thank you again.

Catharine Read
Deputy Minister

Hi Catharine:

Thank you for your reply to the BC Archives staff survey with respect to the split of records management and archival functions that is about to be implemented, also for your invitation to submit further thoughts and comments.

You wrote: "in the past, the records management and archival functions have been successfully split to accommodate restructuring requirements".

That is debatable -- the functions have been integrated since 1989 and were brought together because of the problems of two separate, but overlapping programs that existed pre-1989.

The 1996-2000 reorganization did not entirely split the functions, rather distanced them under two separate directors. You will be hard pressed to find anyone who thought that that experiment was a success. There was great relief among staff and clients when the program was brought back together under a single director.

You wrote: "the Cabinet decision also states that corporate records management functions of government are to remain within government in the Ministry of Management Services."

Could that not be achieved by a Memorandum of Understanding between the new Crown Trust and the Ministry of Management Services that would result in the BC Archives continuing as a single solidly functioning program providing records and archival services to government and other clients from records creation through destruction or transfer to archival custody?

Such a joint partnership and management of the government's cultural, archival, and informational assets would be more **innovative** and would demonstrate **stronger leadership** to staff and the provincial and national archival communities than the pending split.

All of the FTE and financial splitting could be dealt with on paper and with dotted lines on the organizational charts. (So, such a change in direction at this point might have minimal impact on recent discussions re the split.)

The split has been tried before (pre-1989 and partially between 1996-2000). Everyone agrees that the split is a bad decision. Certainly, the staff are flexible enough that the records management and archival functions will survive, though not in a cost-effective manner.

And over six months to a year, the efficiencies of a single staff dealing with the full records life cycle will begin to be lost with staff changes and the issues that arise when different organizations working together. These inefficiencies will mean increased costs to the taxpayer and reduced service levels.

If the Cabinet decision did not explicitly state that the BC Archives should be split along RM and archival lines, then I would strongly urge senior management involved in this bad decision to seriously reconsider the negative impacts and the more cost-effective, efficient recommendation of an MOU.

The stated benefit of the split would be realized by a joint operating agreement; there is no need to dismantle a well functioning organization.

The down-side risks of the split to both Crown Trust and Ministry of Management Services proving a disaster are considerable in terms of the government's ability to manage its information and archival resources.

The BC Archives program is not over-staffed, nor overfunded. The efficiencies realized through our integrated approaches will NOT be sustained by making life more complicated and frustrating for staff and clients, as well as senior management.

Why not try an MOU for 18 months to see how it works? If the BC Archives program is not able to maintain its current level of functionality and efficiency as integration within the Royal British Columbia Museum takes place, then revisit the decision and split the records management and archival functions.

The staff of the BC Archives are commited to providing a high level of service to both government and public clients. Everyone will be better served by maintaining the BC Archives program together as a single organization unit, even with it reporting to two organizations, the Crown Trust and the ministry.

Indeed that would be more interesting and innovative challenge, because there's certainly nothing to be gained by the pending split.

Thanks for listening!

Walter Meyer zu Erpen, Manager
Corporate Access Initiatives
British Columbia Archives
Ministry of Management Services
PO Box 9403 STN PROV GOVT Victoria, BC V8W 9V1

Voice: (250) 387-4132/FAX: (250) 387-5841
Email: Walter.MeyerzuErpen@gems1.gov.bc.ca
WWW site: http://www.bcarchives.gov.bc.ca

-----Original Message-----
From: Read, Catharine MSER:EX
Sent: December 4, 2002 2:22 PM
To: MSER CIPD BC Archives
Cc: Fraser, Lois A MSER:EX; Rafferty, Pauline RBCM:EX
Subject: BC Archives - Opinion Poll

Thank you for sending us the BC Archives opinion poll results. As I have indicated in our previous meeting, I appreciate hearing from any of you regarding the upcoming changes to the BC Archives.

As you are aware a Cabinet decision was made on Friday November 22, 2002, to transfer the BC Archives to the new Cultural Precinct, within the new Crown Trust. The BC Archives (Belleville Street location), Helmcken House and The Netherlands Carillon were considered natural additions.

As a result of this change in the alignment of the BC Archives to the new Cultural Precinct, the Cabinet decision also states that corporate records management functions of government are to remain within government in the Ministry of Management Services. Our Ministry currently has significant corporate information management accountabilities. We also recognize the need to increase our attention and focus on improving government's information and records management to meet the electronic records challenges of the future and to reduce risk and potential liabilities. This will be a benefit to government.

In the past, the records management and archival functions have been successfully split to accommodate restructuring requirements and new directions within government. It is you, the employees, that have made it work. I am optimistic that those of you moving to the new Crown Trust and those staying with the Corporate Records Management functions will continue to work collaboratively to achieve your respective mandates.

We recognize that this type of change is always difficult. Please continue to feel free to contact myself or Lois Fraser if you wish to discuss or have further clarification.

Thank you.
Catharine Read
Deputy Minister

To: Catharine Read, Deputy Minister, Ministry of Management Services
Pauline Rafferty, Chief Executive Officer, Royal British Columbia Museum
Lois Fraser, Assistant Deputy Minister, Corporate and Information Programs Division, Ministry of Management Services

cc: BC Archives management and staff

Because no one seems to claim ownership of the idea, or the decision, to split government's records management and archival functions, a survey of staff and management of the BC Archives has been conducted to poll their opinion about the benefit and cost-effectiveness of the split.

A ballot was designed with two questions that are NOT about where the BC Archives program resides. The exact wording of the ballot is attached below.

The poll was conducted today, 3 December 2002, between 8:30 and 11:30 a.m., at both the Yates and Belleville sites. All 54 staff who were at work in the morning voluntarily completed and returned the ballot. Six staff did not receive their ballot before 12 noon due to P/T work schedules, training, STIIP, or vacation.

The results from the 54 ballots were tallied and reported by two staff members, and the ballots and staff listings have been destroyed. In undertaking to prepare the ballots, I volunteered to report the results to staff and management.

These are the results:

Do you see a benefit to splitting the government's records management and archival functions?

YES	zero
NOT SURE	11
NO	43

Do you think that splitting the records management and archival functions will be cost-effective?

YES	zero
NOT SURE	14
NO	40

Interpretation: None of the staff or management of BC Archives who participated in the survey can see any clear benefit to the split, nor do they believe that it will be cost-effective.

Questions:

- If no one sees any benefit and a majority of staff believe that the split will not be cost-effective, is it really too late to turn back from this decision?
- Can someone please explain to staff the benefit of this split for government and its archives?

In the recent Auditor General's report, it was noted that government staff do not feel that their opinions are valued. We have taken this initiative to make our opinion known.

Walter Meyer zu Erpen, Manager
Corporate Access Initiatives
British Columbia Archives
Ministry of Management Services

PO Box 9403 STN PROV GOVT Victoria, BC V8W 9V1

Voice: (250) 387-4132/FAX: (250) 387-5841
Email: Walter.MeyerzuErpen@gems1.gov.bc.ca
WWW site: http://www.bcarchives.gov.bc.ca

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Poll of BC Archives staff (2002-12-03)

To participate in this poll, please answer the two questions, then fold and return by Tuesday noon to a staff member collecting the forms. Results will be tallied and distributed to staff and management.

NOTE: These questions are NOT about where the BC Archives program resides.

Please circle one answer only for each question.

Do you see a benefit to splitting the government's records management and archival functions?

YES NOT SURE NO

Do you think that splitting the records management and archival functions will be cost-effective?

YES NOT SURE NO

Meyer zu Erpen, Walter RBCM:EX

From: Hart, Susan MSER:EX
Sent: December 5, 2002 11:14 AM
To: Meyer zu Erpen, Walter MSER:EX; Mohan, Jennifer MSER:EX
Subject: FW: BC Archives/Corporate Records Program TA issue

Hi there, FYI I raised this issue in the meeting and Jennifer Wood said she will bring it up.
Walter, your poll and memo have at least produced a useful quotation for my memo -- who knows what other positive fruit it may bear, despite not getting the ideal results!

Susan

-----Original Message-----
From: Hart, Susan MSER:EX
Sent: December 5, 2002 11:13 AM
To: Wood, Jennifer S MSER:EX
Cc: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: BC Archives/Corporate Records Program TA issue

Hello Jennifer,

To follow up on our discussion at the meeting this morning, I would like to request that you raise the issue of archival professionals maintaining the opportunity to work collaboratively and also to move back and forth between the two archival organizations of government in future. We need this flexibility as a way to maintain the close ties necessary to do our work well and for professional development purposes. While the directors of the two archival organizations are personally willing to encourage this flexibility, I would like the issue brought to the attention of their superiors so that they are aware of it. I would like to see them express support of this approach before the split occurs. As Gary and Marland can assure them, this will be to everybody's benefit and the enrichment of both organizations. It will be particularly valuable for the project-based work we increasingly do, to have all professional staff involved in a variety of projects over time.

FYI, I just re-read the latest memo from our Management Services DM Catherine Reed, and here is a relevant quotation:

> In the past, the records management and archival functions have been successfully split to accommodate restructuring requirements and new directions within government. It is you, the employees, that have made it work. I am optimistic that those of you moving to the new Crown Trust and those staying with the Corporate Records Management functions will continue to work collaboratively to achieve your respective mandates.

I look forward to hearing back from you on this issue.

Susan M. Hart, Archivist
Government Records Services
British Columbia Archives
Ministry of Management Services

phone: 250-387-4127 fax: 250-387-4122
email: Susan.Hart@gems9.gov.bc.ca
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Susan M. Hart, Archivist

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BC Archives Web Site: <http://www.bcarchives.gov.bc.ca/>

Meyer zu Erpen, Walter RBCM:EX

From: Meyer zu Erpen, Walter MSER:EX
Sent: December 5, 2002 8:25 AM
To: s.22
Subject: RE: suggestion to be specific about BC Archives in the MSER Employee Survey

Thanks s.22 for your kind words -- spunk -- I like that word!

Actually, the words were not mine -- they belong to staff and the editors here who reviewed my draft of the ballot and email summary.

Yes, let's hope that senior management does give some serious thought to this situation.

Cheers, Walter

-----Original Message-----
From: s.22
Sent: December 5, 2002 8:20 AM
To: Meyer zu Erpen, Walter MSER:EX
Subject: RE: suggestion to be specific about BC Archives in the MSER Employee Survey

Walter-
This is helpful information. Unfortunately, many of us completed the survey yesterday. Although my answers might not have changed much, I would have been sure to be specific in the comments section.

I also wanted to just send you a quick note to commend you for circulating the poll/survey and reporting the results to our Deputy Minister. Thank you. You put into words a lot of the things people are feeling. I want to thank you for displaying leadership and "spunk" (for lack of a better word). I hope that although the message did not appear to sway decisions (from the DM's response yesterday), that some serious thought will now be made as the new legislation is drafted and decisions are put into place.

Again, Walter, thank you.

s.22

-----Original Message-----
From: Meyer zu Erpen, Walter MSER:EX
Sent: December 4, 2002 4:54 PM
To: MSER CIPD BC Archives
Subject: suggestion to be specific about BC Archives in the MSER Employee Survey

To fellow staff and management within BC Archives

I called BC STATS and spoke with Julie Berger who confirmed that BC Archives or other organizational names will NOT be removed in the anonymization and reporting process. Comments that might identify a specific individual will be altered.

So, to draw attention to recent developments and decision-making here, I would suggest that you be specific and where relevant name BC Archives in your comments. The survey is being conducted across the whole Ministry of Management Services (1200 staff). Unless we are specific, our comments will be lost in the summation process and no one will know that the BC Archives once existed within the ministry.

Julie did indicate that multiple comments containing exact wording (it has happened in past surveys) will be reduced to a single comment, and those containing similar thoughts may be summarized in the report to Catharine Read.

I would think that the Auditor General might look to such employee surveys as part of their review in relation to the Auditor General's report about staff morale and satisfaction levels.

Walter Meyer zu Erpen

-----Original Message-----
From: Catharine Read [mailto:BCStats.SurveyMail@gems2.gov.bc.ca]
Sent: December 3, 2002 4:40 PM
To: Meyer zu Erpen, Walter MSER:EX
Subject: MSER Employee Survey

Dear Walter:

I am pleased to announce the release of the Ministry's People Strategy Survey.

I ask that each of you take the necessary amount of work time to respond to the questions. The survey will also provide several opportunities for you to include your specific comments and suggestions. Your honesty and frankness will be greatly appreciated.

Responses to this survey will be kept confidential by BC STATS. Under section 9 of the Statistics Act, BC STATS cannot disclose information that could be used to identify an individual return to any person, organization or government agency. Section 9 of the Statistics Act applies despite the provisions of the Freedom of Information and Protection of Privacy Act.

The Ministry executive is committed to making this a positive opportunity to improve our workplace and I look forward to your participation and feedback.

Please respond by **December 20th, Friday, 4:30 pm.** If you have any questions or concerns about this survey and the use of this information, please contact the survey administrator at BCStats.SurveyMail@gems2.gov.bc.ca or call (250) 952-6821.

To go to the survey click here.

Thank you,

Catharine Read
Deputy Minister
Management Services

Meyer zu Erpen, Walter RBCM:EX

From: Read, Catharine MSER:EX
Sent: December 4, 2002 2:22 PM
To: MSER CIPD BC Archives
Cc: Fraser, Lois A MSER:EX; Rafferty, Pauline RBCM:EX
Subject: BC Archives - Opinion Poll

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We recognize that this type of change is always difficult. Please continue to feel free to contact myself or Lois Fraser if you wish to discuss or have further clarification.

Thank you.

Catharine Read
Deputy Minister

To: Catharine Read, Deputy Minister, Ministry of Management Services
Pauline Rafferty, Chief Executive Officer, Royal British Columbia Museum
Lois Fraser, Assistant Deputy Minister, Corporate and Information Programs Division, Ministry of Management Services

cc: BC Archives management and staff

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A ballot was designed with two questions that are NOT about where the BC Archives program resides. The exact wording of the ballot is attached below.

The poll was conducted today, 3 December 2002, between 8:30 and 11:30 a.m., at both the Yates and Belleville sites. All 54 staff who were at work in the morning voluntarily completed and returned the ballot. Six staff did not receive their ballot before 12 noon due to P/T work schedules, training, STIIP, or vacation.

The results from the 54 ballots were tallied and reported by two staff members, and the ballots and staff listings have been destroyed. In undertaking to prepare the ballots, I volunteered to report the results to staff and management.

These are the results:

Do you see a benefit to splitting the government's records management and archival functions?

YES	zero
NOT SURE	11
NO	43

Do you think that splitting the records management and archival functions will be cost-effective?

YES	zero
NOT SURE	14
NO	40

Interpretation: None of the staff or management of BC Archives who participated in the survey can see any clear benefit to the split, nor do they believe that it will be cost-effective.

Questions:

- If no one sees any benefit and a majority of staff believe that the split will not be cost-effective, is it really too late to turn back from this decision?
- Can someone please explain to staff the benefit of this split for government and its archives?

In the recent Auditor General's report, it was noted that government staff do not feel that their opinions are valued. We have taken this initiative to make our opinion known.

Walter Meyer zu Erpen, Manager
Corporate Access Initiatives
British Columbia Archives
Ministry of Management Services
PO Box 9403 STN PROV GOVT Victoria, BC V8W 9V1

Voice: (250) 387-4132/FAX: (250) 387-5841
Email: Walter.MeyerzuErpen@gems1.gov.bc.ca
WWW site: http://www.bcarchives.gov.bc.ca

****

Poll of BC Archives staff (2002-12-03)

To participate in this poll, please answer the two questions, then fold and return by Tuesday noon to a staff member collecting the forms. Results will be tallied and distributed to staff and management.

NOTE: These questions are NOT about where the BC Archives program resides.

Please circle one answer only for each question.

Do you see a benefit to splitting the government's records management and archival functions?

YES NOT SURE NO

Do you think that splitting the records management and archival functions will be cost-effective?

YES NOT SURE NO

Meyer zu Erpen, Walter RBCM:EX

From: Meyer zu Erpen, Walter MSER:EX
Sent: December 3, 2002 4:13 PM
To: Read, Catharine MSER:EX; Fraser, Lois A MSER:EX; Rafferty, Pauline RBCM:EX
Cc: MSER CIPD BC Archives
Subject: poll results: BC Archives staff do not see a benefit to splitting records management and archival functions

To: Catharine Read, Deputy Minister, Ministry of Management Services
Pauline Rafferty, Chief Executive Officer, Royal British Columbia Museum
Lois Fraser, Assistant Deputy Minister, Corporate and Information Programs Division, Ministry of Management Services

cc: BC Archives management and staff

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Poll of BC Archives staff (2002-12-03)

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NOTE: These questions are NOT about where the BC Archives program resides.

Please circle one answer only for each question.

Do you see a benefit to splitting the government's records management and archival functions?

YES NOT SURE NO

Do you think that splitting the records management and archival functions will be cost-effective?

YES NOT SURE NO

Page 306 to/à Page 307

Withheld pursuant to/removed as

s.22

Meyer zu Erpen, Walter RBCM:EX

From: Fraser, Lois A MSER:EX
Sent: November 25, 2002 8:57 AM
To: MSER All CIPD
Cc: Read, Catharine MSER:EX; Chandler, Penelope E MSER:EX; Bell, Bill MSER:EX; Dowie, Vaughan MSER:EX; Mathieson, Sunny D MSER:EX; Barnard, Byron MSER:EX; Carver, Cynthia MSER:EX; Moccia, Margaret MSER:EX
Subject: BC Archives

On Friday November 22, 2002 a decision was made at Open Cabinet to create a new Cultural Precinct that would include the Royal BC Museum, the Netherlands Carillon, Helmcken House and the BC Archives. The new precinct will operate as a Crown trust led by Pauline Rafferty as the CEO of the new organization.

The Records Management branches at the Yates street location will remain within the Ministry of Management Services. This is important to maintain information/records management and legislative accountability within government. There are many details yet to be worked out in order to ensure a smooth transition. We have committed to all BC Archives employees that they will be informed as to where their functions will reside within the next 2 weeks.

I'd like to thank the BC Archives employees for their tremendous contribution and commitment to ensuring the historical records of the BC Government are maintained and preserved for all British Columbians. I am confident that this important relationship will continue as it has in the past and that BC Archives' alignment with the Cultural Precinct will mark the beginning of new and exciting opportunities.

Please feel free to contact me if you have any questions or require additional information.

Lois

Lois Fraser
Assistant Deputy Minister
Corporate & Information Programs Division
Ministry of Management Services
Ph: 250 387-4823 Fax: 250 356-9287
mailto:lois.fraser@gems5.gov.bc.ca

other recent developments on the Canadian archives scene, we seem to be on our way to the! Holo-Deck.

s.22

Do you Yahoo!?
Yahoo! Mail Plus - Powerful. Affordable. Sign up now

Fraser, Lois A MSER:EX

From: Mann, Brian MSER:EX
Sent: Monday, December 16, 2002 8:31 AM
To: Fraser, Lois A MSER:EX
Cc: Barthropp, Marcus A MSER:EX; Adlhoch, Grietje MSER:EX; Minnings, Anne C MSER:EX; Price, Grant MSER:EX
Subject: FW: BC Archives - Allocation of Budget

Lois, I called Friday to discuss Archives transfer. We'll need to process a Inter Ministry Program Transfer Form before January 6, 2003 to get this into 2003/04 Estimates

If you need any assistance in the negotiations for the Archives' budget split please let me know. Once you reach agreement with Museum, then Budgets completes the necessary form(two digit STOB level, capital, operating and FTE allocations for current and next three fiscal years). The Form is then signed by a sending and receiving Deputy Minister. If agreement can't be reached on transfer amounts Deputy Secretary to TB "typically" arbitrates.

An ancillary issue to program transfers is the associated support costs within the program's division and the program's ministry. Typically, on transfers of small program areas like this one, no central ministry support costs get transferred but the receiving entity always presses for something and sender says, too small for it move to make any difference.

With SSA and HRA implementation this "practice" changes because of the per FTE or workstation method of recovery so charges to ministry will fall. In the attached we've advised the Museum that we recover our HR costs from CIPD so you'll likely hear from them on this. I wasn't sure if your approach was to have the HR costs paid directly by each branch.

Please call if you'd like to discuss further.

Brian Mann
Director, Financial Services and Administration Branch
525 Superior St., Victoria
Tel 250-387-8139 Fax 250-356-7326
FSA Web site: http://www.min.fin.gov.bc.ca
Providing Support Services to:
- Ministry of Management Services
- Ministry of Finance
- Office of the Premier
- Public Service Employee Relations Commission

and Other entities

-----Original Message-----
From: Mann, Brian MSER:EX
Sent: December 13, 2002 4:46 PM
To: Stewart, Doug RBCM:EX; Mitchell, Gary A. MSER:EX
Cc: Bell, Bill MSER:EX; MSER FSA MGRS; Choo, Beau MSER:EX; Price, Grant MSER:EX; Bridges, Richele MSER:EX; Fraser, Lois A MSER:EX
Subject: RE: BC Archives - Allocation of Budget

Doug, I just called to discuss this e-mail before sending, sorry I missed you.

Here's the results of our analysis of the impact to CAMSS of 31.5 FTEs from the current BC Archives Branch moving to RBCM.

Other than the budget for payments to shared services for payroll and the Corporate Accounting System we will not realize any savings from the loss of Archives to our client group. Accordingly, we are able to offer a budget transfer of $10,953.

The fractional salary costs savings can't be realized as collectively the impact isn't large enough for us to reduce staffing. Typically, when a program transfers between two ministries, if impact to corporate services area is less that 1 FTE, no funding for support costs is transferred. In this case we're looking at 0.05 of an FTE.

If you're seeking funding for HR related costs, our HR branch recovers its costs from CIPD, so we're not in a position to offer any funding for charges from the soon to be created HR Agency.



BC Archives
Transfer (Dec 11, ...

Please call Marcus Barthropp or I if you have any further questions.

Brian Mann
Director, Financial Services and Administration Branch
525 Superior St., Victoria
Tel 250-387-8139 Fax 250-356-7326
FSA Web site: http://www.min.fin.gov.bc.ca
Providing Support Services to:
- Ministry of Management Services
- Ministry of Finance
- Office of the Premier
- Public Service Employee Relations Commission

and Other entities

-----Original Message-----
From: Barthropp, Marcus A MSER:EX
Sent: December 13, 2002 1:53 PM
To: MSER FSA MGRS; Choo, Beau MSER:EX; Price, Grant MSER:EX; Bridges, Richele MSER:EX
Cc: Bell, Bill MSER:EX
Subject: BC Archives - Allocation of Budget
Importance: High

Attached is a worksheet showing notional allocation of CAMSS budget to BC Archives.

<< File: BC Archives Transfer (Dec 11, 2002).xls >>

Marcus Barthropp
Manager, Performance Planning and Financial Systems
Ministry of Management Services (and other supported entities)
525 Superior St., Victoria
Tel 250-387-8141 Fax 250-356-7326

Payroll

Total Funding Available	484700

	FTEs	Ratio	Total $	Allocation
MFIN	598	0.195	484,700	94,383
MSER - SSA (Includes PSERC)	1040	0.339	484,700	164,145
MSER - Other	287	0.093	484,700	45,298
Revenue	830	0.270	484,700	131,000
Premiers	316	0.103	484,700	49,875
Total	**3071**			**484,700**

BC Archives	31.5	0.010	484,700	**4,972**

	FTE Budget	**FTE Burn April-Oct.**	**FTE Forecast (to March 31/03)**	
MPR	908.00	763.12	830.00	Rev
MFIN	559.00	498.10	494.00	Fin
MSER - Other	293.00	271.86	287.00	MSER - Other
MSER - SSA	837.00	865.21	843.00	MSER - SSA
MSER - PSERC	197.00	212.17	197.00	MSER - SSA
Office of the Premier	367.00	327.85	316.00	Premiers
Other Appropriations (PSEC, IRMA, UPC	45.00	41.57	50.00	Fin
Supported Entities (OCYFA, OPCC, BCU	62.00	40.71	54.00	Fin
Total	#####	#####	#####	

Notes:
Shared Services allocated 9 FTEs; burning approx. 7.23.
Payroll is still under the Acct. & Payroll Services paylist (payroll doesn't have its own paylist).
APS allocated 26 FTE; burning approx. 28.2.

BC Archives (59 FTEs)

Grove, Marland MSER:EX

From: Fraser, Lois A MSER:EX
Sent: December 13, 2002 9:09 AM
To: Grove, Marland MSER:EX
Subject: RE: Budget split

Hi Marland, I would expect that the CPIA budget would be coming out of the Records Centre budget due to the close proximity and was likely where the funding would have been previously (from the last time they were together). We should probably continue to consider it that way. Also, as we discussed, the reduction of staff at the BC Archives, Belleville St. location would free up the space for the staff to move over from Yates, alleviating the budget pressure. I'd like to discuss with you MOnday, Grietje will set up the meeting, as I understand that CR is meeting Pauline later on the topic.

Thanks Marland.

From: Grove, Marland MSER:EX
Sent: Friday, December 13, 2002 8:53 AM
To: Fraser, Lois A MSER:EX
Subject: FW: Budget split

As mentioned previously the only outstanding issue is occupancy. This could end up putting pressure on CPIA's budget as well. The approximate cost of CPIA's space is $80,000 which is funded from the current BC Archives budget.

Marland

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: December 12, 2002 2:31 PM
To: Mitchell, Gary A. MSER:EX
Subject: Budget split

Attached is the draft budget split that we worked on. The only outstanding issue are the occupancy charges. Using the figures Carlo provided for the labs (399 sq. metres) and space for Walter and Margaret (16 sq. metres) the annual cost is $83,000. If Archive's staff were to move and the occupancy charges transferred the viability of this building would be in jeopardy. This would likely result in the Government Records program moving to smaller space and the requirement to contract out the microfilm storage vault. As the majority of the microfilm currently being stored belongs to the BC Archives we would have to charge back for these costs. The estimate is $20,000 to $30,000 annually.

Marland

<<File: BC Archives and RMB budget 2003ver2.xls>>

BUDGET 03/04

STOB	PROGRAM	03/04 Base	BC Archives	Corporate Records
STOB 50	Base Salaries and Overtime	**$2,217,250**	1,402,662	814,588
STOB 51	Supplementary Salary Costs	**$9,000**	8,229	771
STOB 52	Employee Benefits	**$500,836**	316,725	184,111
STOB 57	Public Servant Travel	**$6,000**	3,780	2,220
STOB 60	Professional Services	**$2,554,000**	10,324	2,308,142
STOB 63	Information Systems - Operating	**$259,600**	89,742	169,858
STOB 65	Office and Business Expenses	**$213,314**	338,422	110,426
STOB 69	Utilities & Supplies	**$100,000**	63,000	37,000
STOB 73	Amortization Expense	**$100,000**	63,000	37,000
STOB 75	Building Occupancy Charges	**$888,000**	623,964	264,036
STOB 78	Contributions			
STOB 88	Recoveries Within Government	**(1,680,000)**	(30,000)	(1,650,000)
STOB 89	Recoveries (external)	**(540,000)**	-	(540,000)
	TOTAL	**$4,628,000**	2,889,848	1,738,152
			31.5 FTEs	18.5 FTEs

Note: $235,534 transferred from CRM Stob 60 to BC Archives Stob 65 for storage of archival records in off-site storage.

Items Required for Budgeting Purposes

(1) List of FTE's and their current Classifications and Employment Status (i.e. full-time; ½ time), to be transferred to the new Crown Trust;

(2) Copy of Fiscal 2003/04 Budget by STOB, which will be transferred to the new Crown Trust along with FY 2002/03 comparatives;

(3) List of Fixed and non-Fixed Assets which will be transferred to the new Crown Trust;

(4) Copy of Building Occupancy Budgets/Costs for FY 02/03 and FY 03/04 for ***Archives (total budget) & Yates St. Property (portion pertaining to transferring staff only).***

(5) Costs and FTE's associated with Management Services providing the following Support Services to Archives:

- Payroll/Human Resources Services;
- Financial Services;
- Information Systems Support;
- Telecom/Fax & Telephone;
- Facilities;
- Office & Business Expenses;
- Any other Support Costs being provided.

BC ARCHIVES BUDGET 03/04 Option 3

STOB	PROGRAM	02/03 Base	STOB Realignment	Restated Base	Proposed Cuts	03/04 Base
STOB 50	Base Salaries and Overtime	**$2,657,000**		$2,657,000	439750	$2,217,250
STOB 51	Supplementary Salary Costs	**$9,000**		$9,000		$9,000
STOB 52	Employee Benefits	**$600,000**		$600,000	99164	$500,836
STOB 57	Public Servant Travel	**$6,000**		$6,000		$6,000
STOB 60	Professional Services	**$2,154,000**	$400,000	$2,554,000		$2,554,000
STOB 63	Information Systems - Operating	**$283,000**		$283,000	23400	$259,600
STOB 65	Office and Business Expenses	**$231,000**		$231,000	17686	$213,314
STOB 69	Utilities & Supplies	**$100,000**		$100,000		$100,000
STOB 73	Amortization Expense	**$100,000**		$100,000		$100,000
STOB 75	Building Occupancy Charges	**$888,000**		$888,000		$888,000
STOB 88	Recoveries Within Government	**(1,300,000)**		-$1,300,000	380,000	-$1,680,000
STOB 89	Recoveries (external)	**(100,000)**	(400,000)	-$500,000	40,000	-$540,000
	BC ARCHIVES:	**$5,628,000**		**$5,628,000**	**$1,000,000**	**$4,628,000**

Note:
STOB realignment done to show increased records storage costs due to contract and volume increases, and estimated increased recoveries based on fiscal 02/03.

Estmated increase in recoveries for fiscal 03/04 = $100,000

Partial chargeback to ministries for boxes in the processing backlog - $1 per box per year = $320,000

Eliminated:
Microfilm processing lab - processing services would be contracted (1 FTE)
Sound and Moving Image Technician (1 FTE)
Manager, Corporate Access Initiates - half time Court Services/part time BC Archives
No replacements for 4 retiring staff (4 FTEs)
HR clerk (1 FTE)
Two additional staff taking ERIP/Vol Sev. (2 FTEs)

Impacts:
The elimination of the processing lab and the reduction of the SMI tech will impair the preservation program, resulting in more archival records being at risk.

The retirement of three operational staff will lessen the branch's ability to reduce the government records backlog resulting in increased government costs and liabilities.

The retirement of three administrative staff and the elimination of HR clerk will force the redeployment of operational staff to maintain basic administrative functions, e.g., photocopying of archival records will take longer.

74847
62192
12655

BC Archives 67,682 $235,534

Contract costs. ~~.28~~. 29

Voyageur $10,324

$245,958

WMZE 100
MH 70

MICRO LAB 619 sq ft

MICRO STUDIO 451

PHOTO IMAGING 1078

TOTAL 2148

DOES NOT INCLUDE STORAGE AREA (4 MH)
OR VAULT.

4466 415
~~4296~~ sq ft. = ~~399~~ sq m.

Carlo
Kim
Bruno

$199.5/sq m

WMZE
~~MH~~ MH.

1,323.61 Yaden.

$83,000

		31.5	49.56 / 50	18.5
		31.3		18.26
STOB 50	2,217,250	1402,662 −70800	(143,381)	814,588 −41586.91
		1,473,462	(2,381,619)	856,169
51	9,000	8229 −16556	(26,296)	771 −9729.52
		24.795	(35,296)	10,501
52	500,000	316498	(183956)	183802
		30,697	(482,953)	177,047
57	6,000	3780		2220
60	2,554,000	10,324		2308142
63	259,600	89742 −50634.99	(80,373)	169858 −29738
		140,376.84	(339,973)	199,595.80
65	213,314	338,422 * (102,888)		110426
69	100,000	63,000		37,006
73	100,000	63,000		37,006
75	888,000			
88	−1,680,000	−30,000		−1650,000
89	−540,000	ϕ		−540,000
	4,628,000	2,265,357		

* includes ~~increase~~ transfer of 235,534 from STOB 60 for storage of 67,

Grove, Marland MSER:EX

From: Grove, Marland MSER:EX
Sent: December 13, 2002 8:54 AM
To: Fraser, Lois A MSER:EX
Subject: FW: Budget split

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Marland



BC Archives and
RMB budget 200...

Grove, Marland MSER:EX

From: Olander, Nina MSER:EX
Sent: December 10, 2002 11:18 AM
To: Grove, Marland MSER:EX
Subject: revenue

Hi Marland,

As requested, here's the information you require. Let me know if you need anything further.

Revenue processed through register (STOB 4573, 4020 (PST), 3294 (GST)):

1st quarter (Apr-Jun) = $16,896.98 + $963.35 (PST) + $1,056.23 (GST) = $18,916.56
2nd quarter (Jul-Sep) = $19,689.00 + $1,295.09 (PST) + $1,307.70 (GST) = $22,291.79
3rd quarter (Oct-to date) = $7,878.69 + $433.46 (PST) + $480.05 (GST) = $8792.20

TOTAL TO DATE = 44,646.67 + $2691.90 (PST) + $2843.98 (GST) = $50,000.55

Revenue through journal vouchering for reprographics (STOB 8809):

May = $1,049.83
July = $3,894.60
September = $3,741.80
October = $3,331.80
November = $7,360.26

TOTAL TO DATE = $19,378.29

Revenue through Genealogical Resource guide sales (STOB 4573):

April = $24.28
May = $20.00
June = $36.42
July = $36.42
September = $76.42
October = $32.05

TOTAL TO DATE = $225.59

Nina Olander
Executive Support
British Columbia Archives
Tel: 250-**356-0565**
Fax: 250-387-5841
nina.olander@gems6.gov.bc.ca
www.bcarchives.gov.bc.ca

	A	B	C	D	E	F		H
1	**BC ARCHIVES**							
3		**FTE's**	**GRID**	**salary**	**Class.**	**Salaries**	**Supplement**	**Benefits**
4					**STOB**	**STOB 50**	**STOB 51**	**STOB 52**
5	**Preservation Services**							
6	davison	1.00	23	54,804	AR4	54,804		11,333
7	walsh	1.00	18	47,018	HRO3	47,018		9,723
8	linstead	0.00	14	41,738	HRO2	0		0
9	swallow	1.00	14	41,738	HRO2	41,738		8,631
10	plouffe	1.00	14	41,738	HRO2	41,738		8,631
11	bourassa	1.00	14	41,738	HRO2	41,738		8,631
12	nixon	1.00	11	38,218	Clk4	38,218		7,903
13		**6.00**				**265,254**	**0**	**54,852**
14		**Imaging Services**						
15	mocellin	1.00	21	51,535	STO4	51,535		10,657
16	martin	1.00	18	47,018	PAT4	47,018		9,723
17	lindner	1.00	9	36,057	Clk3	36,057		7,456
18		**3**				**134,610**	**0**	**27,836**
19	**Access Services**							
20	bridge	1.00	27	62,022	AO6	62,022		12,825
21	del rosario	1.00	21	51,535	LIB2	51,535	6,736	10,657
22	mattison	1.00	21	51,535	AR2	51,535		10,657
23	ten cate	1.00	21	51,535	AR2	51,535		10,657
24	verspoor	1.00	21	51,535	AR2	51,535	6,736	10,657
25	hughes	0.90	21	51,535	AR2	46,382		9,591
26	gripich	0.92	11	38,218	Clk4	35,160	2,300	7,271
27	pattison	1.00	11	38,218	Clk4	38,218		7,903
28	nolin	0.81	11	38,218	Clk4	30,957		6,401
29	mcbride	1.00	11	38,218	Clk4	38,218		7,903
30	spires	1.00	11	38,218	Clk4	38,218		7,903
31	steffen	1.00	11	38,218	Clk4	38,218		7,903
32	herchek	0.90	7	34,033	OA2	30,630		6,334
33		**12.53**				**564,163**	**15,772**	**116,663**
34	**Information and Privacy**							
35	culham	1.00		67,392	ML4	67,392		13,936
36	gilbert (aux)	0.00	21	51,535	AR2	0		0
37		**1.00**				**67,392**	**0**	**13,936**
38	**Management Services**							
39	mitchell	1.00		83,821	ML7	83,821		17,333
40	wmze	0.19	27	62,022	AO6	11,784	2,927	2,437
41	perrin	0.00	9	36,057	OA2	0		0
42	cooper	0.88	7	34,033	OA2	29,949	2,017	6,193
43	reda (aux)	1.00	7	34,033	OA2	34,033		7,038
44	carter	1.00	21	51,535	AR2	51,535		10,657
45	hutchison	1.00	21	51,535	AR2	51,535		10,657
46		**5.07**				**262,658**	**4,944**	**54,315**
47								
48	**Emerging and Applied Information Technologies Group**							
49	bady	1.00	27	62,022	IS11	62,022	4,079	12,825
50	dixon	1.00	14	41,738	IS6	41,738		8,631
51	duffy	0.80	21	51,535	AR2	41,228		8,526
52	fergusson	0.90	11	38,218	Clk4	34,396		7,113
53		**3.70**				**179,385**	**4,079**	**37,095**
54								
55	**TOTAL**	**31.30**				**1,473,462.08**	**24,795.40**	**304,697.22**

	A	B	C	D	E	F	G	H	I
1	**Corporate Records Management**								
3		**FTE's**	**GRID**	**salary**	**Class.**	**Salaries**		**Benefits**	
4					**STOB**	**STOB 50**	**STOB 51**	**STOB 52**	
5									
6									
7	**Management Services**								
8	Grove	1.00		67,392	ML4	67,392		13,936	
9	Benjamin	1.00	9	36,057	Clk3	36,057		7,456	
10	Olander	1.00	9	36,057	Clk3	36,057	962	7,456	
11		**3.00**				**139,506**	**962**	**28,848**	
12									
13	**Records Centre Services**								
14	Bilen	1.00	14	41,738	AO1	41,738		8,631	
15	Downey	1.00	9	36,057	Clk3	36,057		7,456	
16	Louie	0.80	9	36,057	Clk3	28,846		5,965	
17	Wright	1.00	9	36,057	Clk3	36,057	962	7,456	
18		**3.80**				**142,699**	**962**	**29,509**	
19									
20	**Portfolios**								
21	Hart	1.00	21	51,535	AR2	51,535		10,657	
22	Stewart	1.00	21	51,535	AR2	51,535		10,657	
23	Mohan	1.00	21	51,535	AR2	51,535		10,657	
24	Mitchell	1.00	21	51,535	AO4	51,535		10,657	
25	Mossop	1.00	21	51,535	AR2	51,535		10,657	
26	Henderson	1.00	21	51,535	AR2	51,535		10,657	
27	Southey	1.00	18	47,018	AO3	47,018		9,723	
28		**7.00**				**356,229**	**0**	**73,665**	
29									
30	**Microfilm Processing**								
31	Anderson	1.00	13	40,526	PAT3	40,526		8,380	
32		**1.00**				**40,526**	**0**	**8,380**	
33									
34	**Records Systems**								
35	Isaac	1.00	27	62,022	AO6	62,022		12,825	
36	Tibbitt	1.00	21	51,535	AO4	51,535		10,657	
37	Barker	1.00	21	51,535	AO4	51,535		10,657	
38	Pelton	1.00	21	51,535	AO4	51,535		10,657	
39	Pungente	1.00	18	47,018	AO3	47,018	1,546	9,723	
40	Sexton	0.76	9	36,057	IS3	27,403		5,667	
41	Demontmorency	0.70	9	36,057	IS3	25,240		5,219	
42	Fong	1.00	9	36,057	IS3	36,057	7,031	7,456	
43		**7.46**				**352,346**	**8,577**	**72,862**	
44									
45	**TOTAL**	**22.26**				**1,031,305**	**10,501**	**213,264**	-
46									
47						**15,470**		**4,692**	
48									
49									

	A	B	C	D	E	F	G	H	I
1	**Corporate Records Management**								
3		**FTE's**	**GRID**	**salary**	**Class.**	**Salaries**		**Benefits**	
4					**STOB**	**STOB 50**	**STOB 51**	**STOB 52**	
5									
6									
7	**Management Services**								
8	Grove	1.00		67,392	ML4	67,392		13,936	
9	Benjamin	0.00	9	36,057	Clk3	0		0	
10	Olander	1.00	9	36,057	Clk3	36,057	962	7,456	
11		**2.00**				**103,449**	**962**	**21,392**	
12									
13	**Records Centre Services**								
14	Bilen	1.00	14	41,738	AO1	41,738		8,631	
15	Downey	1.00	9	36,057	Clk3	36,057		7,456	
16	Louie	0.80	9	36,057	Clk3	28,846		5,965	
17	Wright	1.00	9	36,057	Clk3	36,057	962	7,456	
18		**3.80**				**142,699**	**962**	**29,509**	
19									
20	**Portfolios**								
21	Hart	1.00	21	51,535	AR2	51,535		10,657	
22	Stewart	1.00	21	51,535	AR2	51,535		10,657	
23	Mohan	1.00	21	51,535	AR2	51,535		10,657	
24	Mitchell	1.00	21	51,535	AO4	51,535		10,657	
25	Mossop	1.00	21	51,535	AR2	51,535		10,657	
26	Henderson	0.00	21	51,535	AR2	0		0	
27	Southey	0.00	18	47,018	AO3	0		0	
28		**5.00**				**257,676**	**0**	**53,285**	
29									
30	**Microfilm Processing**								
31	Anderson	0.00	13	40,526	PAT3	0		0	
32		**0.00**				**0**	**0**	**0**	
33									
34	**Records Systems**								
35	Isaac	1.00	27	62,022	AO6	62,022		12,825	
36	Tibbitt	1.00	21	51,535	AO4	51,535		10,657	
37	Barker	1.00	21	51,535	AO4	51,535		10,657	
38	Pelton	1.00	21	51,535	AO4	51,535		10,657	
39	Pungente	1.00	18	47,018	AO3	47,018	1,546	9,723	
40	Sexton	0.76	9	36,057	IS3	27,403		5,667	
41	Demontmorency	0.70	9	36,057	IS3	25,240		5,219	
42	Fong	1.00	9	36,057	IS3	36,057	7,031	7,456	
43		**7.46**				**352,346**	**8,577**	**72,862**	
44									
45	**TOTAL**	**18.26**				**856,169**	**10,501**	**177,047**	
46									
47						**12,843**		**3,895**	
48									
49									

Space

30 x 30 - file storage room
- including boxes

Must be ground level. - easy access for box delivery.

19 staff.

lunch
meeting room
processing area - for boxes etc.
storage - supplies

Rick L 7-8142

$225 - 325 going rate for new space
+ cost of move
+ " of TI's

BUDGET 03/04

STOB	PROGRAM	03/04 Base	BC Archives	Corporate Records	BC Archives	Corporate Records
STOB 50	Base Salaries and Overtime	**$2,217,250**	1,402,662	814,588	1,403	814
STOB 51	Supplementary Salary Costs	**$9,000**	8,229	771	8	1
STOB 52	Employee Benefits	**$500,836**	316,725	184,111	317	184
STOB 57	Public Servant Travel	**$6,000**	3,780	2,220	4	2
STOB 60	Professional Services	**$2,554,000**	10,324	2,308,142	10	2,309
STOB 63	Information Systems - Operating	**$259,600**	89,742	169,858	90	170
STOB 65	Office and Business Expenses	**$213,314**	338,422	110,426	337	111
STOB 69	Utilities & Supplies	**$100,000**	63,000	37,000	63	37
STOB 73	Amortization Expense	**$100,000**	63,000	37,000	63	37
STOB 75	Building Occupancy Charges	**$888,000**	623,964	264,036	624	264
STOB 78	Contributions					
STOB 88	Recoveries Within Government	**(1,680,000)**	(30,000)	(1,650,000)	(30)	(1,650)
STOB 89	Recoveries (external)	**(540,000)**	-	(540,000)	-	(540)
	TOTAL	**$4,628,000**	2,889,848	1,738,152	2,889	1,739
			31.5 FTEs	18.5 FTEs		

Note: $235,534 transferred from CRM Stob 60 to BC Archives Stob 65 for storage of archival records in off-site storage.

BUDGET 03/04

STOB	PROGRAM	03/04 Base	BC Archives	Corporate Records
STOB 50	Base Salaries and Overtime	**$2,217,250**	1,402,662	814,588
STOB 51	Supplementary Salary Costs	**$9,000**	8,229	771
STOB 52	Employee Benefits	**$500,836**	316,725	184,111
STOB 57	Public Servant Travel	**$6,000**	3,780	2,220
STOB 60	Professional Services	**$2,554,000**	10,324	2,308,142
STOB 63	Information Systems - Operating	**$259,600**	89,742	169,858
STOB 65	Office and Business Expenses	**$213,314**	338,422	110,426
STOB 69	Utilities & Supplies	**$100,000**	63,000	37,000
STOB 73	Amortization Expense	**$100,000**	63,000	37,000
STOB 75	Building Occupancy Charges	**$888,000**	623,964	264,036
STOB 78	Contributions			
STOB 88	Recoveries Within Government	**(1,680,000)**	(30,000)	(1,650,000)
STOB 89	Recoveries (external)	**(540,000)**	-	(540,000)
	TOTAL	**$4,628,000**	2,889,848	1,738,152
			31.5 FTEs	18.5 FTEs

Note: $235,534 transferred from CRM Stob 60 to BC Archives Stob 65 for storage of archival records in off-site storage.

Province of British Columbia

MINISTRY OF FINANCE
TREASURY BOARD STAFF

INTER-MINISTRY PROGRAM/FTE TRANSFERS

TRANSFER NUMBER ASSIGNED BY T.B.S.

This form documents agreements between ministries for program and/or FTE transfers.
See reverse for guidelines on completing this form.
ENSURE ALL AMOUNTS ARE IN THOUSANDS ('000) AND FTES ARE WHOLE NUMBERS.

1. TRANSFER FROM MINISTRY OF	2. TRANSFER TO MINISTRY OF
Management Services	**Royal British Columbia Museum Crown Trust**
3. TRANSFER DETAILS (VOTE NUMBER AND NAME)	4. SUB-VOTE / PROGRAM NAME
5. REASON FOR TRANSFER	6. EFFECTIVE DATE OF TRANSFER
Cabinet decsion to transfer the BC Archives to the RBCM.	**April 1, 2003**

7. OPERATING FUNDING

CURRENT YEAR BUDGET (2002/03)			FOLLOWING YEARS BUDGET (2003/04)			(2004/05)			(2005/06)		
FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT	FTEs	STOB	AMOUNT
32	50	1,402,662	32	50	1,402,662	32	50	1,402,662	32	50	1,402,662
	51	8,229		51	8,229		51	8,229		51	8,229
	52	316,725		52	316,725		52	316,725		52	316,725
	54			54			54			54	
	55			55			55			55	
	57	3,780		57	3,780		57	3,780		57	3,780
	60	10,324		60	10,324		60	10,324		60	10,324
	61			61			61			61	
	63	89,742		63	89,742		63	89,742		63	89,742
	65	338,422		65	338,422		65	338,422		65	338,422
	67			67			67			67	
	68			68			68			68	
	69	63,000		69	63,000		69	63,000		69	63,000
	70			70			70			70	
	71			71			71			71	
	72			72			72			72	
	73	63,000		73	63,000		73	63,000		73	63,000
	74			74			74			74	
	75	623,964		75	623,964		75	623,964		75	623,964
	77			77			77			77	
	79			79			79			79	
	80			80			80			80	
	81			81			81			81	
	83			83			83			83	
	85			85			85			85	
	86			86			86			86	
	88	(30,000)		88	(30,000)		88	(30,000)		88	(30,000)
	89			89			89			89	
TOTAL OPERATING RE-ALLOCATIONS		2,889,848			2,889,848			2,889,848			2,889,848

Province of British Columbia

MINISTRY OF FINANCE
TREASURY BOARD STAFF

INTER-MINISTRY PROGRAM/FTE TRANSFERS

TRANSFER NUMBER ASSIGNED BY T.B.S.

This form documents agreements between ministries for program and/or FTE transfers.
See reverse for guidelines on completing this form.
ENSURE ALL AMOUNTS ARE IN THOUSANDS ('000) AND FTES ARE WHOLE NUMBERS.

1. TRANSFER FROM MINISTRY OF	2. TRANSFER TO MINISTRY OF
Management Services	**Royal British Columbia Museum Crown Trust**
3. TRANSFER DETAILS (VOTE NUMBER AND NAME)	4. SUB-VOTE / PROGRAM NAME
5. REASON FOR TRANSFER	6. EFFECTIVE DATE OF TRANSFER
Cabinet decsion to transfer the BC Archives to the RBCM.	**April 1, 2003**

8. CAPITAL FUNDING

	CURRENT YEAR BUDGET (2002/03)		FOLLOWING YEARS BUDGET (2003/04)		(2004/05)		(2005/06)	
	STOB	AMOUNT	STOB	AMOUNT	STOB	AMOUNT	STOB	AMOUNT
	A01A		A01A		A01A		A01A	
	A02A		A02A		A02A		A02A	
	A03A		A03A		A03A		A03A	
	A04A	30,000	A04A	30,000	A04A	30,000	A04A	30,000
	A05A	15,000	A05A	15,000	A05A	15,000	A05A	15,000
	A06A		A06A		A06A		A06A	
	A07A	120,000	A07A	120,000	A07A	120,000	A07A	120,000
	A08A	31,500	A08A	31,500	A08A	31,500	A08A	31,500
	A09A		A09A		A09A		A09A	
	A10A		A10A		A10A		A10A	
	A20A		A20A		A20A		A20A	
	A21A		A21A		A21A		A21A	
TOTAL CAPITAL RE-ALLOCATIONS		196,500		196,500		196,500		196,500

9. FINANCING TRANSACTIONS

	CURRENT YEAR BUDGET (2002/03)	FOLLOWING YEARS BUDGET (2003/04)	(2004/05)	(2005/06)
SUB-VOTE/PROGRAM NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT
TOTAL FINANCING TRANSACTION RE-ALLOCATIONS	—	—	—	—

RE-ALLOCATIONS TOTALS	(2002/03)	(2003/04)	(2004/05)	(2005/06)
FTES	32	32	32	32
OPERATING	2,889,848	2,889,848	2,889,848	2,889,848
CAPITAL	196,500	196,500	196,500	196,500
FINANCING TRANSACTION	—	—	—	—

TRANSFERRING MINISTRY DEPUTY MINISTER'S AUTHORIZATION	DATE SIGNED Y / M / D	**RECEIVING MINISTRY** DEPUTY MINISTER'S AUTHORIZATION	DATE SIGNED Y / M / D

FORM COMPLETION GUIDELINES

This form should be completed and signed off by the transferring ministry and forwarded to the receiving ministry for signature.

The receiving ministry should sign the form and forward it to the receiving ministry's Treasury Board analyst.

Box 1: Name of the ministry giving up the resources.

Management Services

Box 2: Name of the ministry receiving the resources.

Box 3: The vote number and vote name in which the OPERATING resources for the program currently reside.

Cabinet decsion to transfer the BC Archives to the RBCM.

Box 4: The sub-vote/program name in which the OPERATING resources for the program currently reside.

Box 5: A brief description of why the transfer is occurring.

Box 6: The date on which the receiving ministry is to assume responsibility for delivering the program.

32 50

FTES

CURRENT YEAR
Authorized FTEs in the *Estimates* are listed as **whole numbers** at the ministry Level. Number of FTEs transferred should be rounded to the nearest **whole numbers. NO FRACTIONS.**
Example: 3.5 cannot be transferred, it will be rounded up to 4.
FOLLOWING YEARS
The total number of FTEs to be transferred in the following year, rounded to the nearest whole number. Change if different from previous year.

OPERATING

CURRENT YEAR
The full year budget of the transferred program in the current year **in thousands ('000)**.
This will facilitate restatement of the comparative figures in the subsequent year's *Estimates*.
Example: For 6 thousand, enter 6 (NOT 6,000)
FOLLOWING YEARS
The full year budget of the transferred program in the following year **in thousands ('000)**.
If you complete the form directly from the templates, it will automatically carry over the amount entered in the current year. Change if different from previous year.

CAPITAL

CURRENT YEAR
The full year budget of the transferred program in the current year **in thousands ('000)**.
This will facilitate restatement of the comparative figures in the subsequent year's *Estimates*.
Example: For 6 thousand, enter 6 (NOT 6,000)
FOLLOWING YEARS
The full year budget of the transferred program in the following year **in thousands ('000)**.
If you complete the form directly from the templates, it will automatically carry over the amount entered in the current year. Change if different from previous year.

FINANCING TRANSACTIONS

CURRENT YEAR
The full year budget of the transferred financing transaction in the current year **in thousands ('000)**.
This will facilitate restatement of the comparative figures in the subsequent year's *Estimates*.
Example: For 6 thousand, enter 6 (NOT 6,000)
FOLLOWING YEARS
The full year budget of the transferred financing transaction in the following year **in thousands ('000)**.
If you complete the form directly from the templates, it will automatically carry over the amount entered in the current year. Change if different from previous year.

Grove, Marland MSER:EX

From: Meyer zu Erpen, Walter MSER:EX
Sent: December 10, 2002 9:15 AM
To: MSER CIPD BC Archives
Subject: FW: Further comments and thoughts RE: BC Archives - Opinion Poll

For your information, here is DM Catharine Read's reply to my subsequent comments sent to our senior managers involved in the decision to split the records management and archival functions.

Let's hope that the proposed MOU between the new Crown Trust and the Ministry of Management Services allows us to document the integrated nature of the records management and archival functions and bind them together to the extent possible when spread over two organizations!

Walter Meyer zu Erpen

-----Original Message-----
From: Read, Catharine MSER:EX
Sent: December 6, 2002 9:05 AM
To: Meyer zu Erpen, Walter MSER:EX; Rafferty, Pauline RBCM:EX; Fraser, Lois A MSER:EX
Cc: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: FW: Further comments and thoughts RE: BC Archives - Opinion Poll

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Hi Walter,

Thank you for providing your additional thoughts and suggestions regarding the BC Archives split. As I had indicated in my previous note, a Cabinet decision has been made to proceed with the changes we are now undertaking. I expect that the relationships fostered through the years will continue to support the smooth operation of records management and archival functions. I also anticipate that there will be an MOU that will exist between the new Crown Trust and the Ministry of Management Services for various aspects of the provision of archival services and any other relationships that require commitments on behalf of both organizations.

We have an opportunity to improve on previous approaches and I believe it will be accomplished with the help and support of the dedicated employees in the BC Archives today.

Walter, Thank you again.

Catharine Read
Deputy Minister

Hi Catharine:

Thank you for your reply to the BC Archives staff survey with respect to the split of records management and archival functions that is about to be implemented, also for your invitation to submit further thoughts and comments.

You wrote: "in the past, the records management and archival functions have been successfully split to accommodate restructuring requirements".

That is debatable -- the functions have been integrated since 1989 and were brought together because of the problems of two separate, but overlapping programs that existed pre-1989.

The 1996-2000 reorganization did not entirely split the functions, rather distanced them under two separate directors. You will be hard pressed to find anyone who thought that that experiment was a success. There was great relief among staff and clients when the program was brought back together under a single director.

You wrote: "the Cabinet decision also states that corporate records management functions of government

are to remain within government in the Ministry of Management Services."

Could that not be achieved by a Memorandum of Understanding between the new Crown Trust and the Ministry of Management Services that would result in the BC Archives continuing as a single solidly functioning program providing records and archival services to government and other clients from records creation through destruction or transfer to archival custody?

Such a joint partnership and management of the government's cultural, archival, and informational assets would be more **innovative** and would demonstrate **stronger leadership** to staff and the provincial and national archival communities than the pending split.

All of the FTE and financial splitting could be dealt with on paper and with dotted lines on the organizational charts. (So, such a change in direction at this point might have minimal impact on recent discussions re the split.)

The split has been tried before (pre-1989 and partially between 1996-2000). Everyone agrees that the split is a bad decision. Certainly, the staff are flexible enough that the records management and archival functions will survive, though not in a cost-effective manner.

And over six months to a year, the efficiencies of a single staff dealing with the full records life cycle will begin to be lost with staff changes and the issues that arise when different organizations working together. These inefficiencies will mean increased costs to the taxpayer and reduced service levels.

If the Cabinet decision did not explicitly state that the BC Archives should be split along RM and archival lines, then I would strongly urge senior management involved in this bad decision to seriously reconsider the negative impacts and the more cost-effective, efficient recommendation of an MOU.

The stated benefit of the split would be realized by a joint operating agreement; there is no need to dismantle a well functioning organization.

The down-side risks of the split to both Crown Trust and Ministry of Management Services proving a disaster are considerable in terms of the government's ability to manage its information and archival resources.

The BC Archives program is not over-staffed, nor overfunded. The efficiencies realized through our integrated approaches will NOT be sustained by making life more complicated and frustrating for staff and clients, as well as senior management.

Why not try an MOU for 18 months to see how it works? If the BC Archives program is not able to maintain its current level of functionality and efficiency as integration within the Royal British Columbia Museum takes place, then revisit the decision and split the records management and archival functions.

The staff of the BC Archives are commited to providing a high level of service to both government and public clients. Everyone will be better served by maintaining the BC Archives program together as a single organization unit, even with it reporting to two organizations, the Crown Trust and the ministry.

Indeed that would be more interesting and innovative challenge, because there's certainly nothing to be gained by the pending split.

Thanks for listening!

Walter Meyer zu Erpen, Manager
Corporate Access Initiatives
British Columbia Archives
Ministry of Management Services
PO Box 9403 STN PROV GOVT Victoria, BC V8W 9V1

Voice: (250) 387-4132/FAX: (250) 387-5841
Email: Walter.MeyerzuErpen@gems1.gov.bc.ca
WWW site: http://www.bcarchives.gov.bc.ca

-----Original Message-----
From: Read, Catharine MSER:EX
Sent: December 4, 2002 2:22 PM
To: MSER CIPD BC Archives
Cc: Fraser, Lois A MSER:EX; Rafferty, Pauline RBCM:EX
Subject: BC Archives - Opinion Poll

Thank you for sending us the BC Archives opinion poll results. As I have indicated in our previous meeting, I appreciate hearing from any of you regarding the upcoming changes to the BC Archives.

As you are aware a Cabinet decision was made on Friday November 22, 2002, to transfer the BC Archives to the new Cultural Precinct, within the new Crown Trust. The BC Archives (Belleville Street location), Helmcken House and The Netherlands Carillon were considered natural additions.

As a result of this change in the alignment of the BC Archives to the new Cultural Precinct, the Cabinet decision also states that corporate records management functions of government are to remain within government in the Ministry of Management Services. Our Ministry currently has significant corporate information management accountabilities. We also recognize the need to increase our attention and focus on improving government's information and records management to meet the electronic records challenges of the future and to reduce risk and potential liabilities. This will be a benefit to government.

In the past, the records management and archival functions have been successfully split to accommodate restructuring requirements and new directions within government. It is you, the employees, that have made it work. I am optimistic that those of you moving to the new Crown Trust and those staying with the Corporate Records Management functions will continue to work collaboratively to achieve your respective mandates.

We recognize that this type of change is always difficult. Please continue to feel free to contact myself or Lois Fraser if you wish to discuss or have further clarification.

Thank you.
Catharine Read
Deputy Minister

To: Catharine Read, Deputy Minister, Ministry of Management Services
Pauline Rafferty, Chief Executive Officer, Royal British Columbia Museum
Lois Fraser, Assistant Deputy Minister, Corporate and Information Programs Division, Ministry of Management Services

cc: BC Archives management and staff

Because no one seems to claim ownership of the idea, or the decision, to split government's records management and archival functions, a survey of staff and management of the BC Archives has been conducted to poll their opinion about the benefit and cost-effectiveness of the split.

A ballot was designed with two questions that are NOT about where the BC Archives program resides. The exact wording of the ballot is attached below.

The poll was conducted today, 3 December 2002, between 8:30 and 11:30 a.m., at both the Yates and Belleville sites. All 54 staff who were at work in the morning voluntarily completed and returned the ballot. Six staff did not receive their ballot before 12 noon due to P/T work schedules, training, STIIP, or vacation.

The results from the 54 ballots were tallied and reported by two staff members, and the ballots and staff listings have been destroyed. In undertaking to prepare the ballots, I volunteered to report the results to staff and management.

These are the results:

Do you see a benefit to splitting the government's records management and archival functions?

YES	zero
NOT SURE	11
NO	43

Do you think that splitting the records management and archival functions will be cost-effective?

YES	zero
NOT SURE	14
NO	40

Interpretation: None of the staff or management of BC Archives who participated in the survey can see any clear benefit to the split, nor do they believe that it will be cost-effective.

Questions:

- If no one sees any benefit and a majority of staff believe that the split will not be cost-effective, is it really too late to turn back from this decision?
- Can someone please explain to staff the benefit of this split for government and its archives?

In the recent Auditor General's report, it was noted that government staff do not feel that their opinions are valued. We have taken this initiative to make our opinion known.

Walter Meyer zu Erpen, Manager
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British Columbia Archives
Ministry of Management Services
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WWW site: http://www.bcarchives.gov.bc.ca

****
Poll of BC Archives staff (2002-12-03)

To participate in this poll, please answer the two questions, then fold and return by Tuesday noon to a staff member collecting the forms. Results will be tallied and distributed to staff and management.

NOTE: These questions are NOT about where the BC Archives program resides.

Please circle one answer only for each question.

Do you see a benefit to splitting the government's records management and archival functions?

YES NOT SURE NO

Do you think that splitting the records management and archival functions will be cost-effective?

YES NOT SURE NO

Grove, Marland MSER:EX

From: Read, Catharine MSER:EX
Sent: December 6, 2002 9:05 AM
To: Meyer zu Erpen, Walter MSER:EX; Rafferty, Pauline RBCM:EX; Fraser, Lois A MSER:EX
Cc: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: FW: Further comments and thoughts RE: BC Archives - Opinion Poll

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Hi Walter,

Thank you for providing your additional thoughts and suggestions regarding the BC Archives split. As I had indicated in my previous note, a Cabinet decision has been made to proceed with the changes we are now undertaking. I expect that the relationships fostered through the years will continue to support the smooth operation of records management and archival functions. I also anticipate that there will be an MOU that will exist between the new Crown Trust and the Ministry of Management Services for various aspects of the provision of archival services and any other relationships that require commitments on behalf of both organizations.

We have an opportunity to improve on previous approaches and I believe it will be accomplished with the help and support of the dedicated employees in the BC Archives today.

Walter, Thank you again.

Catharine Read
Deputy Minister

Hi Catharine:

Thank you for your reply to the BC Archives staff survey with respect to the split of records management and archival functions that is about to be implemented, also for your invitation to submit further thoughts and comments.

You wrote: "in the past, the records management and archival functions have been successfully split to accommodate restructuring requirements".

That is debatable -- the functions have been integrated since 1989 and were brought together because of the problems of two separate, but overlapping programs that existed pre-1989.

The 1996-2000 reorganization did not entirely split the functions, rather distanced them under two separate directors. You will be hard pressed to find anyone who thought that that experiment was a success. There was great relief among staff and clients when the program was brought back together under a single director.

You wrote: "the Cabinet decision also states that corporate records management functions of government are to remain within government in the Ministry of Management Services."

Could that not be achieved by a Memorandum of Understanding between the new Crown Trust and the Ministry of Management Services that would result in the BC Archives continuing as a single solidly functioning program providing records and archival services to government and other clients from records creation through destruction or transfer to archival custody?

Such a joint partnership and management of the government's cultural, archival, and informational assets would

be more **innovative** and would demonstrate **stronger leadership** to staff and the provincial and national archival communities than the pending split.

All of the FTE and financial splitting could be dealt with on paper and with dotted lines on the organizational charts. (So, such a change in direction at this point might have minimal impact on recent discussions re the split.)

The split has been tried before (pre-1989 and partially between 1996-2000). Everyone agrees that the split is a bad decision. Certainly, the staff are flexible enough that the records management and archival functions will survive, though not in a cost-effective manner.

And over six months to a year, the efficiencies of a single staff dealing with the full records life cycle will begin to be lost with staff changes and the issues that arise when different organizations working together. These inefficiencies will mean increased costs to the taxpayer and reduced service levels.

If the Cabinet decision did not explicitly state that the BC Archives should be split along RM and archival lines, then I would strongly urge senior management involved in this bad decision to seriously reconsider the negative impacts and the more cost-effective, efficient recommendation of an MOU.

The stated benefit of the split would be realized by a joint operating agreement; there is no need to dismantle a well functioning organization.

The down-side risks of the split to both Crown Trust and Ministry of Management Services proving a disaster are considerable in terms of the government's ability to manage its information and archival resources.

The BC Archives program is not over-staffed, nor overfunded. The efficiencies realized through our integrated approaches will NOT be sustained by making life more complicated and frustrating for staff and clients, as well as senior management.

Why not try an MOU for 18 months to see how it works? If the BC Archives program is not able to maintain its current level of functionality and efficiency as integration within the Royal British Columbia Museum takes place, then revisit the decision and split the records management and archival functions.

The staff of the BC Archives are commited to providing a high level of service to both government and public clients. Everyone will be better served by maintaining the BC Archives program together as a single organization unit, even with it reporting to two organizations, the Crown Trust and the ministry.

Indeed that would be more interesting and innovative challenge, because there's certainly nothing to be gained by the pending split.

Thanks for listening!

Walter Meyer zu Erpen, Manager
Corporate Access Initiatives
British Columbia Archives
Ministry of Management Services
PO Box 9403 STN PROV GOVT Victoria, BC V8W 9V1

Voice: (250) 387-4132/FAX: (250) 387-5841
Email: Walter.MeyerzuErpen@gems1.gov.bc.ca
WWW site: http://www.bcarchives.gov.bc.ca

-----Original Message-----
From: Read, Catharine MSER:EX
Sent: December 4, 2002 2:22 PM
To: MSER CIPD BC Archives
Cc: Fraser, Lois A MSER:EX; Rafferty, Pauline RBCM:EX
Subject: BC Archives - Opinion Poll

Thank you for sending us the BC Archives opinion poll results. As I have indicated in our previous meeting, I appreciate hearing from any of you regarding the upcoming changes to the BC Archives.

As you are aware a Cabinet decision was made on Friday November 22, 2002, to transfer the BC Archives to the new Cultural Precinct, within the new Crown Trust. The BC Archives (Belleville Street location), Helmcken House and The Netherlands Carillon were considered natural additions.

As a result of this change in the alignment of the BC Archives to the new Cultural Precinct, the Cabinet decision also states that corporate records management functions of government are to remain within government in the Ministry of Management Services. Our Ministry currently has significant corporate information management accountabilities. We also recognize the need to increase our attention and focus on improving government's information and records management to meet the electronic records challenges of the future and to reduce risk and potential liabilities. This will be a benefit to government.

In the past, the records management and archival functions have been successfully split to accommodate restructuring requirements and new directions within government. It is you, the employees, that have made it work. I am optimistic that those of you moving to the new Crown Trust and those staying with the Corporate Records Management functions will continue to work collaboratively to achieve your respective mandates.

We recognize that this type of change is always difficult. Please continue to feel free to contact myself or Lois Fraser if you wish to discuss or have further clarification.

Thank you.
Catharine Read
Deputy Minister

To: Catharine Read, Deputy Minister, Ministry of Management Services
Pauline Rafferty, Chief Executive Officer, Royal British Columbia Museum
Lois Fraser, Assistant Deputy Minister, Corporate and Information Programs Division, Ministry of Management Services

cc: BC Archives management and staff

Because no one seems to claim ownership of the idea, or the decision, to split government's records management and archival functions, a survey of staff and management of the BC Archives has been conducted to poll their opinion about the benefit and cost-effectiveness of the split.

A ballot was designed with two questions that are NOT about where the BC Archives program resides. The exact wording of the ballot is attached below.

The poll was conducted today, 3 December 2002, between 8:30 and 11:30 a.m., at both the Yates and Belleville sites. All 54 staff who were at work in the morning voluntarily completed and returned the ballot. Six staff did not receive their ballot before 12 noon due to P/T work schedules, training, STIIP, or vacation.

The results from the 54 ballots were tallied and reported by two staff members, and the ballots and staff listings have been destroyed. In undertaking to prepare the ballots, I volunteered to report the results to staff and management.

These are the results:

Do you see a benefit to splitting the government's records management and archival functions?

YES	zero
NOT SURE	11
NO	43

Do you think that splitting the records management and archival functions will be cost-effective?

YES	zero
NOT SURE	14
NO	40

Interpretation: None of the staff or management of BC Archives who participated in the survey can see any clear benefit to the split, nor do they believe that it will be cost-effective.

Questions:

- If no one sees any benefit and a majority of staff believe that the split will not be cost-effective, is it really too late to turn back from this decision?
- Can someone please explain to staff the benefit of this split for government and its archives?

In the recent Auditor General's report, it was noted that government staff do not feel that their opinions are valued. We have taken this initiative to make our opinion known.

Walter Meyer zu Erpen, Manager
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Poll of BC Archives staff (2002-12-03)

To participate in this poll, please answer the two questions, then fold and return by Tuesday noon to a staff member collecting the forms. Results will be tallied and distributed to staff and management.

NOTE: These questions are NOT about where the BC Archives program resides.

Please circle one answer only for each question.

Do you see a benefit to splitting the government's records management and archival functions?

YES NOT SURE NO

Do you think that splitting the records management and archival functions will be cost-effective?

YES NOT SURE NO

Grove, Marland MSER:EX

From: Bridge, Kathryn MSER:EX
Sent: December 5, 2002 12:10 PM
To: MSER CIPD Belleville St
Subject: Today's information

Importance: High

Gary has asked me to let you all know that this morning people at the Yates site were informed of their individual assignments in regards to either moving with the BC Archives into the Crown Trust or remaining as ministry staff in the separate Records Management Branch. The following staff/positions will be transferring with us to the Crown Trust:

Michael Carter
Margaret Hutchison
Bruno Lindner
Kim Martin
Carlo Mocellin
Walter Meyer zu Erpen
Cristina Young

Kathryn Bridge
Manager, Access Services
BC ARCHIVES
(250) 387-2962
kathryn.bridge@gems1.gov.bc.ca
Web: http://www.bcarchives.gov.bc.ca

Staff assignments finalized (Rec Stn)

Grove, Marland MSER:EX

From: Hart, Susan MSER:EX
Sent: December 5, 2002 11:13 AM
To: Wood, Jennifer S MSER:EX
Cc: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: BC Archives/Corporate Records Program TA issue

Hello Jennifer,

To follow up on our discussion at the meeting this morning, I would like to request that you raise the issue of archival professionals maintaining the opportunity to work collaboratively and also to move back and forth between the two archival organizations of government in future. We need this flexibility as a way to maintain the close ties necessary to do our work well and for professional development purposes. While the directors of the two archival organizations are personally willing to encourage this flexibility, I would like the issue brought to the attention of their superiors so that they are aware of it. I would like to see them express support of this approach before the split occurs. As Gary and Marland can assure them, this will be to everybody's benefit and the enrichment of both organizations. It will be particularly valuable for the project-based work we increasingly do, to have all professional staff involved in a variety of projects over time.

FYI, I just re-read the latest memo from our Management Services DM Catherine Reed, and here is a relevant quotation:

> In the past, the records management and archival functions have been successfully split to accommodate restructuring requirements and new directions within government. It is you, the employees, that have made it work. I am optimistic that those of you moving to the new Crown Trust and those staying with the Corporate Records Management functions will continue to work collaboratively to achieve your respective mandates.

I look forward to hearing back from you on this issue.

Susan M. Hart, Archivist
Government Records Services
British Columbia Archives
Ministry of Management Services

phone: 250-387-4127 fax: 250-387-4122
email: Susan.Hart@gems9.gov.bc.ca
BC Archives Web Site: <http://www.bcarchives.gov.bc.ca/>

Susan M. Hart, Archivist
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British Columbia Archives
Ministry of Management Services

phone: 250-387-4127 fax: 250-387-4122
email: Susan.Hart@gems9.gov.bc.ca
BC Archives Web Site: <http://www.bcarchives.gov.bc.ca/>

Grove, Marland MSER:EX

From: Grove, Marland MSER:EX
Sent: December 4, 2002 3:02 PM
To: Fraser, Lois A MSER:EX
Cc: Mitchell, Gary A. MSER:EX
Subject: RE: Employees

I have spoken with Grant and we are in the process of arranging a time when he or Jennifer can be here tomorrow. The intent is to have a general meeting will all staff to explain what we are going to do (i.e. individual meetings) and give staff a chance to ask questions.

Marland

-----Original Message-----
From: Fraser, Lois A MSER:EX
Sent: December 4, 2002 2:24 PM
To: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: Employees

Gary,

Pauline will be contacting you shortly to confirm the staffing discussion we had earlier today. Before you both meet with staff tomorrow would you please wait until you hear from either myself or Catharine to proceed?Also, Catharine is giving Grant Price a heads up that staff will be notified tomorrow, so you may also want to do the same with Jennifer Woods.

Thanks

Lois

Lois Fraser
Assistant Deputy Minister
Corporate & Information Programs Division
Ministry of Management Services
Ph: 250 387-4823 Fax: 250 356-9287
mailto:lois.fraser@gems5.gov.bc.ca

Page 346 to/à Page 358

Withheld pursuant to/removed as

s.12

Security

Maintenance

Ownership

Centralized recording & management of Gov't Records ownership custody & control
?

including orderly & secure destruction + transfer amongst MN Schools & BCA. Custody

Dec 3, 2002

Litigation Searches
- Issues around FOI Requests
- New court.
- new E-Com donation
- WMSE + Court Services.
- dummy Metering - Rehousing.
- maps - updated on ARIS.

~~[redacted]~~
Status of BCA orcs.

Forecast.

Forest Images - $20,000.00 Chq pay.

EPDP

6 2750

Drafter

- suggested BCA had no input.

- since taken out Museum being archives of the Gov't.

it will Remove such Records as designated as MSER.

all Rules would apply. DDA

Mee - concerns that gov't records are restricted.

Mtg with Gary/Kim etc. to discuss

Liz - drafter.
- general for now

(legally it can happen) ✱
Should be dealt with in legislation.

NOW is nothing. NO

Capacity to Run.
not necessarily transfer all now can be later.

Kerri #4 and #5 – by Monday

Grant Re GM. – GAM

EDRMS. Stages.

MOU – working together component.

Access to RBCM. –

Staff idnt – Wed 3:00

Thurs – talk to staff.

Ann Minings. – talk re budget.

s.14

MRO for new agency - Shared service

RMB

Org. Name

Reporting Structure.

Resp / Functions

Impacts of cuts on new branch.

What can we feel MROC Thursday.

Impact of Shared Service Re RM vision - will it be moved ?

Service vs Commercial. - future split.

Grove, Marland LCS:EX

From: Fraser, Lois A MSER:EX
Sent: December 3, 2002 10:02 AM
To: Grove, Marland MSER:EX
Subject: RE: Legal Issues

Thanks for the update Marland.

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: Tuesday, December 03, 2002 8:04 AM
To: Fraser, Lois A MSER:EX
Subject: Legal Issues

s.14

Marland Grove
Manager, Government Records Services
British Columbia Archives
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.bcarchives.gov.bc.ca

Maitland

BRITISH COLUMBIA

Ministry of Management Services

Corporate and Ministry Support Services Division
Financial Planning and Reporting Branch

MEMORANDUM

To: Program Contacts

Date: December 3, 2002

Our File: 505-02

Re: BC Building Occupancy Monthly Recurring Charges

Please find attached, a Charge Summary report detailing the BCBC occupancy charges for the month of December 2002, and a copy of the journal voucher debiting your account accordingly.

Please review the information. If you have any questions or note any errors that need correction, please call me at 387-8142.

Rick Lariviere

Rick Lariviere
Manager, Facilities Services

Attachment

N:\Facilities\Bcbc\Boc's\Rick's BOC memo.doc

BCBC BUILDING OCCUPANCY
CHARGE SUMMARY

Archives & Records Services

DESCRIPTION	DETAILS	AREA (M2)	CHARGE
Dec. 02/03 Rent	655 Belleville - Carillon Tower	0.3709	19,807.00
Dec. 02/03 Rent	655 Belleville	2,224.85	28,448.00
Dec. 02/03 Rent	1250 Quadra St	1,323.61	22,003.00
	TOTALS	3,548.83	70,258.00

Grove, Marland LCS:EX

From: Meyer zu Erpen, Walter MSER:EX
Sent: December 2, 2002 1:51 PM
To: Grove, Marland MSER:EX; Mitchell, Gary A. MSER:EX
Subject: FW: update on appraisal

On that issue, here is what I wrote to DM Read:

If there is a major split within the programs operating out of Yates Street (Government Records Services, S related client services), that component would be especially crippled by the separation of archival functions. a number of staff perform joint records analyst and archivist appraisals during a single review of ORCS and retention schedules.

-----Original Message-----
From: Mitchell, Gary A. MSER:EX
Sent: December 2, 2002 12:57 PM
To: Bady, Brant MSER:EX; Glen Isaac; Glen McDonald; Kathryn Bridge; Mac Culham; Marland Grove; Perrin, Angela MSER:EX; Robert Davison; Walter Meyer zu Erpen
Subject: update on appraisal

hiho, tomorrow PM Marland and I will be speaking with a group of Yates staff about archival appraisal and where they see it going in the future. The meeting is to assist us in making some functional decisions.
g

Gary A. Mitchell, CRM
Provincial Archivist and
Director, British Columbia Archives
Ministry of Management Services
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Fax: (250) 387-2072
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http://www.bcarchives.gov.bc.ca

mention of the meeting (Dec 3rd) re. archival appraisal

Grove, Marland MSER:EX

From: Meyer zu Erpen, Walter MSER:EX
Sent: December 2, 2002 8:35 AM
To: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: wmze P/T, hoped for .5 at Courts, etc. re: change of reporting relationships

I am meeting with my director at Court Services Wednesday before lunch to discuss working .50 FTE for courts during 2003/04.

Also, Angie and I are drafting the previously agreed to part-time work agreement for signature this week. At part-time (48 hours out of 70 = .69 FTE) and assuming that CS does extend me at .5 FTE, that leaves .19 FTE as Manager, CAI, though with the post-1982 probate index nearing completion and wanting to make that a major focus over the next six+ months there would be considerable overlap between my two jobs.

Given my dependency upon RCS, ARIS, the Yates filing system, and space to process archival records, for both my Courts and BC Archives work (including support of the DTA project, etc.), it would be best if I remained physically at Yates Street so long as the records management component is in this facility.

As to where my base position goes for the longer term, I am torn. And perhaps it doesn't matter, so long as I can continue to work freely on both sides of the RM / archival fence.

Just so you know -- on Friday late, I expressed my concerns about the split in an email to DM Read. s.22
s.22

-----Original Message-----
From: Mitchell, Gary A. MSER:EX
Sent: December 2, 2002 8:12 AM
To: Bady, Brant MSER:EX; Glen Isaac; Glen McDonald; Kathryn Bridge; Mac Culham; Marland Grove; Perrin, Angela MSER:EX; Robert Davison; Walter Meyer zu Erpen
Subject: change of reporting relationships

hiho, plse be advised.
g

-----Original Message-----
From: Fraser, Lois A MSER:EX
Sent: November 29, 2002 15:48
To: Mitchell, Gary A. MSER:EX
Cc: Grove, Marland MSER:EX
Subject: Monday

Hi Gary,

Effective Monday Marland Grove will report directly to me. Glen Isaac will report to Marland. I expect that between you and Marland the division of resources will be worked out the beginning of the week as Catharine wants to advise Pauline by Wednesday and have each of the staff affected, notified by Thursday.

Thanks Gary.

Lois Fraser
Assistant Deputy Minister
Corporate & Information Programs Division
Ministry of Management Services
Ph: 250 387-4823 Fax: 250 356-9287
mailto:lois.fraser@gems5.gov.bc.ca

Grove, Marland MSER:EX

From: Meyer zu Erpen, Walter MSER:EX
Sent: December 2, 2002 8:17 AM
To: Grove, Marland MSER:EX
Subject: FW: remember this item from 1996

-----Original Message-----
From: Mitchell, Gary A. MSER:EX
Sent: November 20, 2002 1:25 PM
To: Bady, Brant MSER:EX; Glen Isaac; Glen McDonald; Kathryn Bridge; Mac Culham; Marland Grove; Perrin, Angela MSER:EX; Robert Davison; Walter Meyer zu Erpen
Subject: remember this item from 1996

Executive Briefing Note
Information and Technology Access Office

Options for Non-Government Archives

Issue

How will government manage its holdings of non-government archival records?

Background

A new model for managing government's information: To better manage government's information holdings an information management program (the "Corporate Initiatives Program") has been created within ITAO. This new program combines programs from BCARS, BCIPO along with corporate leadership in information policy and standards.

Genesis of the current archives program: An archives, managing both government and non-government records, has existed as a separate government program since 1908. BCARS holds the largest body of non-government archives in Western Canada.

Modern government archives: The "dusty archives" concept has no relevance in the Information Age where government must not only manage large volumes of traditional paper records but also increasingly complex digital information. Both government clients and the public expect timely access to information almost from the of moment of creation through to archival preservation. In the world of FOI, access to archival records is no longer "optional" but is both a client expectation and a legislated right. To survive (or even thrive) in this environment, government must develop a system where information about its records holdings is recorded once, is enhanced incrementally as it flows from stage to stage and is widely available throughout.

Management of the "information life cycle": To take advantage of this new model, government must maximize the efficiencies gained from a comprehensive program for managing the complete life-cycle of recorded information. Recent B.C. experience as well as world-wide trends clearly show that programs that do not account for the information continuum (i.e., management control of information from creation through use, access, retention and disposition (destruction or archives)) are ineffective. The conclusion: Government archives are best managed as part of an integrated information management system.

Integrated archives management: Currently, the administration and management of government and non-government archival records are completely integrated (unified reference, conservation, location control, storage and retrieval, mixed metadata, common policies and standards, "cataloguing" systems, etc.). In many cases, the records are physically interfiled for storage. Most processes used to manage

archival records are identical regardless of whether they are government or non-government records and it is efficient to combine government and non-government archives.

Options

OPTION 1: Non-government archives transferred to SBTC

Description: The management of non-government archival records is segregated and transferred to the Ministry of Small Business, Tourism and Culture. Where practical, common functions (e.g., reference services, technical services, conservation and curatorial services, storage and retrieval, automated control systems, cataloguing standards, etc.) and their costs are shared, based on a protocol agreement between ITAO and SBTC.

Benefits: ITAO is rid of issues regarding non-government records. Highlights the "heritage" value of non-government records (non-GRs). Recognizes that government does not manage the complete life-cycle of non-GRs. Re-focuses attention on non-GRs since they will not be "competing" for resources with government records (GRs).

Negative impacts: This option produces significant inefficiencies. It will be expensive to implement and costly to administer. The scope of the protocol agreements will be difficult to define and administratively inefficient.

Note: Separating these functions <u>without</u> a protocol agreement would result in a chaotic situation. In information management terms, Option 1 is for the "intellectual separation" of archival holdings. This is difficult enough but the actual physical separation is almost inconceivable without significant new resources. This latter approach should not be considered.

OPTION 2: Transfer government <u>and</u> non-government archival holdings to SBTC

Description: The management of all inactive archival records is transferred to the Ministry of Small Business, Tourism and Culture.

Benefits: Protocol agreements will be less complex than for Option 1 but are still necessary for some shared services (e.g., records storage, records preservation and automated control systems).

Negative impacts: Negates the major benefit of the new information management division, i.e., the principle of managing the information continuum as a single system. There will be separate control systems and standards for active and inactive archival records.

This option separates planning, resource allocation and administration of government records into two organizations. Decisions made by a "front end" organization (ITAO) impact directly on the activities of another (SBTC). This is similar to the organizational model that existed in the B.C. government prior to 1989 -- it didn't work then and it is unlikely to work now. This option eliminates "enlightened self interest" in policy-making and standards setting in that the organization ultimately responsible for archival records is not involved in decisions about their creation and management as active records.

OPTION 3: An "Archives Branch" within Corporate Initiatives Branch (ITAO)

Description: Archival records (both government and non-government) are managed as a distinct program within ITAO. In order to clarify resources that are expended on the management of non-GRs, a monitoring system is implemented to track and analyze this data.

Benefits: No need for protocol agreements for shared archival services. Takes partial advantage of the new organizational structure for information management (i.e., the new division combining records management, FOI and privacy functions with corporate information policy and standards).

- GRs: Managed as part of a single, integrated information management organization (ITAO).
- Non-GRs: Administration is simplified and kept efficient. The "real costs" of managing non-GRs will be better identified and understood.

Negative impacts: Archival management of GRs is separated from "front-end" information management functions such as recorded information management (RIM) policy and standards, records management advisory functions and records centre services.

OPTION 4: Two separate archival programs within ITAO

Description: Government archives are integrated with "front-end" RIM functions such as records centre services and records management advisory. Non-government archival records are managed as a distinct program within ITAO. Resources expended on non-GRs are separate and clearly evident. Common functions (e.g., reference services, technical services, conservation and curatorial services, storage and retrieval, automated control systems, cataloguing standards, etc.) are shared by both the government and the non-government archives programs within ITAO.

Benefits: Takes best advantage of the new organizational structure for information management (i.e., the new division combining records management, FOI and privacy functions with corporate information policy and standards). Maximizes the benefits of managing the complete life-cycle as a single process.

- GRs: Managed as part of a single, integrated information management organization.
- Non-GRs: The "real costs" of managing non-GRs are better identified and understood.

Negative impacts: Accounting for shared archival resources may be difficult.

Analysis

Government archives: The management of government archives is part of the information continuum and these records must be managed as part of the same process that governs their creation, use, storage, retention and disposition. Failure to do this inevitably introduces stress and inefficiency into the system for government information management. This conclusion is supported by both information management theory and by practical experience.

Non-government archives: The costs of managing non-government archives separately from government archives outweigh any advantages. The programs should be managed together.

Recommendation

Option 4.

Gary A. Mitchell, CRM
Provincial Archivist and
Director, British Columbia Archives
Ministry of Management Services
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Fax: (250) 387-2072
Email: Gary.Mitchell@gems8.gov.bc.ca
http://www.bcarchives.gov.bc.ca

Grove, Marland LCS:EX

From: Read, Catharine MSER:EX
Sent: November 29, 2002 4:24 PM
To: Rafferty, Pauline RBCM:EX; Fraser, Lois A MSER:EX; Grove, Marland MSER:EX; Mitchell, Gary A. MSER:EX
Subject: archives

Importance: High

Hi Pauline. Things look like we can get all sorted out soon

s.14

Let's try to have things agreed upon on the above and have resources allocated to the level of individuals (who's going where) by wednesday. Staff can then be talked to on Thursday.

As agreed as part of the work they will do, we will have to identify layoffs and MSER will accept responsibility for this....Marland and Lois you'll need to talk to Grant price to figure logistics on this.

Have a weekend all. Call me if concerns with the above,
Catharine

Grove, Marland LCS:EX

From: Fraser, Lois A MSER:EX
Sent: November 29, 2002 3:48 PM
To: Mitchell, Gary A. MSER:EX
Cc: Grove, Marland MSER:EX
Subject: Monday

Hi Gary,

Effective Monday Marland Grove will report directly to me. Glen Isaac will report to Marland. I expect that between you and Marland the division of resources will be worked out the beginning of the week as Catharine wants to advise Pauline by Wednesday and have each of the staff affected, notified by Thursday.

Thanks Gary.

Lois Fraser
Assistant Deputy Minister
Corporate & Information Programs Division
Ministry of Management Services
Ph: 250 387-4823 Fax: 250 356-9287
mailto:lois.fraser@gems5.gov.bc.ca

FAXED 29/11/02 12:11 PM SB

BRITISH COLUMBIA

Ministry of Management Services

VANCOUVER 2010 CANDIDATE CITY

IT'S OUR TIME

CONFIDENTIAL
URGENT

Facsimile Cover Sheet

To: Marland Grove and Pauline Rafferty
Branch/Company:
Phone:
Fax: 7-4122 / 3-4336

From: Lois Fraser
Assistant Deputy Minister
Phone: 387-4779
Fax: 356-9287

6-2750

Date: November 29, 2002
Total pages: 5 (including Cover Page)

Comments:

FYI

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Page 376 to/à Page 379

Withheld pursuant to/removed as

s.14

Grove, Marland LCS:EX

From: Read, Catharine MSER:EX
Sent: November 29, 2002 12:09 PM
To: Rafferty, Pauline RBCM:EX; Fraser, Lois A MSER:EX
Cc: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: archives

s.14

Catharine

Executive Committee Meeting
November 27, 2002

Attending:	Catharine Read	Byron Barnard	Bill Bell
	Sunny Mathieson	Vaughan Dowie	Cynthia Carver
	Lois Fraser	Judy Brachman	Margaret Moccia

1. **November 20th Minutes approved.**
   ACTION ITEMS: EPDP forms were due to the Deputy November 25th.

2. **Budget:**
   - Meetings were held with Minister Santori and Minister Collins Nov. 26th. MSER's request for additional resources will be considered as part of the cross-ministry initiatives review next week at Treasury Board.

3. **Leadership/Management Development Pilot:**
   - Grant Price sent out information about a Leadership/Management Development Pilot. MSER has 24 seats in Level 1 and 12 in Level 2.
   - **ACTION: Executive are to provide a list of names to Libby Rush and Cynthia by end of day November 28th.**

4. **Roundtable:**
   - Ministry of Children and Families will develop a protocol agreement dealing with shared services.
   - A meeting has been scheduled with the CIO on Nov. 29th, at which time the CIO will present a draft criteria for discussion that will be used to potentially exempt government initiatives from being deferred as a result of the ASD RFP. Byron, Calvin Shantz, Rick Lester and Steve Martin will be meeting to discuss this.
   - The announcement on BC Archives moving to the new Cultural Precinct was held on November 22nd.
   - Regional Delivery program funding request is scheduled for Treasury Board on December 4th.
   - Privacy in the Private Sector consultations are underway.
   - Executive are to advice Cynthia of any additions/changes to the Corporate Calendar.
   - A model Service Level Agreement will be presented to the ADMs of Corporate Services.
   - **ACTION: Bill Bell to meet with the Deputy re Government House.**

   Communications:
   - Minister Collins will be releasing the Quarterly Financial Report.
   - Romanow's report will be released 7:30, Nov. 28th.
   - Legislative communications plans are due to Cabinet by December 5th.
   - Media calls are being received on Pay Period Realignment.
   - Patricia Derrick has left government. Shaf and Judy are taking on additional duties.
   - MAs will attend the 8:00am daily meeting (7:30 Wednesdays) on Communications and will advice PAB of any issues.

ADM Lois Fraser CMD
202-20 Executive Committee Meeting
92-5741-1

Grove, Marland MSER:EX

From: Isaac, Glen MSER:EX
Sent: November 27, 2002 11:53 AM
To: Grove, Marland MSER:EX
Subject: FW: BC Archives joins Carillon Tower and Heritage Houses in Cultural Precinct


CT - CP - Final News Release 1...


CT - CP Final Backgrounder 112...

as promised

-----Original Message-----
From: Isaac, Glen MSER:EX
Sent: November 25, 2002 4:25 PM
To: Carter, Michael MSER:EX
Subject: FW: BC Archives joins Carillon Tower and Heritage Houses in Cultural Precinct

-----Original Message-----
From: s.22
Sent: November 24, 2002 5:48 AM
To: arcan-l@majordomo.srv.ualberta.ca
Subject: BC Archives joins Carillon Tower and Heritage Houses in Cultural Precinct

Archives and mergers seem to be getting popular across the country. The BC Cabinet has announced that the BC Musuem will take under its administrative umbrella the BC Archives and assorted historic sites in the museum precinct, all dressed in the bureaucractic facade of a "Cultural Precinct". I gather The records management side of the BCArchives is being split off. See the attachments for details. If you go to the BC Government web site you can have access to Pauline Rafferty's presentation to Cabinet this past week arguing for what I think is a justification for the museum to take over more cultural real estate on the southeast corner of Bellville and Government street. I look forward to reflections. cheers, s.22

--
s.22

Grove, Marland MSER:EX

From: Isaac, Glen MSER:EX
Sent: November 27, 2002 11:53 AM
To: Grove, Marland MSER:EX
Subject: FW: BC Archives integration with Royal BC Museum

-----Original Message-----
From: s.22
Sent: November 27, 2002 11:34 AM
To: ARCAN-L
Subject: BC Archives integration with Royal BC Museum

The CITRA 2003 Round Table has planned a session that raises qustions germaine to the just announced integration of the BC Archives with the Royal BC Museum, viz.:

"Session 2: It is no longer possible to work alone; partnerships must be created. How do we take into account the services offered by other cultural institutions, museums, libraries and other archives? Is there a danger of spreading our human and physical resources too thin? Other collaborations are possible: foundations, private enterprises. What have we gained from a number of precedents?" (www.ica.org/citra/)

In Canada, Newfoundland, the National Archives/National Library, and now British Columbia, have opted for collaboration with related cultural institutions. As several persons pointed out in postings to this list regarding the NA/NL merger, such initiatives can save their sponsors money; there is a motive as well to make money. Several local archives in Ontario, and elsewhere, are a part of the community museum and benefit from the alliance. Local history collections have been built up, funded and sustained by local, regional, and municipal libraries. So should archivists be worried about these developments?
--
s.22

The way to unsubscribe from the list is as follows.
Send a message to majordomo@ualberta.ca
and in the message area, type

unsubscribe arcan-l

then send the message.

PLEASE DO NOT SEND AN UNSUBSCRIBE MESSAGE
ADDRESSED TO ARCAN-L@MAJORDOMO.UALBERTA.CA

7-0437

~~[illegible]~~ ~~[illegible]~~ Nov 26, 2002.

BC ARCHIVES

67,682

02	ACCESS	193,427	193,427
03	VFT. (BASIC)	62,039	
04	VFT (REG.)	134,991	225,831
05	VFT (ARCH)	28,479	
07	VFT (VAULT)	322	
06	IM	316,113	316,920
660	IM (33(acd.)	807	
12	ARCHIBALD	717	715
			736,893

Chargeback 340,900
FY 02/07 (2,201,435.00).

328,311 boxes not being charged for.

(736,893 - 67682 (BCA) - 340,900 (EXIST chargback) = 328,311)

Decision RM function

$1 mil Reduction

- what will we be like

related do we need
besides the #'s.



RM functions:

RMB - ? where
Not now
but could be - work on Spring 03

Storage

how Records are managed.

Im strategy
└ how records are managed
policy work / leadership / strategy
EDRMS

1.5
5
1
3 million

NO clerical staff.

250,000

Records Centre Services
Microfilm processing + duplication

Jean's pos
2 Analysts Joni
Admin
GR (Vac.)
Admin of scheds
admin of ARCS
Records Systems
- ARCS Automated Records & Info Systems.

Apr. / impl.

1	MGR
4	RCS
1	Donna clk 3
2	Ellinore / Joni
1	Deb
1	Micro *
1	Clk. 3 Nina
11	

FIN

Ellinore
Joyce
Joni

Deb

Status quo budget

No increase in current services
Need to define turnaround times.

Need boxes to semi-actair – status quo.
FTE's

(Nil) Need boxes to archives – ~~agencies~~
Gov't has to pay for.

(Nil) New services – ~~preservation~~, and
enhanced service
e-archives / GIS
increased level of preservation.
(hours of work).

RCS stays

Gov't to pay for current
archival records

$390,000 for assets in offices
in Archives custody.

$ for new boxes

who owns ARIS (maintenance
+ enhancements

~~[redacted]~~.

$ for add + enhanced services

Other issues when
decision by Chair TBS is
to maintain Archives + Records
as 1 org. ~~to~~ So as not to
impair the continuum (records) so
as not to increase liabilities.

MOU

2,154,000
2,707,272

740,000
337,584
65,000
337,416

404,000

Records

MOU
BC archives ⟷ Govt. (MSER).

RCS only.

Remerger ~~of~~ re ?
BCA delegated resp for docs to dep
Rem to Ministers AROs.

All we can handle is RCS
~~Retire~~

RCS will continue to offer these services to our Publicly funded agencies at the current service level. (Schedule cost recovery).

Rate increases announced May effect ~~April next~~ Next FY start.

Archives

Budget stays same

Offer same services

Need to define services

Rate increase as per RCS. for semi-active

Cost of maintaining the Archives would include a rate for Archival Records

New boxes into archival custody or some other storage would be resp of the Ministry or agencies.

Who pays TBS or Lead Min.

New services or levels of service would be negotiated e.g. E ARCHIVES digital imaging (GIS as well preservation of existing and Archival Records

Photos

40

$20/25 8X10

35 to 50 depending upon size

$5 each

7/48 minimum

Grove, Marland LCS:EX

From: Fraser, Lois A MSER:EX
Sent: November 25, 2002 8:57 AM
To: MSER All CIPD
Cc: Read, Catharine MSER:EX; Chandler, Penelope E MSER:EX; Bell, Bill MSER:EX; Dowie, Vaughan MSER:EX; Mathieson, Sunny D MSER:EX; Barnard, Byron MSER:EX; Carver, Cynthia MSER:EX; Moccia, Margaret MSER:EX
Subject: BC Archives

On Friday November 22, 2002 a decision was made at Open Cabinet to create a new Cultural Precinct that would include the Royal BC Museum, the Netherlands Carillon, Helmcken House and the BC Archives. The new precinct will operate as a Crown trust led by Pauline Rafferty as the CEO of the new organization.

The Records Management branches at the Yates street location will remain within the Ministry of Management Services. This is important to maintain information/records management and legislative accountability within government. There are many details yet to be worked out in order to ensure a smooth transition. We have committed to all BC Archives employees that they will be informed as to where their functions will reside within the next 2 weeks.

I'd like to thank the BC Archives employees for their tremendous contribution and commitment to ensuring the historical records of the BC Government are maintained and preserved for all British Columbians. I am confident that this important relationship will continue as it has in the past and that BC Archives' alignment with the Cultural Precinct will mark the beginning of new and exciting opportunities.

Please feel free to contact me if you have any questions or require additional information.

Lois

Lois Fraser
Assistant Deputy Minister
Corporate & Information Programs Division
Ministry of Management Services
Ph: 250 387-4823 Fax: 250 356-9287
mailto:lois.fraser@gems5.gov.bc.ca

Grove, Marland MSER:EX

From: Mitchell, Gary A. MSER:EX
Sent: November 25, 2002 11:02 AM
To: MSER CIPD BC Archives
Subject: Core Review update

Pauline has asked that this message go out
g

-----Original Message-----
From: Rafferty, Pauline
Sent: Monday, November 25, 2002 9:16 AM
To: @All Staff
Subject: Communication



All Staff- Core Review Update ...

Pauline Rafferty
Chief Executive Officer
Phone: 250-387-3685
Fax: 250-953-4336
mailto:prafferty@royalbcmuseum.bc.ca

ROYAL BRITISH COLUMBIA MUSEUM

Core Review Update

November 25, 2002

Good morning.

Last Friday I had the opportunity to present to Open Cabinet in regard to the Museum's Core Review.

If you were able to attend the joint staff meeting Friday afternoon, you will know how pleased the Museum executive, board and long-term community supporters are that the cabinet agreed to proceed with new legislation to make the Museum a Crown Trust.

Equally exciting is the move to a Cultural Precinct that will mean the amalgamation of the Museum, the BC Archives, Helmcken House and the Netherlands Carillon as part of this Crown Trust.

The Archives has a long proud history, we were delighted to welcome the Archives staff to the meeting on Friday. Many of us remember how successful our collaboration was when we mounted the Emily Carr exhibit. And many Archives treasures are part of Celebrating Royalty. We look forward to the amalgamation and will work together to build the New Museum in the months to come.

The Archives also houses government records management. This part of their activity handles current documents for the government, and the Ministry of Management Services wishes this to remain in Government. We will do all we can to be sensitive as this transition occurs.

Helmcken House is the oldest house on its original site in the province and certainly cultural interpretation is at their core. Licensees have run Helmcken House, which has now become part of the Museum. We will be working closely with them.

The Carillon was a gift of the Dutch Community of BC to the people of the province during Canada's centennial. The carillon has no full time employees, but we will welcome the carillonneur, Rosemary Lang, as we consider increased interpretation of this part of the Cultural Precinct.

At the staff meeting on Friday we discussed the implications of these changes for staff. The most important thing is to assure you that the legislation that creates the Crown Trust and Cultural Precinct will keep all current Public Service and union relationships.

There will be much more to say in the coming weeks about transition to the new Museum. I commit to keeping you informed.

The full presentation made to cabinet will be posted shortly at the government website at www.gov.bc.ca under Open Cabinet.

As always, I am available to each of you to respond to questions, as are Grant Hughes and Brent Cooke and Gary Mitchell, a valued leader of the Archives. I look forward to working with all of you as we move into this time of tremendous opportunity. We will make sure that we provide tours and meetings to orient all staff to the parts of the Museum, Archives, Helmcken House and the Carillon, with which they are not familiar.

These are exciting times. We now have the opportunity to create the future we want to see. We will need the help of the community and corporate and individual donors, but what will ensure our success is your continued skill and passion in the work that you do.

Thanks

Pauline

Grove, Marland MSER:EX

From: Mitchell, Gary A. MSER:EX
Sent: November 25, 2002 10:50 AM
To: MSER CIPD Ministry Records Officers
Subject: New Crown Trust - News Release and Backgrounder

hiho, the attached are the news release and backgrounder for Friday's announcement. The exact separation of records management from archives has not been made; I anticipate this to take a couple of weeks.

g


CT - CP - Final News Release 1...


CT - CP Final Backgrounder 112...

BRITISH COLUMBIA

NEWS RELEASE

ROYAL BRITISH COLUMBIA MUSEUM

For Immediate Release
2002MCAWS0064-001004
Nov. 22, 2002

Ministry of Community, Aboriginal and Women's Services
Royal British Columbia Museum

MUSEUM TO IMPROVE WITH INDEPENDENT STATUS

VICTORIA – The Royal B.C. Museum will be able to create new partnerships and improve its galleries and exhibits under a new governance structure designed to preserve and protect the province's cultural heritage, George Abbott, minister responsible for the museum, announced today.

Cabinet approved the transformation of the museum to a Crown trust, similar to a Crown corporation, from a special operating agency, which has limited independence. The trust designation recognizes the museum's stewardship for its collections of over 10 million objects and specimens.

"In the past, the Royal B.C. Museum has received worldwide acclaim for its galleries and exhibits," said Abbott. "However, it's been 15 years since any large, permanent exhibits have been added, and the museum needs major renewal and redevelopment to protect its collection and ensure long-term success. This change will give the museum the independence it needs for diversified fundraising campaigns and partnerships, ensuring the museum remains a cultural institution of which we can all be proud."

"Becoming a Crown trust is a positive step the Royal B.C. Museum has been seeking for 10 years," said museum CEO Pauline Rafferty. "We will be in alignment with other successful museums around the world that rely on a combination of private-sector donations and government funding."

Cabinet also approved the amalgamation of the 116-year-old museum with the British Columbia Archives, Helmcken House and the Netherlands Carillon because of their proximity and shared mandate. The group, called a cultural precinct, will benefit from streamline processes and offerings, operational efficiencies and joint marketing.

"The Royal B.C. Museum is truly a jewel in Victoria's cultural crown," said Victoria-Beacon Hill MLA Jeff Bray. "For many years, the museum has contributed to the city through innovative educational programs, enhancing a love of history among people of all ages, and is a major contributor to the local economy. This change will enhance the museum's capacity to build galleries and exhibits to attract visitors from around world to Victoria."

"This legislation is terrific news," said Lorne Whyte, CEO of Tourism Victoria. "It positions the museum to form business and community partnerships in support of cultural tourism and make the cultural precinct a world-class showcase for B.C. There is no doubt in my mind the tourism industry will be thrilled."

-more-

The museum serves almost a million people every year and contributes an estimated $63 million to the Greater Victoria economy. The changes to the governance structure, following 12 months of review, are expected to be in place by spring 2003.

-30-

1 backgrounder(s) attached.

Visit the province's Web site at http://www.gov.bc.ca/ for online information and services.

Media contact:

Marisa Adair
Communications Director
Community, Aboriginal and Women's Services
250 953-3677
Cell: 250 920-8500

Sharon Henwood
Corporate Communications Manager
Royal British Columbia Museum
250 356-7226
Direct: 250 387-2135

BRITISH COLUMBIA

BACKGROUNDER

ROYAL BRITISH COLUMBIA MUSEUM

2002MCAWS0064-001004
Nov. 22, 2002

Ministry of Community, Aboriginal and Women's Services
Royal British Columbia Museum

ROYAL B.C. MUSEUM CULTURAL PRECINCT

Royal British Columbia Museum

The Royal British Columbia Museum is the only institution in B.C. that contains detailed information on all the province's natural and human history.

It houses a collection of over 10 million objects and specimens valued at $600 million. It was founded in 1886, and the current facility was built as a Canadian centennial project in 1967.

Since 1967, the museum has created state-of-the art exhibits on the province's natural and human history. A gallery is also devoted to British Columbia's First Peoples.

In 1996, the provincial government granted special operating agency status to the Royal British Columbia Museum. This allowed the museum to conduct business in a more entrepreneurial fashion.

Since 1996, the museum has added a National Geographic IMAX Theatre through a public-private partnership, licensed food services in an enhanced Museum Café, introduced the Gallery Rentals program, and expanded the Museum Shop.

The Royal British Columbia Museum evolved from full dependence on government funding to 27 per cent self-sufficiency in 2002-03. However, costs are rising and the museum needs major renewal and redevelopment to protect its collection and ensure its long-term success.

More information: http://www.royalbcmuseum.bc.ca

British Columbia Archives

The B.C. Archives is the central archives service for the Government of British Columbia. It provides research access to records of enduring value to government and the public.

Holdings valued at $100 million include government documents and records; private historical manuscripts and papers; maps, charts and architectural plans; photographs; paintings, drawings and prints; audio and videotapes; film; and newspapers. There is an extensive library of publications emphasizing the social and political history of B.C. and the Pacific Northwest.

The B.C. Archives was established in 1898 and moved into its present location in 1970. A sound and moving image division was added in 1975.

-more-

More information: http://www.bcarchives.gov.bc.ca/

Helmcken House

Helmcken House is the oldest house in British Columbia on its original site. It was built by Dr John Sebastian Helmcken, a Hudson's Bay Company surgeon.

Helmcken become a statesman and helped negotiate British Columbia's entry into Canadian Confederation. The house is a glimpse into the way of life over a hundred years ago.

More information: http://www.heritage.gov.bc.ca/helm/helm.htm

The Netherlands Carillon

The Netherlands Carillon is the largest in Canada with 62 bells. It was a gift of the Dutch community of British Columbia to the province in honor of Canada's centennial. Queen Juliana of The Netherlands laid the cornerstone on May 23, 1967.

More information: http://www.protocol.gov.bc.ca/protocol/prgs/precinct/carillon.htm

-30-

Visit the province's Web site at http://www.gov.bc.ca/ for online information and services.

Media contact:

Sharon Henwood
Corporate Communications Manager
Royal British Columbia Museum
250 356-7226
Direct: 250 387-2135

Marisa Adair
Communications Director
Community, Aboriginal and Women's Services
250 953-3677
Cell: 250 920-8500

Grove, Marland MSER:EX

From: Mitchell, Gary A. MSER:EX
Sent: November 22, 2002 12:33 PM
To: Mitchell, Gary A. MSER:EX; MSER CIPD BC Archives; Commissionaires, BC Archives MSER:EX
Subject: DECISION

hiho, the Executive Council has concluded its session and they have supported the RBCM proposal to:
a) move the RBCM into a Crown Trust and
b) transfer the BC Archives, Helmcken House and the Netherland Carillon into a cultural precinct

g

-----Original Message-----
From: Mitchell, Gary A. MSER:EX
Sent: November 22, 2002 11:05
To: MSER CIPD BC Archives; Commissionaires, BC Archives MSER:EX
Subject: pm meeting at 1:15PM
Importance: High

hiho, as many of you know the Executive Council meeting started late; the RBCM presentation will not probably occur until 12PM with a decision after that. This leaves calling a meeting after the decision to late in the day.

Therefore, we will schedule a meeting for 1:15 in the Reference Room on this matter.

Kathryn: plse proceed with notice reducing service levels in the PM and informing researchers that a special staff meeting is being called.
g

Gary A. Mitchell, CRM
Provincial Archivist and
Director, British Columbia Archives
Ministry of Management Services
Telephone: (250) 387-2992
Fax: (250) 387-2072
Email: Gary.Mitchell@gems8.gov.bc.ca
http://www.bcarchives.gov.bc.ca

Grove, Marland MSER:EX

From: Mitchell, Gary A. MSER:EX
Sent: November 21, 2002 3:18 PM
To: Fraser, Lois A MSER:EX
Cc: Grove, Marland MSER:EX
Subject: Records Management Functions

The main records management functions are:

Government Records Administration
- administration of retention schedules
- administration of the Administrative Records Classification System (ARCS)

Records Systems
- administration and maintenance of the Automated Records and Information Systems

Microfilm Processing and D-duplication

Records Centre Services Program

Marland
(from Gary's computer)

Moccia, Margaret MSER:EX

From: Read, Catharine MSER:EX
Sent: November 21, 2002 3:45 PM
To: Moccia, Margaret MSER:EX
Subject: FW: archives bullets

fell
Archives

-----Original Message-----
From: Fraser, Lois A MSER:EX
Sent: November 21, 2002 3:41 PM
To: Read, Catharine MSER:EX
Subject: Re: archives bullets

Yes please. I have also sent this info to Chris for his input.

Sent from my BlackBerry Wireless Handheld

-----Original Message-----
From: Read, Catharine MSER:EX <Catharine.Read@gems9.gov.bc.ca>
To: Fraser, Lois A MSER:EX <Lois.Fraser@gems5.gov.bc.ca>
Sent: Thu Nov 21 15:38:21 2002
Subject: FW: archives bullets

lois - do you want this faxed to you at the minister's office

-----Original Message-----
From: Mitchell, Gary A. MSER:EX
Sent: November 21, 2002 3:36 PM
To: Read, Catharine MSER:EX; Fraser, Lois A MSER:EX
Subject: archives bullets

As the archives of the Government and private collections of enduring value to the province, its main archives functions are:

Preservation Services
- includes conservation treatment on documents; microfilming and imaging, re-housing of materials

Access Services
- providing support and assistance to the researching public
- information and privacy on government records
- providing on-line access to the archival holdings and finding aids

Private records program
- acquiring the archives of private individuals, corporations, etc. who are significant in the development of the BC society

Arrangement and Description
- "cataloguing" of the archival holdings so as to provide access
- review of archival government records for selective retention
- documenting the administrative histories of government agencies

g

-----Original Message-----
From: Mitchell, Gary A. MSER:EX
Sent: November 21, 2002 15:20
To: Read, Catharine MSER:EX
Subject: RE: bullets

The main records management functions are:

Government Records Administration
- administration of retention schedules
- administration of the Administrative Records Classification System (ARCS)

Records Systems
- administration and maintenance of the Automated Records and Information Systems

Microfilm Processing and D-duplication

Records Centre Services Program

I will let Gary send separately the archives ones.

Marland
(from Gary's computer)

-----Original Message-----
From: Read, Catharine MSER:EX
Sent: November 21, 2002 15:05
To: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: bullets
Importance: High

Hi there. Could I get the bullets on which responsibilities are with records mngmt and which are with archives as soon as possible.

Thanks
Catharine

DM. Catherine Read's records
230-20 CIPD Corporate Information Program
Subfile labelled "Archives / Museum"
94-5288-04

Grove, Marland LCS:EX

From: Fraser, Lois A MSER:EX
Sent: November 21, 2002 1:58 PM
To: Mitchell, Gary A. MSER:EX; Grove, Marland MSER:EX
Subject: FW: Preliminary budget split

Gary and Marland, I have asked for copies of the org charts from HR. If I look at Marland and Glen's branches I see 15 FTE's in Marland's branch (after removing 4 FTE's for Imaging Services) and 8 FTE's in Glen's branch. THat adds up to 23 FTE's. Please revise the attached budget split to show how these numbers would affect the split. (This is under the current 02/03 budget)

I think we probably need to consider a few different scenarios before we finalize the split. I might be easier to consider the division by branches and locations and adjust later.

Thanks
Lois

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: Wednesday, November 20, 2002 11:16 AM
To: Fraser, Lois A MSER:EX
Cc: Mitchell, Gary A. MSER:EX
Subject: Preliminary budget split

Attached is a rough budget breakdown for the establishment of a Records Management Branch.

Marland Grove
Manager, Government Records Services
British Columbia Archives
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.bcarchives.gov.bc.ca



BC Archives
RMB budget 2(

BUDGET 03/04

STOB	PROGRAM	02/03 Base	BC Archives	RM Branch
STOB 50	Base Salaries and Overtime	**$2,657,000**	2,166,010	490,990
STOB 51	Supplementary Salary Costs	**$9,000**	7,300	1,700
STOB 52	Employee Benefits	**$600,000**	498,470	101,530
STOB 57	Public Servant Travel	**$6,000**	4,800	1,200
STOB 60	Professional Services	**$2,154,000**	10,324	1,883,676
STOB 63	Information Systems - Operating	**$283,000**	228,400	54,600
STOB 65	Office and Business Expenses	**$231,000**	421,000	70,000
STOB 69	Utilities & Supplies	**$100,000**	80,500	19,500
STOB 73	Amortization Expense	**$100,000**	80,500	19,500
STOB 75	Building Occupancy Charges	**$888,000**	623,964	264,036
STOB 78	Contributions			
STOB 88	Recoveries Within Government	**(1,300,000)**	(50,000)	(1,250,000)
STOB 89	Recoveries (external)	**(100,000)**		(100,000)
	TOTAL	**$5,628,000**	4,071,268	1,556,732
			46 FTE's current	11 FTEs current 7 FTEs additional

Note:

Page 409 to/à Page 414

Withheld pursuant to/removed as

s.12

DM Catharine Read's records
230-20 CIPD Corporate Information Program
Subfile labelled "Archives/Museum"
94-5288-04

232-2016-IPD

Read, Catharine MSER:EX

From: Rafferty, Pauline [PRafferty@royalbcmuseum.bc.ca]
Sent: October 22, 2002 3:16 PM
To: Read, Catharine MSER:EX
Subject: RE: archives

file
Archives

Thanks

-----Original Message-----
From: Read, Catharine MSER:EX [SMTP:Catharine.Read@gems9.gov.bc.ca]
Sent: Tuesday, October 22, 2002 3:12 PM
To: Rafferty, Pauline RBCM:EX; Chandler, Penelope E MSER:EX
Subject: RE: archives

Thanks Pauline. Actually Dec. is good news as it allows time s.12
s.12 We'll all be very well prepared before any announcement.

Also the archives staff will be pleased that they'll remain public servant.

Talk to you soon. (And I'll tell Gary and Lois that the move is still to be kept very confidential.)

Catharine

-----Original Message-----
From: Rafferty, Pauline [mailto:PRafferty@royalbcmuseum.bc.ca]
Sent: October 22, 2002 1:45 PM
To: Read, Catharine MSER:EX; Chandler, Penelope E MSER:EX
Subject: RE: archives

Catherine
s.12

In terms of staff status the legislation is clear that they are covered under the Public service act the public service labour relations act and the pension act. It has been raised by Museum staff in the past and the legislation wording provides the certainty they requested.
Thanks
Pauline

-----Original Message-----
From: Read, Catharine MSER:EX [SMTP:Catharine.Read@gems9.gov.bc.ca]
Sent: Tuesday, October 22, 2002 1:06 PM
To: Chandler, Penelope E MSER:EX; Rafferty, Pauline RBCM:EX
Subject: archives

s.12

Gary is fine about it all (was a little surprised that a decision was finally made) and is, of course, helpful in all this. We'll get things set up for a smooth transition once we agree to split.

Pauline - do you have an announcement date yet?
- will you be able to answer staff questions about their status as public servants under the trust model? also questions about the legislative issues?

Will get back to you soon

Dm Catharine Read's records
230-20 CIPD Corporate Information Programs (
Subfile labelled "Archives/Museum"
94-5288-04

Page 418

Withheld pursuant to/removed as

s.12

ADM Lois Fraser CPD
380-01 GEN. GENERAL MGT SERVICES
92-5741-2

Grove, Marland LCS:EX

From: Mitchell, Gary A. MSER:EX
Sent: June 24, 2002 1:55 PM
To: Grove, Marland MSER:EX; Bridge, Kathryn MSER:EX
Subject: FW: Core services review.

here is the review document; Marland could you work up the costs (hidden and otherwise) of a split;

I was thinking our reponse to be something like:

we agree with concept of Cultural Precinct;
archives could be part of it

but we are an integrated whole (we internally do not differenate between the two, our govt clients do) Our pirmary function is towards the government and secondary function to historical research.

separtate creates problems with

costs
accountability - an approach where the value of the information will yield to a philosophy where cost of storage prevails; thus creating liability and risk issues while there is no recognition for corporate approach. Carrier Lumber is an eg where ministry needs clearly did not meet govt's liability.

No archives within Canada is separting the two functions; the advent of ESD makes the integration archives of prime value.

etc.

ideas
g

-----Original Message-----
From: Rafferty, Pauline [mailto:PRafferty@royalbcmuseum.bc.ca]
Sent: June 19, 2002 09:30
To: Mitchell, Gary A. MSER:EX; Fraser, Lois A MSER:EX
Cc: Read, Catharine MSER:EX
Subject: Core services review.

Hi
I met with Catherine on Monday to review this document. This was prepared by the Core secretariat based upon several months of discussion. I believe this is the penultimate version, the final version will go forward to the committee. We are tentatively scheduled for July 4, to make our presentation. We will abstract from this version for the presentation to the task force. I would appreciate any comments on the document.
Thanks
Pauline

Pauline Rafferty



rbcm deck.ppt

Chief Executive Officer
Phone: 250-387-3685
Fax: 250-953-4336
mailto:prafferty@royalbcmuseum.bc.ca

Page 421 to/à Page 438

Withheld pursuant to/removed as

s.12

Grove, Marland MSER:EX

From: Mitchell, Gary A. MSER:EX
Sent: June 21, 2002 1:48 PM
To: Fraser, Lois A MSER:EX
Subject: rafferty meeting

Importance: High

hiho, I met with Pauline this morning and we discussed the core review report and recommendations. She seems to under the impression that the recommendation to separate archives from records functions originated from MSER. Her feelings were that e-government was the reason behind the recommended separation.

Her view of the core review process was that the core team were not favouring separation or not, that is was supportive of the MSER positioning.

Clearly both of us support the idea of a stronger cultural agency to handle cultural programming; and both believed that the BC Archives (in whole) would bring a stability and innovativeness to the new organization. A "separate" archives is understood to bring funding issues with it which could prove disastrous to a fledging idea.

She understands that no archives in Canada has consciously surrendered its records functions and that no archives and museum have ever merged.

In closing the meeting, I agreed to speak to you (and hopefully, the DM) about the long term impacts of the proposed recommendation. She, in turn, will be speaking with the Core group about mutual concerns.
s.22

I will be speaking with our managers and preparing a fact sheet for you for next week. Please let me know when a time can be arranged with the DM. I am on leave next week but Thursday is the only day I truly need off. Friday AM I am coming in for the Public Documents Committee core review.

g

Gary A. Mitchell, CRM
Provincial Archivist and
Director, British Columbia Archives
Ministry of Management Services
Telephone: (250) 387-2992
Fax: (250) 387-2072
Email: Gary.Mitchell@gems8.gov.bc.ca
http://www.bcarchives.gov.bc.ca

BRITISH COLUMBIA

Ministry of
Management Services

mar 7
1:30

Catharine Read, Deputy Minister
Lois Fraser, Assistant Deputy Minister

Bi-lateral Meeting
Thursday, March 7, 2002

AGENDA

1. BC Archives – organizational placement (BN attached)
2. Service Rationalization Strategy – UPDATE
3. ISD - UPDATE
4. s.22 Contract – Phase II component (attached)

March 7, 2002
Thursday

March 2002

S	M	T	W	T	F	S
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31						

April 2002

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30				

7 am

8 00

8:30am-8:45am Discuss s.22 contract - Deputy and Bill Bell (DM's Office)

9 00

Weekly Discuss with Minister, Penelope, Deputy, Cynthia (Rm. 112)

10 00

Deputy & Kathryn Macdonald re DM Cttee, shared services goals, corp activities

11 00

Procurement & Supply Services & SS Implementation - Deputy & Sunny Mathieson (DM's Office)

12 pm

Lunch Time

1 00

Bilateral meeting with Deputy and Lois Fraser (DM's Office)

2 00

TO BE POSTPONED TO FUTURE DATE: Treasury Board - Integrated Service Delivery - Liz Gilliland to address regional services delivery component (Mark Mackinnon working on package)

Shared Services Brainstorming Results - Deputy and Shawn Rob

3 00

4 00

5 00

6 00

DM. Catharine Req's records
230-20 CIPD Corporate Information Program &
Subfile labelled "Archives/Museum"
94-5288-04

MINISTRY OF MANAGEMENT SERVICES
BRIEFING NOTE

Ref: 8721

Date: February 26, 2002

I **PREPARED FOR:** **The Honourable Sandy Santori, Minister, FOR INFORMATION**

TOPIC: Future Organizational Placement of BC Archives

II **ISSUE:**

Core services reviews being undertaken by Royal BC Museum and Tourism BC include references to BC Archives as part of a new heritage agency.

III **BACKGROUND:**

The Royal BC Museum and Tourism BC are currently going through their core services review process. In their core services review presentation, both agencies have made references to the inclusion of the archival holdings as part of a new heritage agency or initiative.

The emphasis for inclusion of the archival collection has centered on the issues of improving heritage and that the archives are held in the "public trust". Neither case mentions the archives and records services programs the BC Archives maintains.

The Ministry of Management Services core services review process identified the BC Archives and its current programs as being "core to government."

The BC Archives is the archives of the Province of British Columbia and is a repository for historical records of provincial significance. Its primary responsibility is to protect, preserve and make accessible the records of long-term value to the government. One of its major tasks is to ensure the authenticity and integrity of the archival records to safeguard the evidentiary, fiscal and legal values and uses of the information. A secondary responsibility is as a heritage agency; that is, to make accessible archival records for historical research and study.

In 1989, the BC Archives pioneered the establishment of an integrated archives and records services model in North America. By taking a holistic view of information and records keeping, the BC Archives was able to broaden and extend management control over government's information holdings. Its emphasis on identifying the value of records prior to creation and during the front line usage has enabled corporate efficiencies in records storage and improved the collection and transfer of valued records to the archival custody. Since 1997 BC Archives has raised the priority of information management (IM) within the

BC Government and has integrated IM with information technology (IT) policies and operations.

IV DISCUSSION:

The long-held perception that archives are heritage agencies no longer is valid in Canada. The "haven for historians" has been replaced with a view that archives provide vital services to government by preserving and protecting the evidence of legal, fiscal and program activities.

The BC Archives has been, and remains, in the forefront of developing programs and services that extend into public service offices and programs. Its work on records retention schedules established a new approach to managing government's information from creation to destruction or transfer to archival custody. Today, we are working on an international project to establish new international standards for the preservation of information in electronic formats.

As government embraces the use of the Internet to extend its services, the protection of information authenticity and integrity gains more importance. The Electronic Document and Records Management System is an example of how vital it is to identify a record's value at the creation stage and manage the information accordingly.

To artificially split the archival collections and archival services from the BC Archives for inclusion into a heritage organization would disrupt the current e-government initiatives; set back IM/IT integration, create issues around safeguarding the integrity of the government archives, and require more funding for the collections and services.

V RECOMMENDATION:

Maintain a fully integrated BC Archives as a core to government service within Management Services.

PREPARED BY:

Gary A. Mitchell
Provincial Archivist
BC Archives
250 387-2992

APPROVED BY:

Lois Fraser, ADM
Corporate and Information Programs _____

Catherine Read
Deputy Minister _____

Sandy Santori
Minister _____

From Exec. Director Chris Normant Titles
(No title cards we - provided)

6040-20/CSR



Core Services Review

Royal British Columbia Museum

Special Operating Agency

November 2001

Core Goals

The 116 paid staff and 500 unpaid volunteers at the Museum are committed to the five core goals developed in partnership with the Board of Directors, the Friends of the Royal British Columbia Museum, staff members, volunteers, and local communities:

- **financial security** based on Government funding and increased non-Government earnings
- **brand renewal** to create a "fresh new look" and marketable image for the Museum
- **product renewal** to create new exhibits, programs, and services that will attract and retain new customers and clients and ensure repeat visitation
- **human resources development** to ensure adequate resources to achieve the core goals
- **increased independence** from Government to increase earned and donated revenues

Provincial Entities with Similar Programs

Organizations that deliver similar programs or that depend on Museum services include:

- British Columbia Archives (photographs and manuscripts)
- Heritage Properties Branch (heritage sites throughout the province)
- Ministry of Sustainable Resource Management (archaeology assessment permit process that results in artifacts being housed at the Museum)
- Ministry of Forests and Ministry of Sustainable Resource Management (use collection information about rare and endangered species to manage natural resources)
- Tourism British Columbia (markets jointly with the Museum to increase tourism visits)
- K-12 schools throughout the province
- Government libraries

The Museum will seek to develop additional strategic alliances with these organizations.

VI. Phase II Analysis

The Royal British Columbia Museum's current organizational model for managing the museum is not the most efficient method from the taxpayers' perspective because donated revenues are constrained. Donation levels are below the average donation for arts and culture organizations in British Columbia.

Efficiencies are already in place through private operators. Costs will be reduced through changes in the service that the Museum provides.

VI.1 Options

Three options exist for managing the Royal British Columbia Museum in the public interest:

1. maintaining the Museum as a Special Operating Agency of the Province (status quo);
2. moving the Museum to become an arms-length corporation of government with annual funding from the Province; or
3. moving the Museum to become an arms-length corporation of government with a one-time endowment contribution and no ongoing annual funding from the Province.

In addition, a fourth option would broaden the mandate of the Royal British Columbia Museum to include the provincial Heritage Properties and the British Columbia Archives. In this option the management of the heritage components of the province would be within the purview of the Royal British Columbia Museum as an arms-length corporation. The Royal British Columbia Museum believes that it is possible to increase earned and donated revenues as an arms-length corporation but due diligence is required to determine if the same model would apply to the Royal British Columbia Museum with responsibility for Heritage Properties and the British Columbia Archives.

In all options the marketing function of the Royal British Columbia Museum should be integrated into the **provincial tourism strategy** to increase the visitation at provincial museums and heritage sites.

The Governance options for the Royal British Columbia Museum noted below are evaluated in this report as alternative methods of building an efficient and accountable case for donations and financial support outside of government.

VI.4 Recommended Decisions

It is recommended that:

1. The Royal British Columbia Museum be repositioned as arms-length from government to increase efficiency through increases in earned and donated revenues. Consideration should be given to including Heritage Properties and the British Columbia Archives function based upon additional financial analysis.
2. The preferred delivery model is the **Legislated Corporation** with the Royal British Columbia Museum becoming a corporation of the Province of British Columbia with a fiduciary Board of Directors.
3. Investment in an **endowment** be considered to provide annual funds for the **Legislated Corporation** with an equivalent offset of Government's annual voted appropriation.

It is recognized that a **provincial tourism strategy** is being developed and that the Royal British Columbia Museum is a significant contributor to tourism in addition to its role as trustee of the human and natural history collections and exhibits of the Province. As an arms-length organization the Museum will be better positioned to improve its collections, research, exhibits and programs for all British Columbians and tourists to our province. Consequently, the Task Force decision regarding the mandate and service delivery model for the Royal British Columbia Museum should inform the development of the tourism strategy. It is recognized that the **marketing** of the Royal British Columbia Museum may be increased through the leadership and guidance that would result from a provincial tourism strategy.

VI.5 Challenges and Implications of Recommended Decisions

The following information will be emphasized in **communications with stakeholders**:

- The Royal British Columbia Museum will be more accountable to the public through public participation in a governing Board of Trustees.
- The Royal British Columbia Museum will be able to maintain and improve programming without increased Government funding through entrepreneurial activities, revenue-generating programs, and fund-raising campaigns.
- The new governance structure will assist the Royal British Columbia Museum to achieve increased relevance and responsiveness to the public, increased financial self-sufficiency, innovative educational programming, and the improved collection and preservation of information about British Columbia.

Communication will also **mitigate the risks** that aboriginal communities will be concerned about the effect of the change on treaty negotiations and related issues, and that the general public may confuse the new governance status with privatization.

Dr. Catharine Read's Records
410-20 CSRE Program Evaluation Project Files
Core Services Review v.1
94-8064-13

MINISTRY OF MANAGEMENT SERVICES

Second Presentation to the [illegible] Review and Deregulation Task [illegible]

by

The Honourable Sandy Santori

October 24, 2001

1



•These items are core to Government, and to the Ministry.

•The first five items listed on the "green" slide are expected to be included in the implementation of the shared services model.

•The common theme amongst these activities is that they are largely transactional support services.

•The remaining seven items listed on the "green" slide are centralized, cross-government programs and services:

•The common theme amongst these activities is information management and access.

•Some of them, like records management, will likely be considered for inclusion in shared services in the future. Others will not, but will evolve in a parallel manner to the shared services – expanding the use of the cost recovery business model where possible, and enhancing the focus on providing client-centred services.

•It is not essential that these centralized services be located in the same ministry that is responsible for shared services. There is value, though, in grouping them together to achieve synergies relating to information management and access, and we have been unable to identify a better candidate ministry to take responsibility.

•(Note: More detail is contained in the companion notes).

D. M. Catharine Read's records
410-20 CSRE Program Evaluation Project Files
Core Services Review V.1
94-8064-13

GENERAL NOTES RESPECTING "GREEN" ITEMS

MINISTRY OF MANAGEMENT SERVICES – OPERATING PHILOSOPHY

The Ministry of Management Services is about consolidating and delivering cross-government programs and services that are critical to the effective operation of government in an efficient and responsive manner. This frees ministries (and potentially the broader public sector) to get on with their business – delivering their core services to the citizens and businesses of British Columbia. We support ministries in their missions.

SHARED SERVICES – GENERAL RATIONALE

The first five items listed on the "green" slide are expected to be included in the implementation of the shared services model:

- Finance and administration;
- Human resources;
- Procurement;
- Supply services;
- Information Technology.

The common theme amongst these activities is that they are largely transactional support services.

One of the central underlying principles of a shared services model, particularly in the context of a "core review" exercise, is to identify activities that are core to government, but not core to individual ministries. These activities are then consolidated in a single entity (MSER) to achieve, among other things, economies of scale, a consolidation of relevant talent, and one-stop shopping.

The ultimate effect of this is that critical cross-government activities are taken care of in a way that enables the rest of government to focus on delivering their core services to the citizens and businesses of British Columbia.

CENTRALIZED PROGRAMS/SERVICES – GENERAL RATIONALE

The remaining seven items listed on the "green" slide are centralized, cross-government programs and services:

- Records management;
- Corporate privacy and information access;
- BC Stats;
- BC Archives;
- BC OnLine;
- Waste Buster;
- Management and information technology library.

The common theme amongst these activities is information management and access.

The consolidation of centralized, cross-government programs/services serves a similar underlying principle to that served by shared services. Each of the centralized programs/services identified as "green" is necessary for government to run effectively. Their individual activities were already largely consolidated. As a result, these critical cross-government activities are taken care of in a way that enables the rest of government to focus on delivering their core services to the citizens and businesses of British Columbia. Economies of scale, and the consolidation of relevant talent are consequently achieved.

Their collective consolidation within the Ministry of Management services groups them together under a common information management and access theme.

Some of them, like records management, will likely be considered for inclusion in shared services in the future. Others will not, but will evolve in a parallel manner to the shared services – expanding the use of the cost recovery business model where possible, and enhancing the focus on providing client-centred services.

It is not essential that these centralized services be located in the same ministry that is responsible for shared services. There is value, though, in grouping them together to achieve synergies relating to information management and access, and we have been unable to identify a better candidate ministry to take responsibility.

RECORDS MANAGEMENT

This function is addressed under BC Archives.

BC ARCHIVES

Program Description

- Provides centralized and integrated archives and records management services for all government records.
- Acquires, preserves and makes available records, in all media and formats, of enduring value to British Columbia.

Core to Ministry - Rationale

- Records management may be considered for inclusion in shared services.
- These are cross-government programs/services that are not core to any other ministry.
- These programs/services are consistent with an information management and access theme.

D.M. Catharine Reads records
410-20 CSRE Program Evaluation Project Files (
Core Services Review U.I
94-8064-13

Grove, Marland MSER:EX

From: Mitchell, Gary A. RBCM:EX
Sent: September 23, 2003 3:35 PM
To: Norman, Chris MSER:EX; Grove, Marland MSER:EX
Subject: FW: Handouts for Thursday

-----Original Message-----
From: Zinck, Faye [mailto:FZinck@royalbcmuseum.bc.ca]
Sent: September 23, 2003 13:24
To: Mann, Brian CAWS:EX
Cc: Mitchell, Gary A. RBCM:EX; Hughes, Grant W; Stuart, Arlene CAWS:EX; Newcombe, Diane CAWS:EX
Subject: Handouts for Thursday

Enclosed is the costing model that we will be presenting at the Fin'l Operations, Administration and Procurement sub cttee of ADMCS on Thursday.

Also enclosed is the current listing of archival records proposed by the Corporate Records Management Group for transfer to the Archives over the next 10 years. The current years volume of records appears to be a one time anomaly, 2004/05 is 2,967 and then we anticipate appx. 2,000 boxes per year. The year 2012/13 may also be an abnormal year due to the number of records going to offsite storages as a result of restructuring.


srfrtransfersnext10years1.pdf


ADM Council :hives Presentatl


Costing for Finance Comn

The rates based in accordance with fees as set by the Canadian Council of Archives.

Faye Zinck, CGA
Chief Financial Officer
675 Belleville Street
Victoria, BC V8W 9W2
Phone: (250) 387-2403 FAX: (250)953-4336
http://www.royalbcmuseum.bc.ca

Archival Records Management

Preservation and Access

Pauline Rafferty
CEO, Royal BC Museum

Record Preservation Mandate

- *Museum Act 2003*
  - Mandates Royal BC Museum to preserve & manage archival records
  - Authorizes fees for provision of service
- *Document Disposal Act*
  - Assigns value to government records based on statutory requirements & criteria
  - Specified value determines retention or disposition
  - Disposition determines destruction or transfer to Archives

Transfer of Records to Archives

- Schedule to transfer records to Archives is dictated by *Document Disposal Act*
- The order to transfer records is made by the Lieutenant Governor in Council
- Transfers will be initiated by written transferring Agency/Ministry & RBCM
- After transfer, significant costs are associated with preparation of archival records for long-term housing and access

Financial Considerations

- Archive Record costs are influenced by:
  - Storage
  - Preservation
    - Determined by format, original record condition, preparation time, storage medium, etc.
  - Access

Current Record Volume

Records in RBCM custody as of April, 2003 receiving Provincial contribution:

Text records	79,514 boxes	Electronic	400 GB
Maps	100,000 items	Architectural	20,000 items
Video / film	10,885 items	Paintings & drawings	10,202 items
Sound	13,000 hours	Photos	4.9 million
Library	73,091 volumes		

Scheduled Record Volume

Ministry records in file boxes currently scheduled for transfer:

2003/04	12,467
2004/05	2,935
2005/06	1,808
2006/07	1,264
2007/08	1,018
2008/09	1,092

Budget Implications

- Ministries are now responsible for the costs associated with their archival records, and will be billed by RBCM
- Ministry / Agency specific estimates will be provided by RBCM by October 31 for 2004/05 budget planning
- Next Step: meeting with Financial Operations Administration Procurement Committee on September 25

APPENDIX 1
TEXTUAL RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per records storage box
Microfilm (3rd party) (1)	***$ 195.80***
Staff costs: ($60.50 per hour - average cost)	
Arrangement & description of records (1.5 hours)	90.75
Processing costs (.65 hours)	39.33
Conservation (.5 hours)	30.25
Destruction of original records after duplication	***6.00***
One time costs to provide ongoing access and storage (2)	92.50
Total cost for one box of textual records	**$ 454.63**

Notes:

1. Services will be provided in house if the condition of the documents is fragile or they contain sensitive information

2. Master copy held offsite, duplicate copy prepared for access purposes

3. If Ministries/Agencies provide microfilm rolls to our specificiatons, their costs would be reduced by $210.80 per textual box

4. Costs based on 1990 record groups. Conservation costs escalate as records age. In future costs will be determined based on the age and condition of the records.

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 2
SOUND AND MOVING IMAGE RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per Sound based on running time	Film	Video
Duplication (per item)	$ *34.85*	$ *55.65*	$ *55.65*
Staff costs: ($60.50 per hour - average cost)			
Arrangement & description of records	58.24	58.24	58.24
Processing costs re-cored, recanned, relabelled, etc	25.00	45.50	20.00
Conservation - based on cleaning, inspection, sticky shed, e	TBD	TBD	TBD
One time costs to provide ongoing access and storage	50.00	50.00	50.00
Total cost per item	**$ 168.09**	**$ 209.39**	**$ 183.89**

Notes:
1. Originals kept if possible (depends on condition)
2. Requires specialized storage costs, which will include - cold storage, controlled environment, etc.
3. Access costs migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 3
GRAPHIC (PHOTO'S/IMAGES)

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

		per stable photo or image
Duplication - preservation master plus digital access copy	***$***	***2.10***
Staff costs: ($60.50 per hour - average cost)		
Arrangement & description of image		9.00
Processing costs		0.50
Conservation		0.00
One time costs to provide ongoing access and storage		10.00
Total cost per photo or image	**$**	**21.60**

Notes:
1. Originals kept if possible (depends on condition)

2. Original held offsite, preserved for long time storage

3. Requires specialized storage costs, which will include - cold storage, controlled environment, etc.
4. Images will be digitized for access and retreival
5. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 4
ARCHITECTURAL/CARTOGRAPHIC RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per item	
Microfilm (3rd party) (1)	***$ 25.00***	***$ 25.00***
Destruction of original records after duplication IF REQUIRED		6.00
If not destroyed costs to rehouse	20.87	0.00
Staff costs: ($60.50 per hour - average cost)		
Arrangement & description of records	22.21	22.21
Processing costs	39.00	0.00
Conservation depends if requires treatment	TBD	0.00
One time costs to provide ongoing access and storage	50.00	50.00
Total cost per item (e.g. maps and plans)	**$ 157.08**	**$ 103.21**

Notes:
1. Originals kept if required (e.g. maps that are color coded)
2. Master copy held offsite, digitized copy prepared for access purposes
3. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 5
ELECTRONIC RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per gigabyte
Microfilm (3rd party) (1)	$ -
Staff costs: ($60.50 per hour - average cost)	
Arrangement & description of records - includes ingestion and migration	334.00
Processing costs	0.00
Conservation	0.00
One time costs to provide ongoing access and storage	92.50
Total cost per gigabyte	**$ 426.50**

Notes:

1. Master copy held offsite, duplicate copy prepared for access purposes
2. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

Other records can include:

- Library books
- Works of art
- Artifacts/objects

Costs will be provided as requested.

Archival
Rate Breakdown
Fiscal Years 2004/2005, 2005/06, 2006/07

	Cost per HRO 2	Cost per HRO 3	Records Curator	Conservator
Salary	$ 50,948	$ 55,843	$ 60,900	$ 73,784
Benefits (at 22.6%)	$ 11,514	$ 12,621	$ 13,763	$ 16,675
Professional Development	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Building Occupancy Charges	$ 10,500	$ 10,500	$ 10,500	$ 10,500
Office Support	$ 7,850	$ 7,850	$ 7,850	$ 7,850
Technology				
Voice/Data Communication	$ 3,100	$ 3,100	$ 3,100	$ 3,100
Application Maintenance &	$ 3,800	$ 3,800	$ 3,800	$ 3,800
Financial Services	$ 2,700	$ 2,700	$ 2,700	$ 2,700
Total Cost	$ 91,412	$ 97,414	$ 103,613	$ 119,409
Hourly rate based on 1700 hours	53.77198271	57.30221365	60.94905882	70.24033588
Average hourly rate				**60.56589776**

Notes:
1. Office Support includes office expense and records management costs.
2. Voice/Data Communication includes telephone, fax, and data line costs.
3. Application Maintenance & Support does not include amortization or development costs.
4. Financial Services include administration of accounts payable, accounts receivable and financial planning.

BRITISH COLUMBIA

Ministry of
Management Services

**Office of the
Chief Information Officer**

MEMORANDUM

VANCOUVER 2010

Ref: 17876

Date: July 26, 2004

To: Doug Callbeck, Chair, Assistant Deputy Minister's of Corporate Services Committee

Re: Development of Service Level Agreement with the Royal British Columbia Museum Corporation

This note is in response to the ADMCS April 15th meeting regarding the proposed Royal British Columbia Museum (RBCM) Archival records transfer fees. At this meeting ACMCS accepted the recommendation of the Financial Operations, Administration and Procurement (FOAP) sub committee not to accept the RBCM archives fees proposal and to establish a process for negotiating and establishing a service level agreement and corresponding rate structure for archival services.

The FOAP sub committee of ADMCS recommended establishing the CIO's Office, Corporate Records Management Branch (CRMB) as lead in negotiating an archival records service level agreement with RBCM.

The Office of the CIO would be pleased to participate in and assist this negotiation team. The RBCM is currently not accepting new transfers of archival records pending the approval of a rate structure. It is in government's corporate interest to re-establish effective and appropriate processes for ensuring that records of enduring value are covered by the required preservation and access services.

However, I recommend that discussions and negotiations with the RBCM would more effectively be led by ADMCS. This would ensure that the positions taken by the ADMCS negotiating team are viewed by RBCM as representing the stance of government as a whole, rather than any particular interests my office or CRMB may be perceived to hold. Given the likely role of CRMB in administering records transfers to RBCM and related payments, it is preferable for CRMB not to serve as lead negotiator for government.

Accordingly, I would like to request that ADMCS select representatives to form and lead a team to develop a negotiating strategy and mandate for ADMCS approval.

Upon approval of the strategy by ADMCS, the team would draft a Service Level Agreement (SLA) with the RBCM covering such matters as:

- Service levels and quality standards for the preservation, description, storage and access services government requires for its records, and
- Funding requirements and mechanisms for CRMB and RBCM to address current backlogs and forecasted volumes.

.../2

Chris Norman, Executive Director, Strategic Planning and Policy; Marland Grove, Director, CRMB and Glen Isaac, Manager, Enterprise Documents and Records Management, CRMB will be my designates to participate on the team.

The Office of the CIO looks forward to participating on the team to establish a service level agreement that meets government's needs.

"Original signed by"

R.C. McCandless
Chief Information Officer/
Chief Operating Officer - Common IT Services

cc: Chris Norman, Executive Director
Strategic Planning and Policy
Marland Grove, Director
Corporate Records Management Branch

McCoy, Holly MSER:EX

From: Norman, Chris MSER:EX
Sent: January 25, 2005 6:18 PM
To: McCoy, Holly MSER:EX
Subject: FW: BN for DMIP review

Don't see this in my reading folder - perhaps I am missing it in my materials but I thought you would copy these kind of things and provide routinely.

Chris Norman
Executive Director
Strategic Planning and Policy
Office of the Chief Information Officer
Ministry of Management Services
Email: Chris.Norman@gems3.gov.bc.ca
Phone: (250) 387 9809
Cell: (250) 888 0218

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: January 25, 2005 7:46 AM
To: Norman, Chris MSER:EX
Subject: FW: BN for DMIP review

FYI
Marland

-----Original Message-----
From: Mann, Brian ACSS:EX
Sent: January 24, 2005 5:37 PM
To: Edwards, Jacquie FIN:EX
Cc: Grove, Marland MSER:EX; Smith, Peter J TRAN:EX; Wright, Alexander MCF:EX; Leatherdale, Gail CAWS:EX
Subject: BN for DMIP review

Jacquie, as discussed, unless you'd like to see further changes before hand, I'd very much appreciate it if you could call a "special" DMIP meeting to review, and hopefully endorse, the attached BC Archives costs and funding models briefing note.

Please advise.

I'd also like to take this opportunity to thank Peter, Alex, Gail and Marland for your assistance in getting the briefing note to this point.



BC Archives costs and funding ...

Thanks.

Brian Mann
387-8785

ADMCS Secretariat
BRIEFING DOCUMENT

TITLE: **Transfer of government records to Royal British Columbia Museum Archives (BC Archives)**

ISSUE: **BC Archives costs and funding models**

BACKGROUND:

No ministry records have transferred to BC Archives since the new transfer fees came into effect in 2003. Approximately 6,000 boxes are ready for immediate transfer at this time. BC Archives fees of $2,727,780 ($454.62/box) would apply if the 6,000 boxes were transferred at this time. Approximately 4,000 boxes reach "ready for transfer" status annually subject to payment of the associated $1.8 million in BC Archives transfer fees.

Document Disposal Act

- In 1936 the *Document Disposal Act* established approval requirements for the retention and disposition of government records,
- The *Document Disposal Act* requires that "a document must not be destroyed, or transferred to the Archives, except on the written recommendation of the Public Documents Committee" and approval "by Select Standing Committee of the Legislative Assembly on Public Accounts and Economic Affairs",
- The Public Documents Committee approved retention and disposition schedules include the government standard *Administrative Records Classification System* (ARCS) and agency specific *Operational Records Classification Systems* (ORCS), and
- Retention schedules specify which records require permanent retention at the archives and the earliest date that destruction or transfer can take place.

Corporate Records Management Branch (CRMB)

- CRMB provides ministries with centralized "off-site" records storage services for records no longer "actively" required by ministries, pending the Scheduled date authorizing destruction or transfer to the BC Archives,
- CRMB and/or ministry staff complete the selection and destruction work. Some records are designated for selective retention where most of the records in a population can be destroyed once a sample of the records is selected, and
- At this point the permanent retention records are ready for transfer to BC Archives in accordance with the approved Schedule. CRMB estimates that on average it destroys 30,000 boxes annually leaving only 4,000 boxes of archival records designated for permanent retention.

Museum Act 2003

- The *Museum Act 2003* mandates the Royal BC Museum to "hold and manage the archives of the government" and "to manage, conserve and provide access to the collection". Prior to the

Act's proclamation these activities were performed by BC Archives, as a Branch of the Ministry of Management Services funded from a voted appropriation, and

- The *Museum Act 2003* also authorizes charging of fees for provision of service. BC Archives has established a fee schedule for all new record transfers charged as a lump sum at time of transfer. In return for this payment the BC Archives commits to store, preserve and provide public access to the record in perpetuity.

Destruction of records

- Ministries realize savings from destruction of records. Ministry savings result from reduced storage charges and *Freedom of Information and Protection of Privacy Act* compliance costs once records are destroyed,
- CRMB recently obtained increased recoveries from ministries to address growing backlogs of unprocessed semi-active records authorized for selection and/or destruction, and
- The vast majority of records are ultimately destroyed.

Archival records cost drivers

- The costs incurred to preserve and manage government's permanent retention records are impacted by a number of factors, some of which are determined solely by BC Archives. Examples include decisions to preserve an original record rather than preserving only the information contained in the record. Decisions about the storage medium and the amount/frequency of restoration work over time also impact costs,
- BC Archives costs are impacted both by the nature and condition of the records it receives and the volume of access activity (includes litigation, mative land claims, establishment of rights, etc.), and
- Non-textual archival records such as photographs and audio-visual recordings are typically more expensive per item, to preserve, restore and provide access to than textual records.

DISCUSSION:

- Prior to proclamation of the *Museum Act 2003*, BC Archives costs were funded from an annual voted appropriation. Effective fiscal 2003/04, $3,070,000 was transferred from the Ministry of Management Services Vote to the Transfer to Royal British Columbia Museum Vote. BC Archives advises the base funding available is only sufficient to cover costs relating to its existing archival holdings,
- For textual records, the BC Archives' per box transfer fee of $454.63 is much greater than the 2005/06 semi-active storage fee of $6.42 per box per year. Transferring records to BC Archives creates a cost pressure for ministries,
- BC Archives' "up front lump sum" transfer fee schedule also complicates matters. Assessing the reasonableness of the "lump sum" fees proposed is complicated by the BC Archives' "in perpetuity" mandate. Confidently forecasting what it will cost to conserve and provide access to archival holdings over thousands of years is impossible. Forecasting how much the lump sum payment will grow during this time is equally challenging,
- The Province is the funder of last resort in any event should, "in the fullness of time", BC Archives require additional funding to discharge its legislated preservation and access mandates,

- An alternative funding model is annual payments from all operations votes or from one central vote,
- The BC Archives has expressed feasibility and administration cost concerns associated with charging annual fees to specific ministries based on volumes of archival records on hand now or into the future. With all the ministry reorganizations that have already occurred, equitably attributing current archival holdings would be difficult and contentious.
- Ministries are challenged to justify making any payments to BC Archives as only records of no further operational value are transferred. In addition, no other government, that we are aware of, charge ministries to transfer their archival records,
- BC Archives is unable to entirely fund its costs via fees charged for accessing archival records. In a typical year BC Archives will interact with 9,000 individual access requesters who view and obtain copies of the holdings. In 2004 fees charged for 60,000 copies and commercial licence revenues totalled $80,000, and
- While BC Archives currently receives funding from the province incremental funding is needed. Additional work is required to determine the appropriate amount of incremental funding required.

ISSUE — negotiating the amount to pay
— how to pay

Options to provide incremental funding to BC Archives

1. Ministries agree to pay the "up front" transfer charges currently in place.

2. Increase government's annual funding of BC Archives costs by providing incremental funding paid from:

    a) All ministries operations votes, or
    b) The Transfer to Royal British Columbia Museum Vote 18

Option 2b) is recommended.

The *Document Disposal Act* requires that records can only be transferred to BC Archives after they are of no further operational value to ministries. In addition, ministries save money by keeping their archival records in semi-active storage to avoid transfer fees. As a result, ministries are unable to justify paying BC Archives costs making Option 2b) the only feasible option.

It is recommended that Ministries, CRMB and BC Archives should work together to quantify the incremental funding required.

It is also recommended that ministries, CRMB and BC Archives review existing roles and responsibilities and implement efficiencies to minimize the collective costs of complying with the requirements of the *Document Disposal Act*.

Grove, Marland MSER:EX

From: Grove, Marland MSER:EX
Sent: January 20, 2005 9:39 AM
To: Mann, Brian ACSS:EX
Cc: Edwards, Jacquie FIN:EX
Subject: RE: One more background question

Virtually all ministry records transfers to the BC Archives were halted when a box transfer fee was proposed by the RBCM in 2003. As at December 31, 2004 approximately 6,000 boxes are eligible for transfer pending resolutions of the funding issue.

Marland

-----Original Message-----
From: Mann, Brian ACSS:EX
Sent: January 19, 2005 1:09 PM
To: Grove, Marland MSER:EX
Cc: Edwards, Jacquie FIN:EX
Subject: One more background question

Marland, I have another question as a result of suggestions from Jacquie.

I'd like to start out the BN with statement, subject to your feedback:

No ministry records have transferred to BC Archives since a box transfer fee was established in 2003. As at December 31, 2004 approximately XX,XXX boxes are eligible for transfer pending resolutions of the funding issue.

Please fill in the XX,XXX.

thanks

Brian Mann
387-8785

Grove, Marland MSER:EX

From: Callbeck, Doug SBED:EX
Sent: July 30, 2004 12:13 PM
To: McCandless, Rick C MSER:EX
Cc: Norman, Chris MSER:EX; Grove, Marland MSER:EX; Wittenberg, Ruth EDUC:EX; Crone, Jim AG:EX; Mann, Brian CAWS:EX
Subject: RE: Development of Service Level Agreement with Royal BC Museum

Rick, we will deal with this issue in September.

From: Carmichael, Sandy G MSER:EX **On Behalf Of** McCandless, Rick C MSER:EX
Sent: Monday, July 26, 2004 2:01 PM
To: Callbeck, Doug SBED:EX
Cc: Norman, Chris MSER:EX; Grove, Marland MSER:EX
Subject: Development of Service Level Agreement with Royal BC Museum

<< File: 17876 Callbeck~Royal BC Museum.doc >>

Sandy Carmichael
A/Executive Assistant
Office of the Chief Information Officer/
Chief Operating Officer - Common IT Services
Solutions BC, Province of British Columbia
Phone: 387-0546 Fax: 387-5693
Solutions BC http:\\www.solutionsbcsharedservices.gov.bc.ca/

Grove, Marland MSER:EX

From: Carmichael, Sandy G MSER:EX on behalf of McCandless, Rick C MSER:EX
Sent: July 26, 2004 2:01 PM
To: Callbeck, Doug SBED:EX
Cc: Norman, Chris MSER:EX; Grove, Marland MSER:EX
Subject: Development of Service Level Agreement with Royal BC Museum



17876
k~Royal BC Mu

Sandy Carmichael
A/Executive Assistant
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BRITISH COLUMBIA

Ministry of
Management Services

**Office of the
Chief Information Officer**

MEMORANDUM

VANCOUVER 2010

Ref: 17876

Date: July 26, 2004

To: Doug Callbeck, Chair, Assistant Deputy Minister's of Corporate Services Committee

Re: Development of Service Level Agreement with the Royal British Columbia Museum Corporation

This note is in response to the ADMCS April 15th meeting regarding the proposed Royal British Columbia Museum (RBCM) Archival records transfer fees. At this meeting ACMCS accepted the recommendation of the Financial Operations, Administration and Procurement (FOAP) sub committee not to accept the RBCM archives fees proposal and to establish a process for negotiating and establishing a service level agreement and corresponding rate structure for archival services.

The FOAP sub committee of ADMCS recommended establishing the CIO's Office, Corporate Records Management Branch (CRMB) as lead in negotiating an archival records service level agreement with RBCM.

The Office of the CIO would be pleased to participate in and assist this negotiation team. The RBCM is currently not accepting new transfers of archival records pending the approval of a rate structure. It is in government's corporate interest to re-establish effective and appropriate processes for ensuring that records of enduring value are covered by the required preservation and access services.

However, I recommend that discussions and negotiations with the RBCM would more effectively be led by ADMCS. This would ensure that the positions taken by the ADMCS negotiating team are viewed by RBCM as representing the stance of government as a whole, rather than any particular interests my office or CRMB may be perceived to hold. Given the likely role of CRMB in administering records transfers to RBCM and related payments, it is preferable for CRMB not to serve as lead negotiator for government.

Accordingly, I would like to request that ADMCS select representatives to form and lead a team to develop a negotiating strategy and mandate for ADMCS approval.

Upon approval of the strategy by ADMCS, the team would draft a Service Level Agreement (SLA) with the RBCM covering such matters as:

- Service levels and quality standards for the preservation, description, storage and access services government requires for its records, and
- Funding requirements and mechanisms for CRMB and RBCM to address current backlogs and forecasted volumes.

.../2

Chris Norman, Executive Director, Strategic Planning and Policy; Marland Grove, Director, CRMB and Glen Isaac, Manager, Enterprise Documents and Records Management, CRMB will be my designates to participate on the team.

The Office of the CIO looks forward to participating on the team to establish a service level agreement that meets government's needs.

"Original signed by"

R.C. McCandless
Chief Information Officer/
Chief Operating Officer - Common IT Services

cc: Chris Norman, Executive Director
Strategic Planning and Policy
Marland Grove, Director
Corporate Records Management Branch

Grove, Marland MSER:EX

From: Tully, Catherine E AG:EX
Sent: March 29, 2004 2:30 PM
To: Mann, Brian CAWS:EX
Cc: Grove, Marland MSER:EX
Subject: RE: FOAP minutes

Thanks Brian, this is okay with me.

Catherine Tully
Director, PIRMD

-----Original Message-----
From: Mann, Brian CAWS:EX
Sent: Monday, March 29, 2004 9:16 AM
To: Tully, Catherine E AG:EX
Cc: Grove, Marland MSER:EX
Subject: FOAP minutes

Catherine, as discussed, I've moved the first bullet about full retention records transferring out of negotiations with Archives and into discussion.

Hope this is an improvement.

Archives	**B-1**	Chris Norman, Marland Grove, Glen Isaac, Handout -For FOAP sub cttee of

ADMCS Legislation effective April 1, 2003 moved responsibility for Archives from MSER to RBCM. Since the transfer RBCM issued new and increased pricing and associated service standards. No archival transfers have occurred since the new pricing/service scheme was announced. At the request of FOAP, CRMB has attempted to work out an arrangement that would enable transfers to re-commence. These discussions have not been successful. Ministries and CRMB have yet to establish common standards with sustainable funding to ensure that only full retention records are transferred to RBCM. After reviewing the presentation and discussing options, FOAP approved establishing the CIO's Office (CRMB) as lead in negotiating an archival records service level agreement with RBCM (Archives). Prior commencement of the SLA negotiations, CRMB working with several appointed ministry representatives, will develop a negotiating strategy and mandate for ADMCS approval. The strategy and mandate will establish, at least the following: ➢Service levels and quality standards for preservation, description, storage and access government requires for its records, and ➢Funding requirements and mechanisms for CRMB and Archives to address current backlogs and forecasted volumes

Secretariat to schedule CRMB updates as appropriate.

Brian Mann
387-8785

Grove, Marland MSER:EX

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Sent: March 29, 2004 9:16 AM
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Cc: Grove, Marland MSER:EX
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Brian Mann
387-8785

Grove, Marland MSER:EX

From: Mann, Brian CAWS:EX
Sent: March 26, 2004 9:42 AM
To: Norman, Chris MSER:EX; Grove, Marland MSER:EX; Tully, Catherine E AG:EX
Cc: Crone, Jim AG:EX
Subject: FOAP minutes

Chris/Marland/Catherine, here's my first cut a draft minutes. Please provide me with your wording changes by mid day Monday.

Chris Norman, Marland Grove, Glen Isaac, Handout for FOAP sub cttee of ADMCS

Legislation effective April 1, 2003 moved responsibility for Archives from MSER to RBCM. Since the transfer RBCM issued new and increased pricing and associated service standards. No archival transfers have occurred since the new pricing/service scheme was announced.

At the request of FOAP, CRMB has attempted to work out an arrangement that would enable transfers to re-commence. These discussions have not been successful.

After reviewing the presentation and discussing options, FOAP approved establishing the CIO's Office (CRMB) as lead in negotiating an archival records service level agreement with RBCM (Archives).

Prior commencement of the SLA negotiations, CRMB working with several appointed ministry representatives, will develop a negotiating strategy and mandate for ADMCS approval.

The strategy and mandate will establish, at least the following:

- Standards for culling records prior to transfer such that only full retention records are transferred to RBCM,
- Service levels and quality standards for preservation, description, storage and access government requires for its records, and
- Funding requirements and mechanisms for CRMB and Archives to address current backlogs and forecasted volumes

Brian Mann
387-8785

M - pls. see me re: meeting

McCoy, Holly MSER:EX

From: Norman, Chris MSER:EX
Sent: April 29, 2004 3:47 PM
To: McCoy, Holly MSER:EX
Subject: FW: Proposed RBCM Archival records transfer fees

for review

Chris Norman
Executive Director
Strategic Planning and Policy
Office of the Chief Information Officer
Ministry of Management Services
Email: Chris.Norman@gems3.gov.bc.ca
Phone: (250) 387 9809
Cell: (250) 888 0218

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: April 28, 2004 2:36 PM
To: Norman, Chris MSER:EX
Subject: Proposed RBCM Archival records transfer fees

Draft for your comments. Brian Mann advised that ADMCS had endorsed the recommendation of the FOA subcommittee and that the next step was for us to as for ministry representatives/delegates to work with CRMB. Not sure who should send the request, you or me.

Thanks
Marland

To: ADMCS

Further to the ADMCS April 15th meeting regarding the proposed RBCM Archival records transfer fees and the recommendation of the FOAP sub committee of ADMCS establishing the CIO's Office (CRMB) as lead in negotiating an archival records service level agreement with RBCM (Archives). We would like to request from ADMCS ministry representatives to work with CRMB to:

- develop a negotiating strategy and mandate for ADMCS approval.

Once the strategy is approved by ADMCS the team will

- develop and negotiate a Service Level Agreement (SLA) with the RBCM

The SLA will potentially include:

- Service levels and quality standards for the preservation, description, storage and access services government requires for its records, and
- Funding requirements and mechanisms for CRMB and Archives to address current backlogs and forecasted volumes

A response by May 7 would be appreciated.

Thanks

Marland Grove
Director
Corporate Records Management Branch
Strategic Planning and Policy

Office of the Chief Information Officer
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.mser.gov.bc.ca/crmb

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CIO Briefing

Proposed RBCM Archival Records Transfer Fees



Background

- Prior to April 2003, BC Archives was part of core government – transferred to the RBCM
- Prior to the move to the RBCM, Archives services, were funded within annual voted appropriations
- RBCM maintains that voted funds transferred with BC Archives only covers existing archival holdings and new funds are required for new archival transfers

Proposed RBCM Charges

- RBCM has proposed archives charges at a rate of $454 per transferred *paper* file box.
- Rates for transfers of other types of records are higher. For example:
  - $21.60 per photograph ($540 to $10,800 per box).
  - $103-$157 per map ($515 to $7,850 per box).
- Discussions-to-date assume that ministries will directly pay RBCM for each box transferred to its custody.

Funding Process

- Perception among ministries is that 1) the proposed RBCM rates are high and are for "Cadillac" services, and 2) preservation of archives is a corporate responsibility
- Individual ministries retain records for as long as they have direct ministry value – and then transfer records to archives for use by broader government and the public
- Under the proposed direct pay approach, ministries could seek to avoid proposed Archives charges by either:
  - under-valuing records (pushing for destruction rather than archival preservation) or
  - Ignoring approved schedules by retaining records longer in off-site storage (lower fees).
- **Inconsistent approaches to records evaluation and archival transfers would create risk for government.**

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Status

- Preceding information was presented to FOAP Subcommittee of ADMCS on March 25, 2004
- FOAP and ADMCS approved establishment of a team to develop a strategy and mandate for negotiating a archives service level agreement and rate structure with RBCM for ADMCS approval
- ADMCS targeted CIO Office (CRMB) as team lead

Recommendations

- CIO (CRMB) identify baseline parameters for the negotiating strategy and serve as brokers and IM experts within SLA team (rather than lead)
  - Baseline requirement to preserve government archives and protect the integrity of the government RM system is a corporate issue
  - Establishment of acceptable service levels and approval of associated ministry charges is ultimately an ADMC issue
- ADMCS designate representative(s) to lead the SLA team and the subsequent negotiations with RBCM – CIO to participate

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Baseline Parameters

- Whatever charge rates are negotiated, the funding process must be:
  - Corporate (i.e., charges shared across government rather than paid directly by ministries for specific records transfers);
  - Simple to administer (e.g., box based rather than item based; use existing central tracking system; provide service verification).

Presentation to the ADMCS



Need background shad — ~~how bo~~ Archives part of comm asst — how boxes were paid for in past — move of Arch. to ROCM — cost recovery.

Proposed RBCM Charges

- RBCM has proposed archives charges at a rate of $454 per transferred paper file box.
- Rates for transfers of other types of records are higher. For example:
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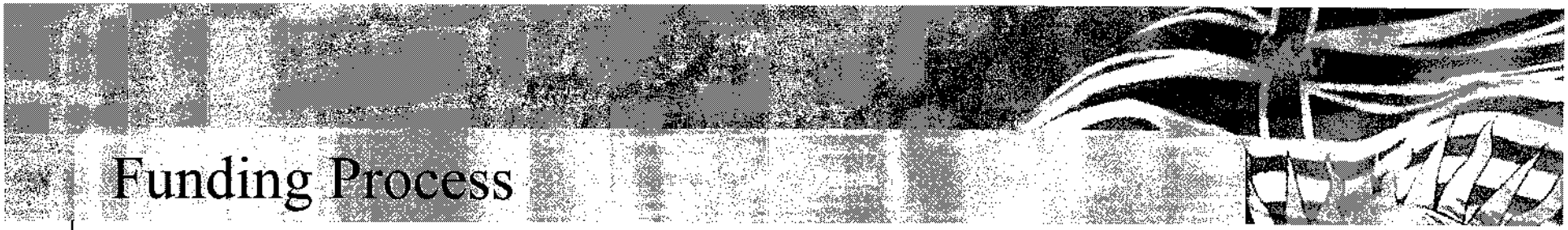
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Issues

- There are three main issues
  - Funding Process
  - Archives Transfers
  - Transfer Rates

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Funding Process

Perception that RB CM & rates are high and Ministries may not agree to pay — retaining records w/ cheaper opt. such temporary storage — inconsistency w/ govt. info. practices

- The proposed funding process will undermine the integrity of government information holdings and thereby create risks for government.
- The proposed direct payment process will ~~create incentives for ministries to avoid~~ could result in archives charges by ~~either~~:
  - under-valuing records (pushing for destruction rather than preservation); or
  - ignoring approved records retention schedules (by retaining records longer or destroying records in violation of schedules).

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Funding Process (Cont.)

- **CRMB has already received multiple statements by ministries of their intent to either destroy or to refuse to transfer archival records.**
- Incentives to destroy records of value would be even higher for publicly funded bodies not covered by the Document Disposal Act (e.g., BC Pension Corporation, ICBC, BC Assessment Authority, Regional Health Authorities).

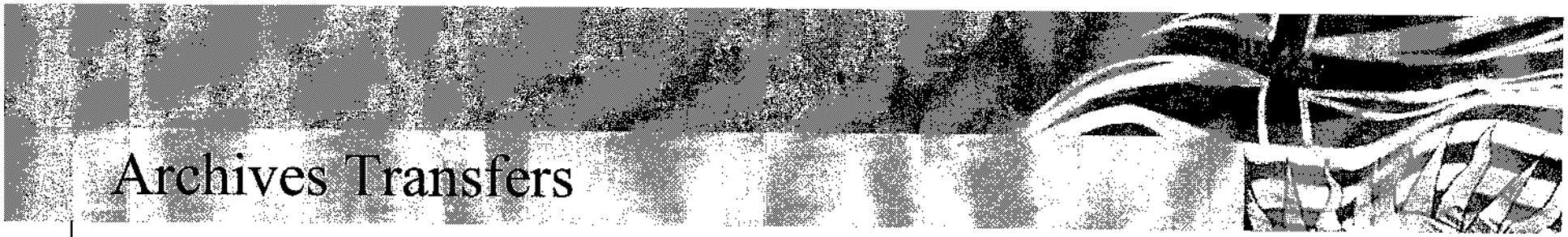
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Funding Process - Alternative

- CRMB has proposed an alternative funding model that would establish a corporate funding process. This proposal would:
  - Add a small records storage surcharge to cover government's archives costs; and
  - Provide incentives to identify and transfer valuable records.
- RBCM has not formally responded to this proposal.
- **CRMB recommends that government establish a corporate funding process that provides ministries with transfer incentives, rather than disincentives.**

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Archives Transfers

- CRMB currently transfers only full retention (FR) records to RBCM.
- CRMB reviews government records to determine which require full archival retention and which can be destroyed.
- These records selection reviews will reduce future government archives charges by approximately 52%.
- **CRMB recommends that government continue to transfer only full retention records to RBCM.**

BRITISH COLUMBIA

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Transfer Rates

- RBCM's single-payment rates cover the ongoing cost of records preservation, description (indexing) and access:
  - $454 per paper file box = $195 microfilming cost + description + ongoing access costs.
  - $500 - $10,000 per box (other records) = $2 - $25 duplication cost *per item* + description + ongoing access costs

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Transfer Rates (Cont.)

- Item-based charges for non-textual records (photos, maps, etc.) are difficult and expensive to administer since:
  - non-textual items are often mixed in with textual records;
  - exact number of items per box are not known at the time of transfer; and
  - what constitutes an "item" is open to debate.
- **CRMB recommends negotiating a simpler rate structure for non-textual records – e.g., box based rather than item based.**

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Transfer Rates (Cont.)

- Past archives funding was ongoing rather than one-time, with no increases for new archives transfers.
- The proposed level of preservation processing and identification for new archives transfers is much higher than that provided for existing holdings.
- The proposed rates do not address preservation shortfalls for existing government archives.

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Conclusion

- CRMB recommends that ministries not use lapsed funds this fiscal year to transfer records to the RBCM at the proposed charge rates.
  - Paying now would set a precedent that limits government's ability to establish alternate funding processes/rates.
- Government needs additional time to negotiate a funding process that:
  - Does not undermine the integrity of government records; and
  - Establishes rates that reflect the level of preservation and access services that government requires for its records.

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Conclusion (Cont.)

- Whatever charge rates are negotiated, CRMB recommends that government:
  - **establish a corporate funding process that provides ministries with transfer incentives, rather than disincentives.**
  - **continue to transfer only full retention records to RBCM.**
  - **negotiate a simpler rate structure for non-textual records – e.g., box based rather than item based.**

what about successful proposal?

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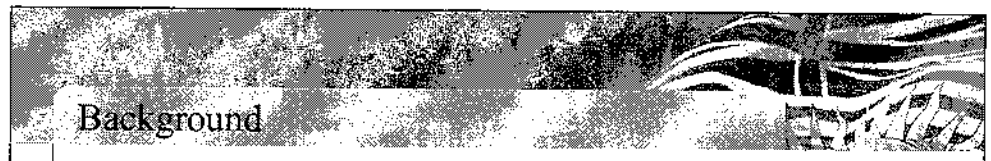
BRITISH COLUMBIA

Presentation to ADMCS – FOAP Sub-Committee



March 25, 2004

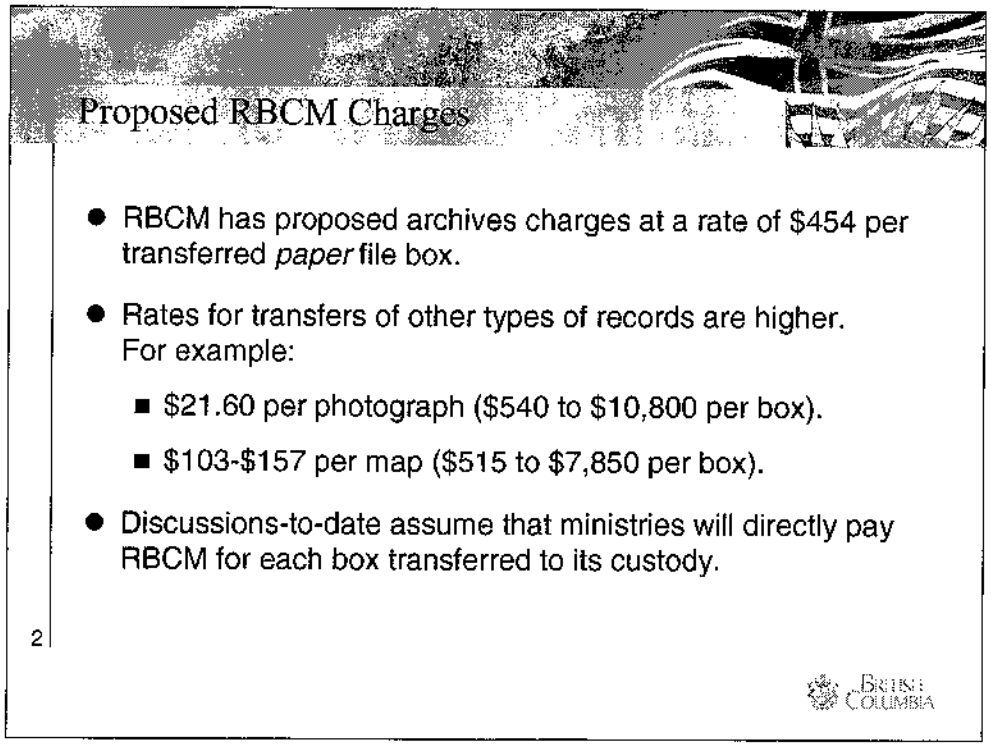
Office of the CIO
Strategic Planning and Policy
Corporate Reporting
Management Branch



- Prior to April 2003, BC Archives was part of core government – transferred to the RBCM
- Prior to the move to the RBCM, Archives services, were funded within annual voted appropriations
- RBCM maintains that voted funds transferred with BC Archives only covers existing archival holdings and new funds are required for new archival transfers

1

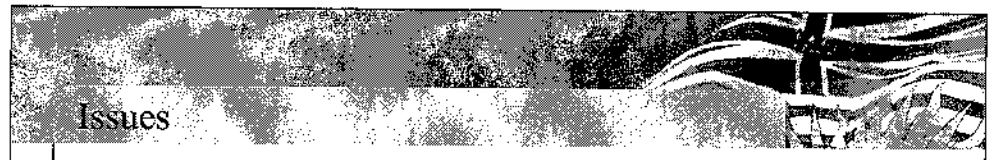
BRITISH COLUMBIA



Maps charges =Assume 5 – 50 maps per box.at a rate of $103 and $157

Photo charges – Assume 25-500 photos per box

We have seen boxes with 8,000 slides = $172,800 per box.

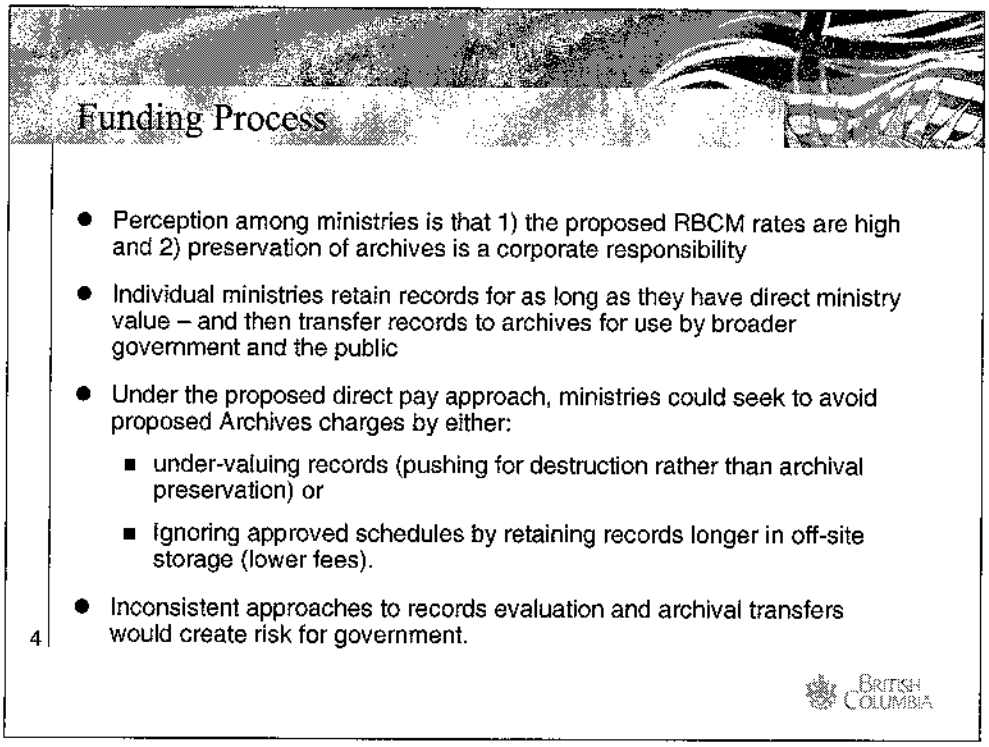


Issues

- There are three main issues
  - Funding Process
  - Archives Transfers
  - Transfer Rates

3

BRITISH COLUMBIA



Already heard comments from Ministries about not transfering

Risk of losing
Non DDA Public body records
BC Pension
Ass Auth
ICBC.

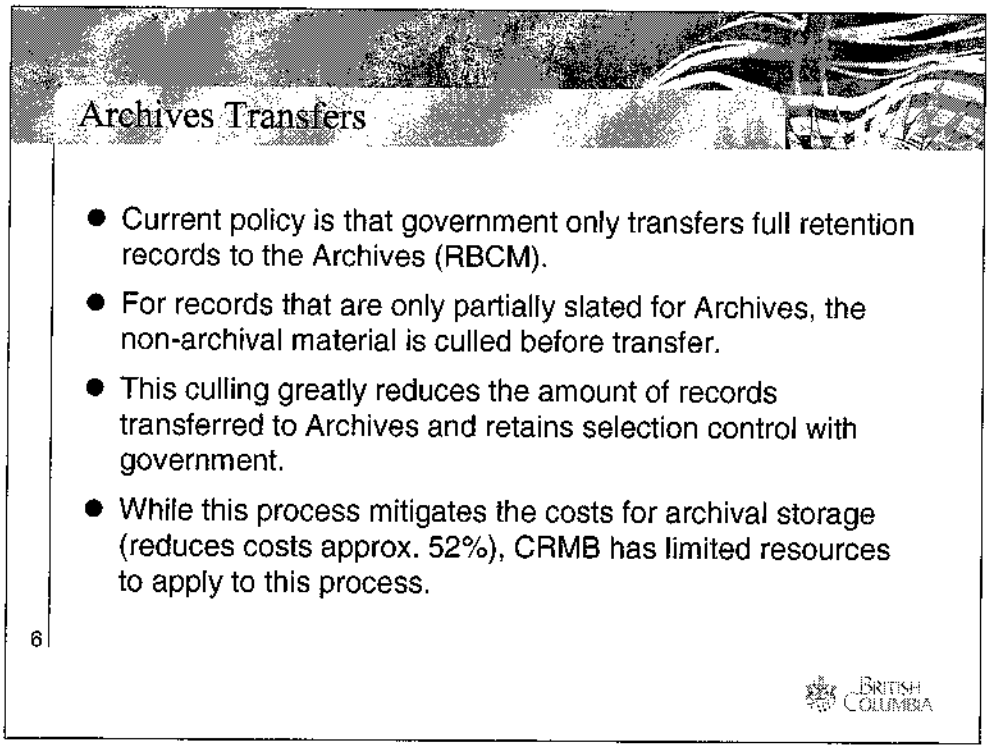
CRMB + MRO's feel that this direct pay proposed will negatively impact the RM program and create Risks

Funding Process - Alternative

- As a means of brokering a compromise, CRMB proposed an alternative corporate funding model that would:
  - Add a small records storage surcharge to cover government's archives costs; and
  - Provide incentives to identify and transfer valuable records.
- RBCM has not formally responded to this proposal although it is believed that they do not intend to accept it.

5

BRITISH COLUMBIA



CRMB estimates annual transfer of 4,000 boxes. 1,000 FR; 3,000 SR. Will retain approximately 30% (900) of the SR.

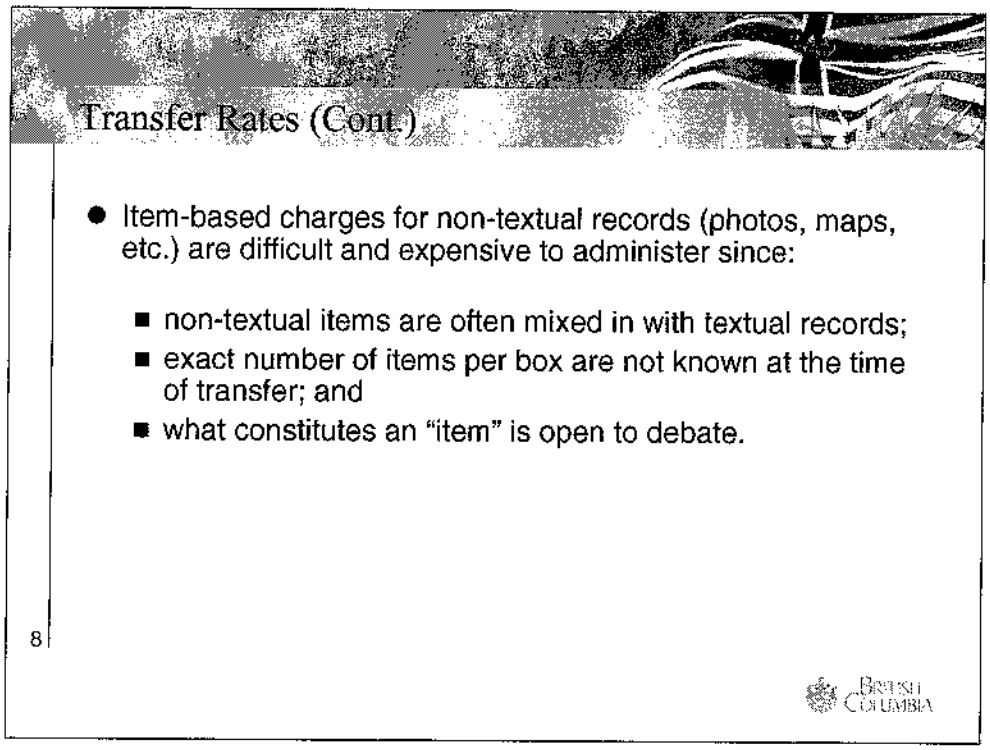
CRMB's selection function was a primary reason CRMB was retained in government when the archives was transferred to RBCM.

Transfer Rates

- RBCM's single-payment rates cover the ongoing cost of the full suite of records preservation, description (indexing) and access:
  - $454 per paper file box = $195 microfilming cost + description + ongoing access costs.
  - $500 - $10,000 per box (other records) = $2 - $25 duplication cost *per item* + description + ongoing access costs

7

BRITISH COLUMBIA



Also what happens when a ministry transfers boxes of textual records + pays the 454 and then RBCM finds 50 photos in the box will they then ask for an additional $1000?

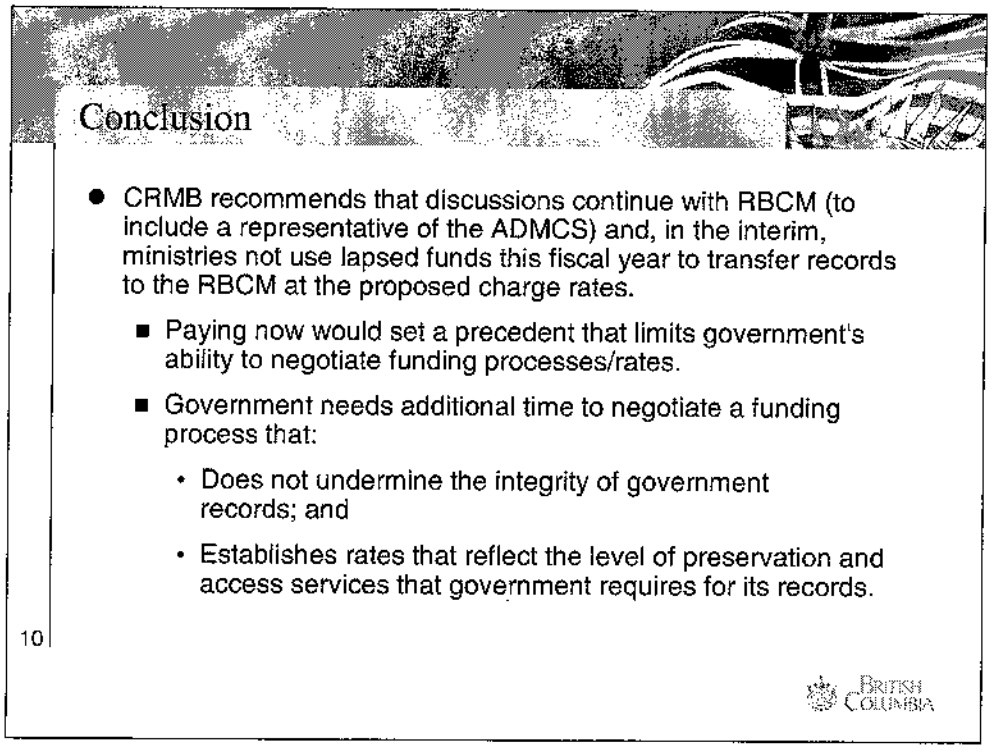
Transfer Rates (Cont.)

- Past archives funding was ongoing rather than one-time, with no increases for new archives transfers.
- The proposed level of preservation processing and identification for new archives transfers is much higher than that provided for existing holdings.
- The proposed rates do not address preservation shortfalls for existing government archives.

9

BRITISH COLUMBIA

the jurisdictions do not have the funds to accomplish & fully describe every record they receive



Archives budget $2,900,000 / total offsite boxes: 68,000 = $43 per box

Conclusion (Cont.)

- Whatever charge rates are negotiated, CRMB recommends that government:
  - **establish a corporate funding process**
  - **continue to transfer only full retention records to RBCM and explore funding options to increase savings achieved by culling selective retention records before transferring.**
  - **negotiate a simpler rate structure for non-textual records – e.g., box based rather than item based.**

11

BRITISH COLUMBIA

FR. only

04/05

4539 + 2185 = 6724 @ 454 = 3,052,696
(03/04) (04/05)
1685
+
500
Selected

+ .5 million media

= 3.55 million

$4.44/box surcharge
based on 800,000 boxes.

NOT FEASIBLE

05/06 ADDITIONAL 1 million

06/07 Approx 1 million

$1.25 surcharge.

SELECTION

04/05

7300(R) + 2000 = 9300 @ 454
(03/04)

4.22 million

PAY STORAGE + SELECTION RES #125,000

05/06 2000 @ 454 =

1.36 million

3 years $375,000

6510 boxes elimated ($2,955,540)
(70%).

SAVING $ 2.58 million

Selection box surcharge = $0.09/box) qr

ALTERNATE PROPOSALS

existing rate over 10 years
FR only

$355,000
RATHER THAN 3.55 million

04/05 .44

05/06 .57

↓

.90 levels off at approx.

THEIR RATE THEIR SERVICE LEVELS

Trent - what we need is to target.

Caps

A process + rules

that are

① Corporate + simple to administer

② provides clear accountability

AND the system leads the gov't requires to process + access to gov't ~~records~~ holdings past + ~~present~~.
archives origin

gov't set up a process to designate a SCA that does the above.

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Presentation to the ADMCS



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Background

- Prior to April 2003, BC Archives was part of core government
- Archives services, including transfers of government records, were funded within annual voted appropriations
- BC Archives has long identified chronic under-funding of preservation services
- RBCM maintains that voted funds transferred with BC Archives only covers existing archival holdings and new funds are required for new archival transfers



Proposed RBCM Charges

- RBCM has proposed archives charges at a rate of $454 per transferred *paper* file box.
- Rates for transfers of other types of records are higher. For example:
  - $21.60 per photograph ($540 to $10,800 per box).
  - $103-$157 per map ($515 to $7,850 per box).
- Discussions-to-date assume that ministries will directly pay RBCM for each box transferred to its custody.

Issues

- There are three main issues
  - Funding Process
  - Archives Transfers
  - Transfer Rates

Funding Process

- Perception among ministries is that the proposed RBCM rates are high and that preservation of archives is a corporate responsibility
- Individual ministries retain records for as long as they have direct ministry value and transfer records to archives for use by broader government and the public
- Ministries could seek to avoid archives charges by either:
  - under-valuing records (pushing for destruction rather than archival preservation); or
  - ignoring approved records retention schedules (by retaining records longer [paying the lower off-site storage fees] or destroying records in violation of schedules).

Funding Process (Cont.)

- Some ministries have indicated their intention to refuse to transfer archival records.
- The proposed direct payment process would affect corporate government records management processes
- Inconsistent approaches to records evaluation and archival transfers would create risk for government.

Funding Process - Alternative

Shared corporate approach

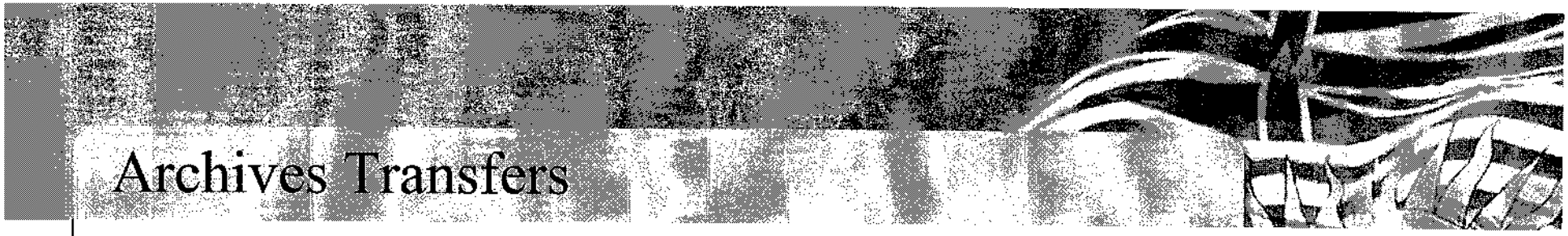
- As a means of brokering a ~~compromise~~, CRMB proposed an alternative ~~corporate~~ funding model that would:
  - Add a small records storage surcharge to cover government's archives costs; and
  - Provide incentives to identify and transfer valuable records.
- RBCM has not formally responded to this proposal. ~~although it is believed that they are not in favour of~~ it.
- **CRMB recommends that government establish a corporate funding process and that further negotiations with the RBCM continue along these lines.**

We don't know if they disagree

Neg better Not success.

BRITISH COLUMBIA

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Archives Transfers

- Current policy is that government only transfers full retention records to the Archives (RBCM).
- For records that are only partially slated for Archives, CRMB has limited resources to cull the non-archival material before transfer.
- This process reduces the amount of non-archives records transferred and retains selection control with government.
- **Whatever the decision regarding Archives charges, CRMB recommends that government continue to transfer only full retention records to RBCM and explore funding options for mitigating the amount of records .**

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Transfer Rates

- RBCM's single-payment rates cover the ongoing cost of the full suite of records preservation, description (indexing) and access:
  - $454 per paper file box = $195 microfilming cost + description + ongoing access costs.
  - $500 - $10,000 per box (other records) = $2 - $25 duplication cost *per item* + description + ongoing access costs

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Transfer Rates (Cont.)

- Item-based charges for non-textual records (photos, maps, etc.) are difficult and expensive to administer since:
  - non-textual items are often mixed in with textual records;
  - exact number of items per box are not known at the time of transfer; and
  - what constitutes an "item" is open to debate.
- **CRMB recommends negotiating a simpler rate structure for non-textual records – e.g., box based rather than item based.**

Transfer Rates (Cont.)

- Past archives funding was ongoing rather than one-time, with no increases for new archives transfers.
- The proposed level of preservation processing and identification for new archives transfers is much higher than that provided for existing holdings.
- The proposed rates do not address preservation shortfalls for existing government archives.

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Conclusion

- CRMB recommends that discussions continue with RBCM (to include a representative of the ADMCS and, in the interim, ministries not use lapsed funds this fiscal year to transfer records to the RBCM at the proposed charge rates.
  - Paying now would set a precedent that limits government's ability to negotiate funding processes/rates.
  - Government needs additional time to negotiate a funding process that:
    - Does not undermine the integrity of government records; and
    - Establishes rates that reflect the level of preservation and access services that government requires for its records.

Conclusion (Cont.)

- Whatever charge rates are negotiated, CRMB recommends that government:
  - **establish a corporate funding process**
  - **continue to transfer only full retention records to RBCM and explore funding options for this work.**
  - **negotiate a simpler rate structure for non-textual records – e.g., box based rather than item based.**

RBCM asking for

4000 @ 454 — 1,816,000

7000 30% = 2100 @ — 953,400

$2,769,400

each year thereafter

4000 @ 454 = $1,816,000

clean up in 1 year: $??

clean up in 2 year =

clean up in 5 years =

Service provider

buy the car dealership

only funded the volkswagen

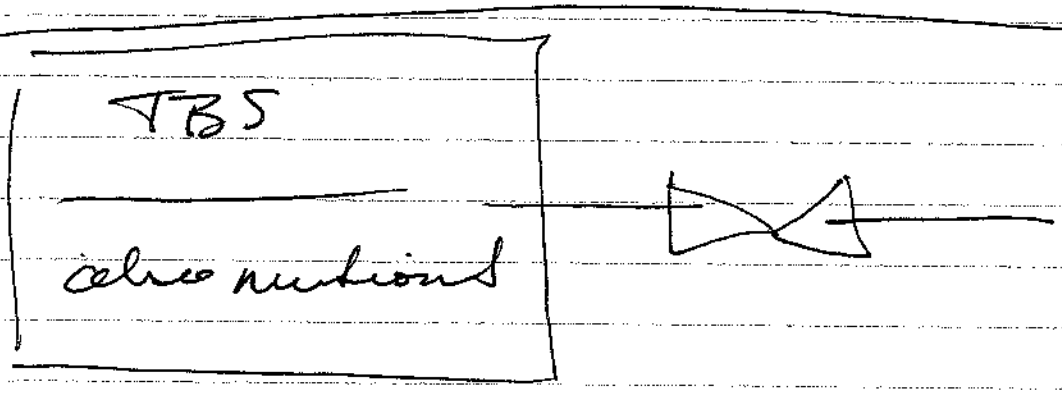
agree on the level of service

& the amount

agreed on the service level

& the date then

options for corrective approach



Highlight

hope was there would be a happy ending.

Gary this a.m.
going to discuss

Recommending Corp approach

neg + descent based on that criteria

understand.

he understands he-they'll they would begin hard. at their end.

Corp funds

Chin
2 separate pieces

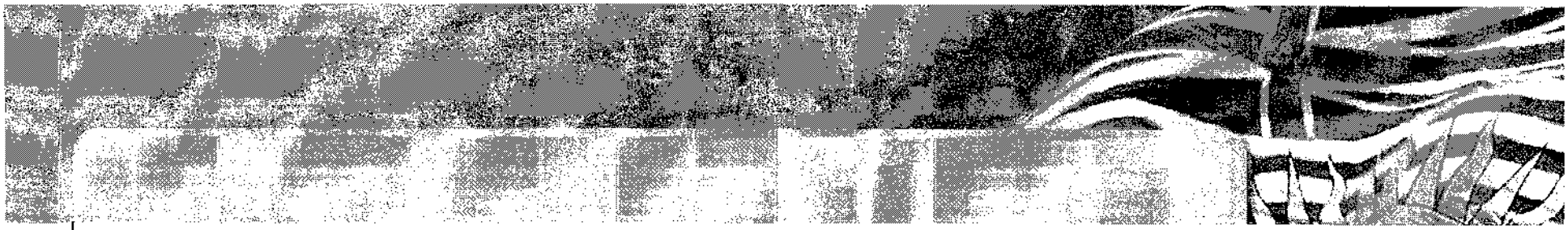
Neg / having a means to neg.

Mrs debated to us

What happens if Rec finds 250 pieces of furniture
Record
Does the come back
Can ask for
reconsideration $540

---

① existing reserves going to
Museum activities etc. So what assurances
do we have that even if it was
actually be used to preserve assets

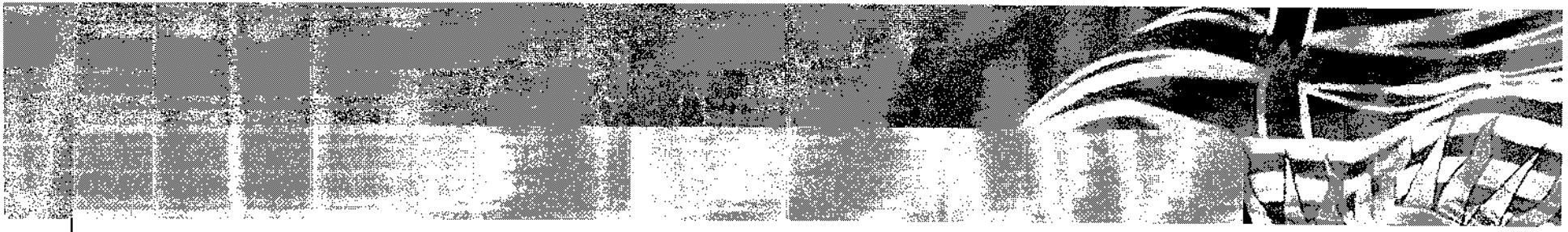


- RBCM has proposed archives charges at a rate of $454 per transferred paper box, with higher rates for non-paper records.
- Discussions to date have assumed these charges would be paid directly by ministries for each box transferred.

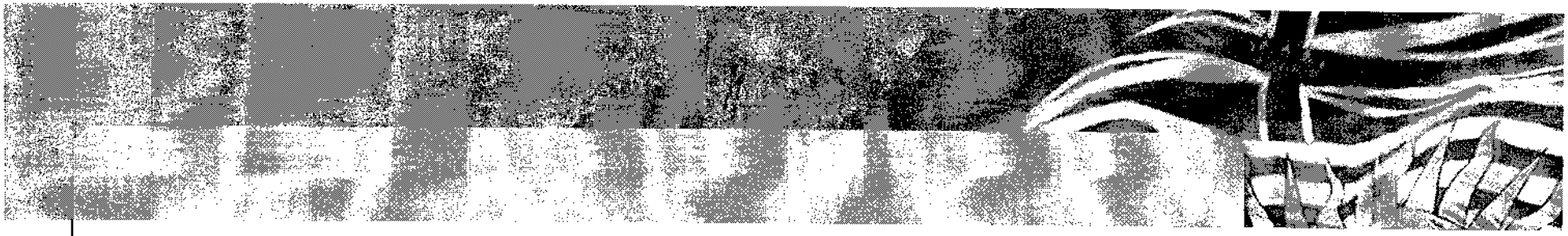
BRITISH COLUMBIA

Presentation to the ADMCS



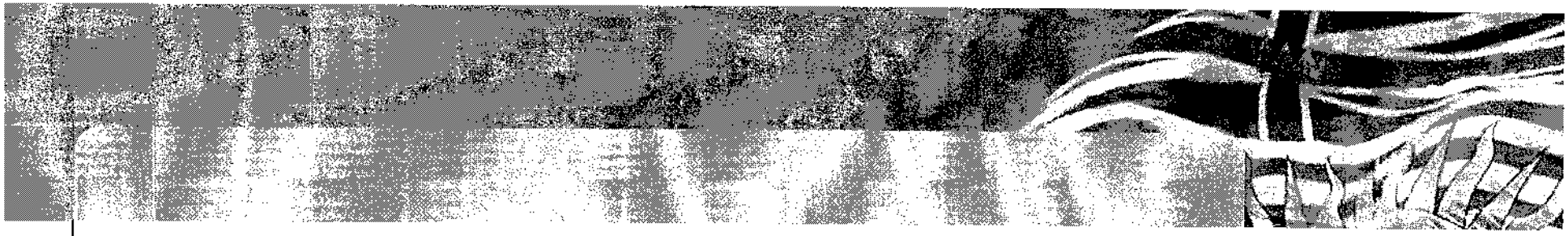


- CRMB cannot recommend approval of the proposed archives funding process or rates at this time.
- The proposed funding process would undermine the integrity of government information holdings (and thereby create risks) by creating incentives for ministries to avoid archives charges by:
    - under-valuing records (pushing for destruction rather than preservation
    - ignoring approved records retention schedules (by retaining records longer or destroying records in violation of schedules).

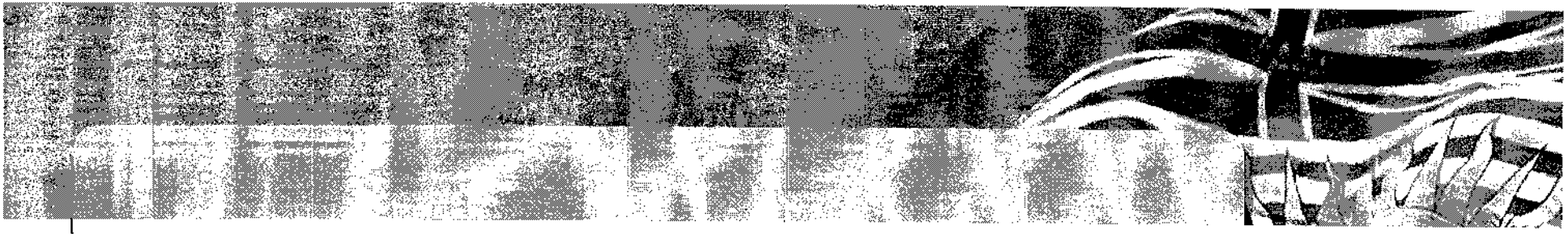


- Incentives to destroy records of value would be even higher for publicly funded bodies that do not fall under the requirements of the Document Disposal Act (e.g., BC Pension Corporation).

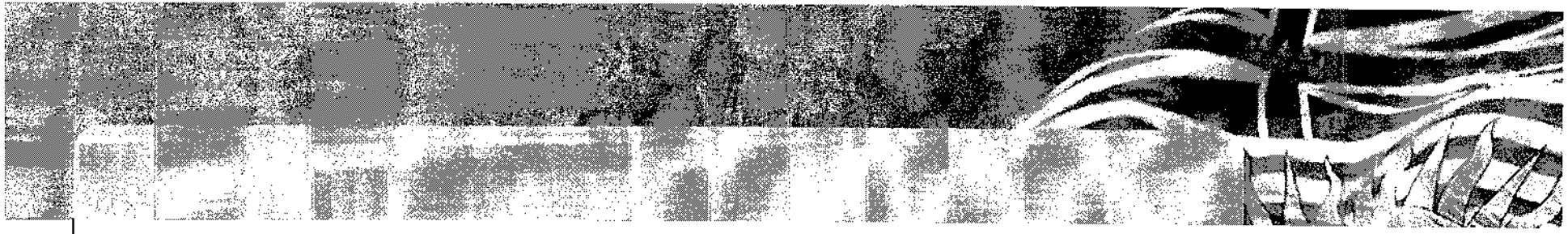
- The proposed rates reflect a level of archival funding that is higher than that previously provided by this government and higher than that currently provided in other jurisdictions.



- CRMB has already received multiple statements by ministries/agencies of intent to not retain or transfer records of value
- CRMB has proposed an alternative funding process and rates to the RBCM, which would establish a corporate funding process based on a records storage surcharge (which creates incentives to identify and transfer valuable records) and lower rates. It appears that the RBCM has rejected this alternative.



- CRMB can assist ministries in containing costs by continuing to perform selective retention analysis for ministries and by only transferring records of permanent value to the RBCM. These services will be in higher demand once government pays a fee for each box transferred. In order for CRMB to increase the level of records selection services additional funds would be needed. These funds would most easily be secured under the proposed corporate funding model.- service initiatives.



- Given the above, CRMB cannot recommends that ministries use lapsed funds this fiscal year to transfer records to the RBCM at the proposed charge rates, as that would set a precedent limiting government's ability to establish alternate funding processes/rates. TRIM Context declared the BC Government EDRMS standard in June 2003.

- Government needs additional time to negotiate a funding process that does not undermine the integrity of government records and a set of rates that reflects the level of preservation and access services government requires for its records.

APPENDIX 4
ARCHITECTURAL/CARTOGRAPHIC RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per item	
Microfilm (3rd party) (1)	***$ 25.00***	***$ 25.00***
Destruction of original records after duplication IF REQUIRED		6.00
If not destroyed costs to rehouse	20.87	0.00
Staff costs: ($60.50 per hour - average cost)		
Arrangement & description of records	22.21	22.21
Processing costs	39.00	0.00
Conservation depends if requires treatment	TBD	0.00
One time costs to provide ongoing access and storage	50.00	50.00
Total cost per item (e.g. maps and plans)	**$ 157.08**	**$ 103.21**

Notes:
1. Originals kept if required (e.g. maps that are color coded)

2. Master copy held offsite, digitized copy prepared for access purposes
3. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 3
GRAPHIC (PHOTO'S/IMAGES)

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

		per stable photo or image
Duplication - preservation master plus digital access copy	***$***	***2.10***
Staff costs: ($60.50 per hour - average cost)		
Arrangement & description of image		9.00
Processing costs		0.50
Conservation		0.00
One time costs to provide ongoing access and storage		10.00
Total cost per photo or image	**$**	**21.60**

Notes:
1. Originals kept if possible (depends on condition)

2. Original held offsite, preserved for long time storage

3. Requires specialized storage costs, which will include - cold storage, controlled environment, etc.
4. Images will be digitized for access and retreival
5. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 1
TEXTUAL RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per records storage box
Microfilm (3rd party) (1)	***$ 195.80***
Staff costs: ($60.50 per hour - average cost)	
Arrangement & description of records (1.5 hours)	90.75
Processing costs (.65 hours)	39.33
Conservation (.5 hours)	30.25
Destruction of original records after duplication	***6.00***
One time costs to provide ongoing access and storage (2)	92.50
Total cost for one box of textual records	**$ 454.63**

Notes:

1. Services will be provided in house if the condition of the documents is fragile or they contain sensitive information

2. Master copy held offsite, duplicate copy prepared for access purposes

3. If Ministries/Agencies provide microfilm rolls to our specificiatons, their costs would be reduced by $210.80 per textual box

4. Costs based on 1990 record groups. Conservation costs escalate as records age. In future costs will be determined based on the age and condition of the records.

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 2
SOUND AND MOVING IMAGE RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per Sound based on running time	Film	Video
Duplication (per item)	***$ 34.85***	***$ 55.65***	***$ 55.65***
Staff costs: ($60.50 per hour - average cost)			
Arrangement & description of records	58.24	58.24	58.24
Processing costs re-cored, recanned, relabelled, etc	25.00	45.50	20.00
Conservation - based on cleaning, inspection, sticky shed, et	TBD	TBD	TBD
One time costs to provide ongoing access and storage	50.00	50.00	50.00
Total cost per item	**$ 168.09**	**$ 209.39**	**$ 183.89**

Notes:

1. Originals kept if possible (depends on condition)
2. Requires specialized storage costs, which will include - cold storage, controlled environment, etc.
3. Access costs migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 5
ELECTRONIC RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per gigabyte
Microfilm (3rd party) (1)	$ -
Staff costs: ($60.50 per hour - average cost)	
Arrangement & description of records - includes ingestion and migration	334.00
Processing costs	0.00
Conservation	0.00
One time costs to provide ongoing access and storage	92.50
Total cost per gigabyte	**$ 426.50**

Notes:

1. Master copy held offsite, duplicate copy prepared for access purposes
2. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

Options for Archiving th 12,000 Boxes

Options One*
Provide a rate increase to CRMB from $6 a box to $6.36 a box for 04/05. This will allow CRMB to review the 8,000 boxes which have not be classified over the next few fiscals.

Option Two*
Provide a rate increase to CRMB from $6 a box to $6.60 a box for 05/06. This will allow CRMB to review the the 8,000 boxes which has not been classified over the fiscal. The 8,000 boxes stay in storage at $6.00 a box for fiscal 04/05.

Option Three*
Transfer the 8,000 boxes which have not been reviewed and classified at $75 per box to RBCM. RBCM will contract to have the boxes reviewed and classified. For boxes declared to be fully selected, ministries will have to pay RBCM $455 per box. If ministry cannot afford to pay RBCM, then the boxes can be transferred back to CRMB until the ministry can afford to be for archiving.

* Option 1 to 3 include the possibility that the ministries will pay for the transfer of the 4,000 boxes to Archives that are classified as fully retainable.

Option Four
A modified rate is developed to transfer the boxes to Archives. The rate is visited and revised annually to ensure it covers actual costs. Archives pays CRMB to review and classify the records, and Archives disposes the records as classified. An example of the modified rate would be:

8,000 boxes @ $75 = $600,000
3,039 boxes @ $455 = $1,382,745
Total = $1,982,745
Divide by 8,000 boxes = an average cost of $248 a box.

250

2006

10 days

Pro - no added. admin burden/impact on ministries.

- Resolves the funding issue with ATSC's.

Run funds go to records will most need.

Advant to RTBCM

- funds are guaranteed for transfers that occur.
  not waiting until end of year to see if anyone has expired funds.

Reduces risk the min destroy archival records increase chance the archival records will actually get to the archives.

Reduces conflict of interest for Chair of PTC

06/07 2000/year.

@ 454 908,000

1 Million additional each year.

$1.05/box

Selection $0.09/box/year.

Have 7820 SR boxes

4 years 1 FTE

~~2 FTE 4 years.~~

We supply 1 FTE Readjusted priorities to do new

storage costs are $47,000/year.

1	2	3
.28	.28	.28
	.16	.16
		.125
.44		.57

.28 .44 .57 → 1.00 /box

then levels off as 10 years is up. then slashes at about .90 – $1.00 /box.

---

if we neg a lower lower level of service it will decrease.

Fundamental problems with data

(1) underwriting process

(2) don't bother to analyze past pro underwriting
Loans don't perform

(3)

Fundamental problem

① Direct payment underwrite the RM process

② Rates

SLA to ~~provide accountability~~
est ~~about~~ the level of service
and provide accountabilities.

does nothing to resolve past
underfunding

accountability

Protects gov't resources
past + new

05/05 ②

4539 @ 454 = $2,250,000 approx.
plus media

$2.25 million

04/06

1685 + 500 selected = 2185
250,000 media + 901,190 test load

1.15 million

TOTAL 3.4 million

4.25/box based on
800,000 boxes
NOT FEASABLE

Spread cost out over 5 year
or 10 years

Financial Operations, Administration and Procurement Sub-Committee of ADMCS
2:00 – 4:00 p.m.
5th Floor Meeting Room, 910 Government

October 23, 2003

AGENDA

Item	Doc#	Speaker	Time
Approval of September 25, 2003 Minutes	**A - 1**	Jim Crone	2:00 – 2:05
Procurement Update **1. Cost Recovery (expansion of MSO service fee)** **2. Proposed methodology for funding Implementation Phase of Strategic Sourcing intiative**		Vern Burkhardt	2:05 – 2:50
Archives and document storage costs		Marland Grove and Chris Norman	2:50 – 3:10
Roundtable		All	3:10 – 3:20

Next Meeting:

November 13, 2003
2:00 – 4:00 p.m.
5th Floor Meeting Room
910 Government St

Grove, Marland MSER:EX

From: Mann, Brian CAWS:EX
Sent: October 23, 2003 8:01 AM
To: Grove, Marland MSER:EX; Norman, Chris MSER:EX
Cc: Stuart, Arlene CAWS:EX
Subject: FW: Draft services



Services to be provided__.doc

arland/Chris, as time is short I'm sending this e-mail without the benefit of knowing exactly what topics you are planning to cover at today's meeting. In future we need to work out presentation prior to send agenda out two days before the meeting. I made an exception this time because it is follow on work from the last meeting.

Faye has produced documentation of what ministries would get from Archives in return for the payment. Here's a summary, if you don't already have it. I'll bring copies of this to today's meeting. They also have legal service working on an actual agreement but it isn't ready yet. Please speak to the completeness, fairness etc. of what they're offering/proposing. When the actual agreement is available I assume ministries will want to rely on you to vet it first.

I'll also bring copies of Archive's Textual Records cost breakdown($454.63/box). Please speak to the appropriateness and amount of this fee also. It would be ideal if you could take the box count by ministry info you supplied at the Sept 25 meeting and apply the proposed fees for today's meeting so we can see budget impacts.

While the last version of the Chargeback Summary shows a gap for CRMB charges no discussion or concerns about this have been expressed at the ADMCS table. It may be that you should be prepared to speak to this if asked but no one has asked for you to defend the fee or reduce costs etc. This is occurring still in other areas.

Call Arlene or I if you have any questions/concerns or we'll see you at 2:00pm!

Brian Mann
387-8785

-----Original Message-----
From: Zinck, Faye [mailto:FZinck@royalbcmuseum.bc.ca]
Sent: October 22, 2003 2:36 PM
To: Mann, Brian CAWS:EX
Subject: Draft services

Royal BC Museum
Preservation and access services for archival records

Fees will be charged to preserve the records and to provide future access as required. Cost considerations include format, condition of original records, extent of the records organization and existing documentation, and the amount of preparation time needed, whether or not the preparation will be done in-house, type of camera, and size of film used. A change in format, i.e., from textual to microfilm, reduces costs of storage and preservation.

RBCM agrees to:

Preservation:

- arrangement and description – before records can be reproduced and made available for reference, they must be arranged and described in order to create the variety of finding aids users will need to access them.
- processing – records designated for permanent retention, either in their original formats or as preservation copies, need to be prepared for duplication, storage and use. The process must be thoroughly documented in order to establish and maintain the authenticity of the records.
- conservation – many records are created in fugitive formats that have deteriorated already during their active lives. These records must be treated in order to stabilize them for duplication or long-term storage.
- destruction – if required
- rehousing – records designated for permanent retention must be re-housed from their original containers (e.g. boxes, file folders, envelops, etc.), into archivally stable containers and enclosures. Destabilizing components such as metal clips must be removed or replaced, and minor repairs made to damaged records. Costs vary depending on format and received condition. This service will apply only to those textual records not eligible for microfilming or records in other formats.
- maintenance -- provide ongoing continual monitoring of records and any further preservation work as required.

Access:

- determine if archival records contain confidential or restricted information; and access to those records must be properly managed. Any restrictions on access must be defined in writing and carefully observed. Restrictions on access must also conform to the laws of Canada and British Columbia (which includes the provisions of the Freedom of Information and Protection of Privacy Act.)
- provide access on a regularly scheduled basis. The Royal BC Museum provides the necessary equipment and space to view the records and provides supervision to ensure the safekeeping and integrity of the documents in their care.

Grove, Marland MSER:EX

From: Mann, Brian CAWS:EX
Sent: October 22, 2003 1:34 PM
To: ADMCS Committee
Cc: Grove, Marland MSER:EX; Norman, Chris MSER:EX; Stuart, Arlene CAWS:EX
Subject: FW: Archives and Records Storage

I am forwarding this per Tom's request.

This e-mail and related issues will be discussed at tomorrow's Financial Operations, Administration and Procurement sub cttee meeting.

Brian Mann
387-8785

-----Original Message-----
From: Vincent, Tom EDUC:EX
Sent: October 22, 2003 1:15 PM
To: Mann, Brian CAWS:EX
Subject: FW: Archives and Records Storage

fyi. Please forward this to EFO Council Members on my behalf, Brian.

It is an email I asked of Jay Fedorak explaining this issue to me more fully and may, I think, be of interest to my colleagues. Thank you.

-----Original Message-----
From: Fedorak, Jay EDUC:EX
Sent: Wednesday, October 22, 2003 1:04 PM
To: Vincent, Tom EDUC:EX
Subject: Archives and Records Storage

Hi Tom,

I have done some further research into the archives records storage issue and this is what I have found out.

1. As of April 1, 2003, the BC Archives of the Royal BC Museum will no longer receive corporate funding to pay for storage, access and conservation activities for new ministry records transferred to archival custody. Funding will only be provided for boxes transferred during previous years.

2. The BC Archives will be charging ministries a one-time charge of $454 per box for each box of records transferred to archival custody after April 1, 2003.

3.Ministry records are stored in offsite storage managed by the Corporate Records Management Branch of the Ministry of Management Services (CRMB) during their semi-active retention period. CRMB charges ministries $6.00 per box per year for this service. When the boxes are scheduled to be transferred to archival custody, CRMB transfers the boxes to the BC Archives. All boxes are managed by an electronic system that records retention periods and schedules, so it is possible to determine when boxes will be transferred. Ministries will be billed at the end of the fiscal year for all boxes transferred to the Archives. It is anticipated that these charges will be met with year-end funds or lapsed funds. Ministries that do not have sufficient funds at year end to cover these costs, will transfer only the amount of records that they can afford to transfer.

4. Boxes sent to the BC Archives are scheduled for either full retention (FR) (all records in all boxes will be retained by the Archives) or selective retention (SR) (only some of the records in each box will be retained). For SR records, if the selection process occurs after the records are transferred to the Archives, the ministries may

OR ACCESSION

pay for more boxes than the Archives actually will retain (e.g., if only 10% of certain records need to be retained, a ministry may pay for 50 boxes but the Archives might take out the required records and re-file them into only 5 boxes). This raises a fairness issue, if ministries are charged for more boxes than are ultimately retained.

5. CRMB and the BC Archives are exploring options for reducing costs for SR records. One is to have ministries contract with the BC Archive to conduct the selection process prior to transfer. This would ensure that ministries are charged only for boxes retained by the Archives. Ministries will also, however, have to pay the costs of the contract. In some cases, ministries may be able to conduct the selection process themselves. In others, the selection criteria may require that a professional archivist be involved in the process. This will have to be confirmed with CRMB on a case by case basis.

6. Another fairness issue involves a large backlog of SR records that could have been transferred to the Archives in previous years when the charge backs would not have applied. This backlog was created as a result of litigation requirements and lack of resources at CRMB and the BC Archives to conduct the selection process. The boxes in this backlog are now scheduled to be transferred in 03/04, when ministries will be charged for them. As these boxes represent a ten-year or more accumulation, this will lead to extraordinarily large charge back fees for this year. In the case of the Ministries of Education, Advanced Education, and Skills Development and Labour, a substantial portion of their boxes fall into this category. For example, out of 327 boxes identified for the Ministry of Education, 295 are from this SR records backlog. These boxes could result in costs of $134,000. It is possible that out of these 295 boxes, only enough material to fill 30-50 boxes will remain after the selection is conducted. 30-50 boxes would only cost $13,400-$22,700, a substantial difference. The fairness is issue is that if CRMB and the BC Archives processed the boxes when they were available years ago, the ministries would not be facing these charges this year.

7. One possible option for addressing the backlog issue would be to seek corporate funding for the costs relating to the backlog of SR records that should have been processed and transferred earlier, when it would have been at no cost to ministries and where the delay was not the fault of the ministries. This would leave the ministries responsible for the ordinary volume of boxes transferred appropriately on an annual basis.

8. Another point is that the BC Archives is a corporate resource. It does not store records on behalf of ministries: upon transfer to the BC Archives all records become property of the Archives and ministries cease to exercise any ownership or control over the records. Ministries do not retain any special rights of access to their former records: to obtain access, ministry staff must apply like any member of the public. (This differs from records in offsite storage managed by CRMB. Ministries retain ownership and control, and CRMB only provides a service.)

I hope that this is helpful. Please let me know whether anything I have said requires further explanation.

Thanks,

Jay

Budget impacts of proposed RBCM charges:

	03/04		04/05	
	# Boxes	Estimated Costs	# Boxes	Estimated Costs
Advanced Education	168	$ 76,377.84	12	$ 5,455.56
Agriculture, Food and Fisheries	247	$ 112,293.61	55	$ 25,004.65
Attorney General	3243	$ 1,474,365.09	432	$ 196,400.16
Children and Family	401	$ 182,306.63	71	$ 32,278.73
Community, Aboriginal and Women's Service	508	$ 230,952.04	101	$ 45,917.63
Competition, Science and Enterprise	394	$ 179,124.22	386	$ 175,487.18
Education	327	$ 148,664.01	60	$ 27,277.80
Energy and Mines	211	$ 95,926.93	18	$ 8,183.34
Finance	900	$ 409,167.00	423	$ 192,308.49
Forests	682	$ 310,057.66	925	$ 420,532.75
Health Planning	54	$ 24,550.02	11	$ 5,000.93
Health Services	885	$ 402,347.55	29	$ 13,184.27
Human Resources	225	$ 102,291.75	19	$ 8,637.97
Management Services	303	$ 137,752.89	21	$ 9,547.23
Provincial Revenue	16	$ 7,274.08	2	$ 909.26
Public Safety and Solicitor General	711	$ 323,241.93	174	$ 79,105.62
Skills Development and Labour	165	$ 75,013.95	19	$ 8,637.97
Sustainable Resource Management	1094	$ 497,365.22	17	$ 7,728.71
Transportation	440	$ 200,037.20	53	$ 24,095.39
Water, Land and Air Protection	293	$ 133,206.59	22	$ 10,001.86
		$ 5,122,316.21		$ 1,295,695.50

23-Oct-03

12,000 →

4387 - FR.

3074 - EXEC. *

5006 - Other SR.

5000 @ 45¢.

2,250,000

40

42

1500 · 681,800

1-5

Budget impacts of proposed RBCM charges:

	03/04		04/05	
	# Boxes	**Estimated Costs**	# Boxes	**Estimated Costs**
Advanced Education	168	$ 76,377.84	12	$ 5,455.56
Agriculture, Food and Fisheries	247	$ 112,293.61	55	$ 25,004.65
Attorney General	3243	$ 1,474,365.09	432	$ 196,400.16
Children and Family	401	$ 182,306.63	71	$ 32,278.73
Community, Aboriginal and Women's Service	508	$ 230,952.04	101	$ 45,917.63
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Transportation	440	$ 200,037.20	53	$ 24,095.39
Water, Land and Air Protection	293	$ 133,206.59	22	$ 10,001.86
		$ 5,122,316.21		$ 1,295,695.50

23-Oct-03

03/04

12,467

3074 exec.

8080 SR

1.5 meters day.

.32

4387 FR. → Archives

3074 exec SR. 50% reduction (1537)

5006 Othr SR Reduce by 70%. (3504)

5041

@ 454.63

$100,500 x 3 = 300,000/year

x 2 would save → $2,291,790

Options:

Modify upfront to Reduce SA costs
+ then reduce the transfer costs to RBCM.

Reduce the # by doing selection before transfer to RBCM
- need staff to complete.

---

funding

how do we deal with backlog.

this should be addressed.

Need to clean up by X years

Who owns - Reports to Brian

Time Guidelines for Arrangement and Description Project

Background research	5 days per project
Finding aid production	10 days per project

Textual Records

Appraisal and selection	1.5 metres per day (3 metres per day for ledgers and similar documents)
Arrangement	1 metre per day (3 metres per day for ledgers and similar documents)
Description	1 metre per day (3 metres per day for ledgers and similar documents)
Physical processing	1 metre per day (3 metres per day for ledgers and similar documents)

Arrangement, Description, and Physical processing times are based on the extent of documents after selection

Photos

Appraisal and selection	200 images per day (based on the number of images in the initial collection)
Arrangement	50 images per day (based on the number of images in the final selection)
Description	50 images per day (based on the number of images in the final selection)
Physical processing	100 images per day (based on the number of images in the final selection)

Sound recordings

Appraisal and selection; Arrangement; Description; and Physical processing: 4 times running time of recordings.

Moving Images

Appraisal and selection; Arrangement; Description; and Physical processing: 4 times running time of films.

Architectural and Cartographic material

Appraisal and selection	25 items per day
Arrangement	50 items per day
Description	20 items per day
Physical processing	20 items per day

THESE ARE PROVIDED AS GUIDELINES ONLY TO ASSIST IN THE DETERMINATION OF TIME REQUIRED. APPLICANTS WILL, OF COURSE, BASE THEIR CALCULATIONS ON THE STATE OF THE RECORDS BEING PROCESSED. HOWEVER PHYSICAL PROCESSING OF RECORDS SHOULD BE CARRIED OUT UNDER THE PRESERVATION MANAGEMENT Programme IF THE STATE OF THE RECORDS REQUIRES EXTENSIVE PHYSICAL PROCESSING TIME WHICH SIGNIFICANTLY EXCEEDS THE GUIDELINES.

SR/FR Boxes with Completed Applications, by Eligible Disposition Year

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Total Boxes	**12,467**	**2,938**	**1,808**	**1,264**	**1,018**	**1,166**	**1,092**	**470**	**293**	**383**	**307**	**23,206**
British Columba Public Service Agency	38											38
British Columbia Buildings Corporation			8	4	12	4	16					44
British Columbia Enterprise Corporation	4											4
British Columbia Ferry Corporation	1	9										10
British Columbia Heritage Trust		4										4
British Columbia Housing Management	6	2										8
British Columbia Securities Commission	20											20
British Columbia Unclaimed Property Society											6	6

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Expropriation Compensation Board			13	22	12							47
Financial Institutions Commission	120	15	61									196
Forest Renewal BC [for billing purposed only]		1	6									7
Judiciary	24	2										26
Justice Institute of British Columbia	8											8
Labour Relations Board	17											17
Legislative Assembly	5											5
Liquor Appeal Board		4										4
Ministry of Advanced Education	168	12	1	1	1	1	1	1	1	1	1	189
Ministry of Agriculture, Food and Fisheries	247	55	35	8	17	4	1	2	3	3	5	380

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Ministry of Attorney General and Minister	3,243	432	372	171	215	114	213	99	92	133	133	5,217
Ministry of Children and Family	401	71	3	27	4							506
Ministry of Community, Aboriginal and	508	101	31	8	16	7	3		8		2	684
Ministry of Competition, Science and	394	386	77	4	6	5						872
Ministry of Education	327	60										387
Ministry of Energy and Mines	211	18	4	1	3							237
Ministry of Finance	900	423	482	531	435	609	474	59				3,913
Ministry of Forests	682	925	203	55	105	100	85	114	71	124	83	2,547
Ministry of Health Planning	54	11			9	181	247	177	99	107	77	962
Ministry of Health Services	885	29	43	24	50	14	9	1		2		1,057

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Ministry of Human Resources	225	19	20	6	7	7						284
Ministry of Management Services	303	21	45	50	1			1				421
Ministry of Provincial Revenue	16	2		3								21
Ministry of Public Safety and Solicitor General	711	174	66	55	10	22	1	2	3			1,044
Ministry of Skills Development and Labour	165	19	162	1								347
Ministry of Sustainable Resource	1,094	17	4	6	5					2		1,128
Ministry of Transportation	440	53	68	32	30	12	16					651
Ministry of Water, Land and Air Protection	293	22	16	31	11	17		1	3			394
Office of the Fire Commissioner	201											201
Office of the Premier and Cabinet Office	700	51	88	224	69	69	17	12	13	11		1,254

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Okanagan Valley Tree Fruit Authority								1				1
Tourism BC	56						9					65

Data date: 2003-09-05

Records selection criteria for this report: {MANAGEMENT_UNITS.STATUS_CD} = "A" and
{MANAGEMENT_UNITS.CED_DT} in DateTime (1001, 01, 01, 00, 00, 00) to DateTime (2014, 03, 31, 00, 00, 00) and
Not IsNull ({APPLICATIONS.COMPL_DT}) and
{MANAGEMENT_UNITS.RECOM_FINAL_DISP_CD} in ["FR", "SR"] and
{NAME_AUTHORITIES.NAME_DESCR} <> "British Columbia Archives" and
{NAME_AUTHORITIES.LVL_1_NAME_DESCR} = "British Columbia"

J:\Systems\@arcs6\asrc2\Crystal Reports Files\GI Production Reports\BC Archives\SRFRtransfersnext10years.rpt

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APPENDIX 1
TEXTUAL RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per records storage box
Microfilm (3rd party) (1)	***$ 195.80***
Staff costs: ($60.50 per hour - average cost)	
Arrangement & description of records (1.5 hours)	90.75
Processing costs (.65 hours)	39.33
Conservation (.5 hours)	30.25
Destruction of original records after duplication	***6.00***
One time costs to provide ongoing access and storage (2)	92.50
Total cost for one box of textual records	**$ 454.63**

Notes:

1. Services will be provided in house if the condition of the documents is fragile or they contain sensitive information

2. Master copy held offsite, duplicate copy prepared for access purposes

3. If Ministries/Agencies provide microfilm rolls to our specificiatons, their costs would be reduced by $210.80 per textual box

4. Costs based on 1990 record groups. Conservation costs escalate as records age. In future costs will be determined based on the age and condition of the records.

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 2
SOUND AND MOVING IMAGE RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per Sound based on running time	Film	Video
Duplication (per item)	***$ 34.85***	***$ 55.65***	***$ 55.65***
Staff costs: ($60.50 per hour - average cost)			
Arrangement & description of records	58.24	58.24	58.24
Processing costs re-cored, recanned, relabelled, etc	25.00	45.50	20.00
Conservation - based on cleaning, inspection, sticky shed, et	TBD	TBD	TBD
One time costs to provide ongoing access and storage	50.00	50.00	50.00
Total cost per item	**$ 168.09**	**$ 209.39**	**$ 183.89**

Notes:

1. Originals kept if possible (depends on condition)
2. Requires specialized storage costs, which will include - cold storage, controlled environment, etc.
3. Access costs migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 3
GRAPHIC (PHOTO'S/IMAGES)

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

		per stable photo or image
Duplication - preservation master plus digital access copy	***$***	***2.10***
Staff costs: ($60.50 per hour - average cost)		
Arrangement & description of image		9.00
Processing costs		0.50
Conservation		0.00
One time costs to provide ongoing access and storage		10.00
Total cost per photo or image	**$**	**21.60**

Notes:
1. Originals kept if possible (depends on condition)

2. Original held offsite, preserved for long time storage

3. Requires specialized storage costs, which will include - cold storage, controlled environment, etc.
4. Images will be digitized for access and retreival
5. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 4
ARCHITECTURAL/CARTOGRAPHIC RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per item	
Microfilm (3rd party) (1)	***$ 25.00***	***$ 25.00***
Destruction of original records after duplication IF REQUIRED		6.00
If not destroyed costs to rehouse	20.87	0.00
Staff costs: ($60.50 per hour - average cost)		
Arrangement & description of records	22.21	22.21
Processing costs	39.00	0.00
Conservation depends if requires treatment	TBD	0.00
One time costs to provide ongoing access and storage	50.00	50.00
Total cost per item (e.g. maps and plans)	**$ 157.08**	**$ 103.21**

Notes:
1. Originals kept if required (e.g. maps that are color coded)

2. Master copy held offsite, digitized copy prepared for access purposes
3. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 5
ELECTRONIC RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per gigabyte
Microfilm (3rd party) (1)	$ -
Staff costs: ($60.50 per hour - average cost)	
Arrangement & description of records - includes ingestion and migration	334.00
Processing costs	0.00
Conservation	0.00
One time costs to provide ongoing access and storage	92.50
Total cost per gigabyte	**$ 426.50**

Notes:

1. Master copy held offsite, duplicate copy prepared for access purposes
2. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

Other records can include:

- Library books
- Works of art
- Artifacts/objects

Costs will be provided as requested.

Archival
Rate Breakdown
Fiscal Years 2004/2005, 2005/06, 2006/07

	Cost per HRO 2	Cost per HRO 3	Records Curator	Conservator
Salary	$ 50,948	$ 55,843	$ 60,900	$ 73,784
Benefits (at 22.6%)	$ 11,514	$ 12,621	$ 13,763	$ 16,675
Professional Development	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Building Occupancy Charges	$ 10,500	$ 10,500	$ 10,500	$ 10,500
Office Support	$ 7,850	$ 7,850	$ 7,850	$ 7,850
Technology				
Voice/Data Communication	$ 3,100	$ 3,100	$ 3,100	$ 3,100
Application Maintenance &	$ 3,800	$ 3,800	$ 3,800	$ 3,800
Financial Services	$ 2,700	$ 2,700	$ 2,700	$ 2,700
Total Cost	$ 91,412	$ 97,414	$ 103,613	$ 119,409
Hourly rate based on 1700 hours				
	53.77198271	57.30221365	60.94905882	70.24033588
Average hourly rate				**60.56589776**

Notes:
1. Office Support includes office expense and records management costs.
2. Voice/Data Communication includes telephone, fax, and data line costs.
3. Application Maintenance & Support does not include amortization or development costs.
4. Financial Services include administration of accounts payable, accounts receivable and financial planning.

① FR transfer 4850

leave remain untouched
continue to pg #6

05/06 increase rate to 6.60
to res selection work.

② SAME as 1 but
increase rate 04/05 to 6.60.

③ contract Mercer to do selection
work of $75/box. - under the
control of CRMB. box are transferred
to RBCM.

DE - go for test.
Selected records (FR).
Selected Mercer would have to pay
454/box. & they turn back to us
+ 11 can now 454.

④ Big picture.

Grove, Marland MSER:EX

From: Isaac, Glen MSER:EX
Sent: January 12, 2004 3:46 PM
To: Grove, Marland MSER:EX
Subject: FW: Archives transfer estimates accounting for media

revised figures

Costs for ministry records eligible as of March 31,2004

FR boxes: Cost based on 454 per box: **$2,666,608** (4,552 boxes)
Cost media specific*: **$3,288,656**: $1,799,656 (3,964 textual) + $74,000 (305 micro) + $1,415,000 (283 other media)

SR boxes: Cost based on 454 per box: **$3,203,878** (7,057 boxes)
Cost media specific*: **$4,131,238**: $3,049,518 (6,717 textual) plus $31,720 (130 micro) $1,050,000 (210 other media)

*Media specific costs = $454 per textual records box; $244 per storage box of micro records (need to clarify this is proposed rate); estimated $5,000 per box of other media (e.g., a box of 50 maps; a box of 238 photographs)

Glen Isaac
Manager, IM Systems and Standards
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-5151; Fax: (250) 387-5841
Email: Glen.Isaac@gems5.gov.bc.ca
http://www.gov.bc.ca/mser/

-----Original Message-----
From: Isaac, Glen MSER:EX
Sent: January 12, 2004 2:38 PM
To: Grove, Marland MSER:EX
Subject: Archives transfer estimates accounting for media

Costs for ministry records eligible as of March 31,2004

FR boxes: Cost based on 454 per box: **$2,666,00** (4,552 boxes)
Cost media specific*: **$4,740,000**: textual 3,964 ($1,800); other media 588 (2,940,000)

SR boxes: Cost based on 454 per box: **$3,203,000** (7,057 boxes)
Cost media specific*: **$4,749,000**: $3,049,000 (6,717 textual) plus $1,700,000 (340 other media)

*Media specific costs = $454 per textual records box; $5,000 per box of other media

Glen Isaac
Manager, IM Systems and Standards
Corporate Records Management Branch
Ministry of Management Services
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Email: Glen.Isaac@gems5.gov.bc.ca
http://www.gov.bc.ca/mser/

Grove, Marland MSER:EX

From: Isaac, Glen MSER:EX
Sent: January 12, 2004 2:38 PM
To: Grove, Marland MSER:EX
Subject: Archives transfer estimates accounting for media

Costs for ministry records eligible as of March 31,2004

FR boxes: Cost based on 454 per box: **$2,666,00** (4,552 boxes)
Cost media specific*: **$4,740,000**: textual 3,964 ($1,800); other media 588 (2,940,000)

SR boxes: Cost based on 454 per box: **$3,203,000** (7,057 boxes)
Cost media specific*: **$4,749,000**: $3,049,000 (6,717 textual) plus $1,700,000 (340 other media)

*Media specific costs = $454 per textual records box; $5,000 per box of other media

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Option 1 Approve proposed RBCM archives charges.

Estimated cost for transfer of FR records: ***$3,288,656 in FY 03/04; approximately $535,840 annually thereafter. 10 year cost: $8,134,620***

Pros

- Post-2003 transfers of government archival records are funded for high service levels (all records transferred are fully described, are made accessible to government and the public in a timely fashion and receive sufficient conservation and storage services for their permanent preservation).

Cons

- Establishes a significantly higher service level and cost for post-2003 records than for pre-2003 government archival records
- Creates risk that ministries will destroy or refuse to transfer records to avoid archives costs
- Complex to administer, particularly for non-textual records (e.g., requires detailed item counts and agreement on what constitute "items" for each media)
- Creates risk that government records evaluation process will be undermined (e.g., pressure from individual ministries to avoid designation of records as having archival value).
- Presents high "up-front" costs in FY2003/04 and creates risk of high, unplanned archives costs for individual ministries (e.g., ministries that identify a large series of maps or photographs for archives transfer).

Option 2 Approve charges based on funding level currently in place for pre-2003 records. Fund these charges with small increase (less than 1%) to offsite records storage rate.

(BC Archives base budget = $2,900,000. Divided by total BC Archives offsite records holdings (67,381 boxes) = $43 per box. Note: BC Archives also has onsite records. However, using only offsite boxes in the above calculation is simpler and partially adjusts for past under-funding of Archives.)

Estimated cost for transfer of FR records: ***$195,736 in 2003/4, increased by approximately $43,000 annually thereafter (e.g. 2nd year cost would be $238,736). The 10 year cost is $3,892,360.***

Pros.

- Simpler and less expensive to administer than the RBCM proposal, with lower 10 year costs to Government.
- Provides a corporate mechanism for funding government archives (a corporate asset).
- Reduces risk that ministries will destroy or refuse to transfer records to avoid archives costs. (Archives transfer costs would be shared by all users of offsite records storage services.)

- Reduces risk that government records evaluation process will be undermined. (As above, cost to preserve any particular records designated as archival will be shared corporately by all of government).
- Establishes a single, straightforward and scalable funding rate (e.g., rate can be adjusted based on preservation requirements identified by RBCM and service requirements specified by Government.)

Cons.

- Does not fund as high a service level for post –2003 records transfers as the rates in the RBCM proposal.
- Increases corporate off-site records storage rates and makes rates somewhat less competitive for agencies that have the choice to contract directly with private storage facilities. However, corporate rates would still be lower.

ISSUE: Assessment of proposed RBCM fee structure for archival services to government

BACKGROUND:

RBCM has proposed a fee structure to fund the preservation and provision of access to government archival records transferred to BC Archives after April 1, 2003.

The proposal includes fees for various record types:

- Paper - $454.63 per box
- Video tape - $183.89
- Motion picture film - $209.39
- Photographs - $21.60 per photo
- Maps/plans - $103.21 to $157.08 per map or plan
- Electronic - $426.50 per gigabyte

Two questions should be addressed:

- Are the proposed charges reasonable for the services covered?
- Are the services required?

DISCUSSON

Are the proposed charges reasonable for the services covered?

Yes. CRMB has reviewed the proposed charges. The rates are based on Canadian Council of Archives' standard benchmarks.

Issue: The proposed transfer charges are generic averages for each unit of records, regardless of the condition of the records.

However, it arguably would be to government's advantage to have rates based on the condition of the records. This would enable government to contain costs by implementing practices that ensure records are properly documented and boxed prior to transfer to the BC Archives. It would also provide an incentive to ministries for good records management practices.

Are the services required?

Yes, the proposed fees cover standard types of services for preserving and describing archival records and making them accessible to users.

Issue: Fee structure presumes that all new transfers will receive the same, full service coverage. The proposed service level is significantly higher than that provided to records transferred prior to April 1, 2003. BC Archives holds extensive collections of older government records that have serious conservation and preservation requirements. The existing funding base is inadequate to process these records.

If government is to begin funding the actual cost of fully describing, filming and accessing all new transfers of SR/FR records, an unintended result could be that older, more valuable records receive a lower standard of care and conservation. Should some of the archives fees be directed on the basis of need (e.g., apply filming resources on priorities)?

CONCLUSION: CRMB feels the specified charges are reasonable for the services proposed (i.e., are based on standard metrics). However, there would be advantages for government if different rates were established for records based on their condition at time of transfer to BC

Archives. As well, the proposed charges would fund a high level of service for newly transferred records but do not address microfilming and other requirements for older government archival records.

If the RBCM proposal is approved, CRMB recommends that:

- CRMB and RBCM explore the viability of a graduated rate based on condition;
- RBCM outline proposed means of providing conservation and preservation services for records funded under the pre-2003 model; and
- RBCM identify the ongoing process to be used to report back to government as the specified services for post 2003 transfers are completed.

ISSUE: Assessment of proposed RBCM fee structure for archival services to government

BACKGROUND:

RBCM has proposed a fee structure to fund the preservation and provision of access to government archival records transferred to BC Archives after April 1, 2003.

The proposal includes one-time transfer fees for various record types:

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Two questions should be addressed:

- On what basis have the charges been calculated for the services covered?
- Are the services required?

DISCUSSON

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The rates are based on Canadian Council of Archives' standard benchmarks

Issues: The proposed transfer charges are generic averages for each unit of records, regardless of the condition of the records.

However, it arguably would be to government's advantage to have rates based on the condition of the records. This would enable government to contain costs by implementing practices that ensure records are properly documented and boxed prior to transfer to the BC Archives. It would also provide an incentive to ministries for good records management practices.

Are the services required?

The proposed fees cover the standard types of services that would be required to ensure that all records transferred are fully described, are made accessible to government and the public in a timely fashion and receive sufficient conservation and storage services for their permanent preservation.

Issues: The fee structure presumes that all new records transfers will receive the same, full service coverage. The proposed service level is significantly higher than that provided to records transferred prior to April 1, 2003. BC Archives holds extensive collections of pre-2003 government records that are not described, are not routinely accessible, and have serious, unfulfilled conservation and preservation requirements. The existing RBCM funding base is inadequate to provide full preservation and access services for the pre-2003 records.

If government is to begin funding the actual cost of fully describing, filming and accessing all new transfers of SR/FR records, an unintended result could be that older, more valuable records receive a lower standard of care and conservation.

It could be argued that the resources government devotes to its archival records (through voted appropriations or through the proposed ministry charges) should be applied on a priority basis,

based on the records' value and condition (e.g., microfilm the most valuable and fragile records first).

CONCLUSION: The specified RBCM charges for the services proposed are based on standard, generic metrics within the archival profession. However, there would be advantages for government if different rates were established for records based on their condition at time of transfer to BC Archives. As well, the proposed charges would fund a high level of service for newly transferred records but do not address microfilming and other requirements for older government archival records.

If the RBCM proposal is approved, CRMB recommends that:

- CRMB and RBCM explore the viability of a graduated rate based on condition;
- RBCM outline proposed means of providing conservation and preservation services for records funded under the pre-2003 model; and
- RBCM identify the ongoing process to be used to report back to government as the specified services for post 2003 transfers are completed.

ISSUE: Cost containment of proposed RBCM charges for archival services to government

BACKGROUND:

RBCM has proposed a fee structure covering government archival records transferred to BC Archives after April 1, 2003. The proposal includes fees for transferring various record types (maps, electronic records, photographs, paper files) – e.g., $454 per standard box of paper records.

Two categories of government records have traditionally been transferred to the BC Archives:

- FR (full retention) records - records scheduled to be retained in their entirety
- SR (selective retention) records – records scheduled to be reviewed by an archivist, with some retained and some destroyed (e.g., records for which only a representative sample are retained)

For FY 2003/04 there are 11,600 boxes of FR and SR records eligible for archival transfer. From 2004/05 onward, approximately 4,000 FR/SR boxes will be eligible for transfer to RBCM each fiscal year. The large numbers of SR/FR boxes ready for immediate archival transfer represents a three year hold on all dispositions resulting from ongoing litigation.

If all FR and SR boxes were transferred at the proposed rate, the cost to ministries would be approximately:

- **$5.3 million** in 2003/04.
- **$1.8 million annually**, 2004/05 onward

DISCUSSION:

Corporate Records Management Branch (CRMB) can help ministries contain archival transfer costs by:

- Managing and reviewing transfers of records to custody of the BC Archives. The CRMB automated records management system enables ministries to review and approve records identified for archival transfer, track transfer of boxes, and monitor their offsite storage costs, supporting ministry financial accountability.

- Continuing to establish specific selection criteria for records appraised for selective retention (SR). Selection criteria are now documented within all new and amended *ORCS* (*Operational Records Classification System*) and in amendments to *ARCS* (*Administrative Records Classification System*). These criteria guide ministry staff in identifying those portions of SR records to be destroyed from those that need to be fully retained and boxed accordingly for offsite storage/transfer. This step reduces the amount of final selection work. Older *ORCS* generally do not contain specific criteria that can be applied by ministries, review must be done by a CRMB archivist.

- Completing records selection activities prior to transferring boxes to the custody of the BC Archives.

Performing selection work in advance of transfer and then only transferring records that are scheduled or selected for full retention would save:

- **2 million** for records eligible in 2003/04
- **$0.8 million** annually

However, in order to achieve the savings identified above, a funding mechanism is required for CRMB archival selection work. The above estimates are for net savings - selection costs have been incorporated into those figures. Cost for CRMB staff to complete archival selection is approximately $40 / box (rather than $454 to transfer).

OPTIONS:

Option 1: *Transfer all FR and SR records directly to the RBCM upon expiration of semi-active retention period*.

Pros: Records eligible for FR and SR are transferred immediately to RBCM.

Cons: High cost option for ministries ($5.3 million in 2003/04; $1.8 million / year, 2004/05 onward). Government has less ability to determine which records are selected for retention (e.g., review and approve archives selection work rather than perform selections directly).

Option 2: *Transfer all FR records and only the selected SR records*.

Pros:

•Significant savings for ministries. Depending on the funding mechanism and timetable established for selection*, ministries save approximately $5.9 to $6 million over 5 years

•Government retains control in determining which SR records retain sufficient ongoing corporate value to require archival preservation and which records can realize cost savings through their timely destruction.

The need for government to maintain direct control over records value decisions was a key reason why CRMB remained within core government when the BC Archives was transferred to the RBCM.

Cons: Depending on the selection funding mechanism and timetable chosen, some records in the SR backlog may remain in ministry custody for 1-5 years.

Recommendation: Option 2

NOTE: There are multiple options for funding selection activities and archives transfers (e.g., a records storage rate increase, direct funding by individual ministries, or a combination).

From:	Grove, Marland MSER:EX
To:	Stuart, Arlene CAWS:EX
Subject:	Archival record reports
Date:	Tuesday, January 6, 2004 10:30:35 AM
Attachments:	srfr_adv_ed.pdf srfr_agr.pdf srfr_att_gen.pdf srfr_caws.pdf srfr_cfam.pdf srfr_comp_science.pdf srfr_ed.pdf srfr_energy_mines.pdf srfr_fin.pdf srfr_for.pdf srfr_hlth_plan.pdf srfr_hlth_ser.pdf srfr_hr.pdf srfr_mser.pdf srfr_prov_rev.pdf SRFR_pub_safety.pdf srfr_skills.pdf srfr_sust_res.pdf srfr_trans.pdf SRFR_wlap.pdf

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Attached are reports for each ministry showing the breakdown of records ready for transfer to the BC Archives. The list is broken down to show the Full Retention (FR) records and Selective Retention (SR) records.

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	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19
SR	7,931	1,383	759	310	206	111	181	27	32	23	32	22	31	1	17	682
FR	4818	1563	1066	969	818	1068	915	451	288	390	286	1,181	1,925	924	393	672
FR+selected SR*	4,818	2063	1566	1469	1318	1568	1415	951	788	890	786	1681	2425	1424	893	1172
Archives Charge**	$240,900	$344,050	$422,350	$495,800	$561,700	$640,100	$710,850	$758,400	$797,800	$842,300	$640,700	$646,600	$714,550	$737,300	$741,050	$746,250
Storage Rate surcha	$0.30	$0.43	$0.53	$0.62	$0.70	$0.80	$0.89	$0.95	$1.00	$1.05	$0.80	$0.81	$0.89	$0.92	$0.93	$0.93

*Assume that no SR work is done on backlog this FY; that in each subsequent FY's, SR review is done for 2500 boxes; and as a result 500 boxes are selected for transfer.

**Assume blended rate (text/other media) of 500 per box; payable over 5 years, plus 2% surcharge each year for COLA and rate increases.

	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19
SR	7,931	1,383	759	310	206	111	181	27	32	23	32	22	31	1	17	682
FR	4818	1563	1066	1000	1000	1000	1000	1000	1000	1000	1000	1,000	1,000	1000	1000	1000
FR+selected SR*	4,818	2063	1566	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
Archives Charge**	$240,900	$344,050	$422,350	$497,350	$572,350	$647,350	$722,350	$797,350	$872,350	$947,350	$781,450	$778,300	$800,000	$825,000	$850,000	$875,000
Storage Rate surcha	$0.30	$0.43	$0.53	$0.62	$0.72	$0.81	$0.90	$1.00	$1.09	$1.18	$0.98	$0.97	$1.00	$1.03	$1.06	$1.09

*Assume that no SR work is done on backlog this FY; that in each subsequent FY's, SR review is done for 2500 boxes; and as a result 500 boxes are selected for transfer.

**Assume blended rate (text/other media) of 500 per box; payable over 5 years, plus 2% surcharge each year for COLA and rate increases.

	03/04	04/05		
FR total	4,552	1,500		
Multi	56	1		
Text	3,964	1,497		
Micro	305	2		
Carto (rolled)	2	0		
Arch	0	0		
Sound	0	0		
Film	0	0		
Video	0	0		
Photo	189	189		
SR total	7,057	1,358		
Text	6,717	1,018		
Micro	130	0		
Multi	30	340		
Carto (rolled)	6	0		
Arch	2	0		
Sound	3	0		
Film	143	0		
Video	5			
Photo	21	21		

Cost Comparison for Transfer of FR Backlog

Min	Total Boxes	Boxes eligible FR for FY0304	Onetime FY03/04 (pay all costs up front)	FY0405 cost (year 1 of 10 years; cover by storage increase .13)	10 year cost (for backlog paid via storage charges)	10 year cost (10 year cycle, chargeback)		
Adv Ed	8,526	16	$8,000	$2,558	$25,578	**-$17,578**		
Ag	5464	47	$23,500	$1,639	$16,392	**$7,108**		
AG	114352	1889	$944,500	$34,306	$343,056	**$601,444**		
Chil	37275	86	$43,000	$11,183	$111,825	**-$68,825**		
CAWS	13700	161	$80,500	$4,110	$41,100	**$39,400**		
CSE	1318	89	$44,500	$395	$3,954	**$40,546**		
Ed	20050	3	$1,500	$6,015	$60,150	**-$58,650**		
En	5145	59	$29,500	$1,544	$15,435	**$14,065**		
Fin	22046	465	$232,500	$6,614	$66,138	**$166,362**		
For	56512	153	$76,500	$16,954	$169,536	**-$93,036**		
HealthP	14902	58	$29,000	$4,471	$44,706	**-$15,706**		
Healths	59709	290	$145,000	$17,913	$179,127	**-$34,127**		
HR	57876	3	$1,500	$17,363	$173,628	**-$172,128**		
MS	18354	1	$500	$5,506	$55,062	**-$54,562**		
PR	34168	2	$1,000	$10,250	$102,504	**-$101,504**		
PubS	27515	0	$0	$8,255	$82,545	**-$82,545**		
Skils	6502	75	$37,500	$1,951	$19,506	**$17,994**		
SusR	32659	979	$489,500	$9,798	$97,977	**$391,523**		
Tran	37065	36	$18,000	$11,120	$111,195	**-$93,195**		
Water	20841	97	$48,500	$6,252	$62,523	**-$14,023**		

10 year cost Comparison for Transfer of FR records (includes only currently scheduled FR, not projected selections)

Min	Total Boxes	Boxes eligible FR FY0304-12/13	Total 10 year costs of direct payment approach (each ministry pay all costs up front based on transfers)	Total 10 Year Costs cost of corporate payment approach (costs paid over 10 years via storage fee increase)	10 year cost difference of using corporate approach (column E) rather than direct pay approach (column D)	FY0304 cost (year 1 of 10 years; cover by storage increase .30)	FY0405cost (year 2 of 10 years; cover by storage increase .43)	FY0506 cost (year 3 of 10 years; cover by storage increase .53)	FY0607 cost (year 4 of 10 years; cover by storage increase .63)	FY0708 cost (year 5 of 10 years; cover by storage increase .70)	FY0809 cost (year 6 of 10 years; cover by storage increase .80)	FY0910 cost (year 7 of 10 years; cover by storage increase .89)	FY01011 cost (year 8 of 10 years; cover by storage increase .95)	FY01011 cost (year 9 of 10 years; cover by storage increase 1.0)	FY01112 cost (year 10 of 10 years; cover by storage increase 1.05)	Direct Pay 10 year Cost per FTE	Corporate Approach 10 year cost per FTE
Adv Ed	8,526	25	$12,500	$58,309	$45,809	$2,558	$3,666	$4,519	$1,611	$5,968	$6,821	$7,588	$8,100	$8,526	$8,952	$52.74	$246.03
Agr	5464	70	$35,000	$37,368	$2,368	$1,639	$2,350	$2,896	$1,033	$3,825	$4,371	$4,863	$5,191	$5,464	$5,737	$106.38	$113.58
AG	114352	3,119	$1,559,500	$782,053	-$777,447	$34,306	$49,171	$60,607	$21,613	$80,046	$91,482	$101,773	$108,634	$114,352	$120,070	$450.20	$225.77
Chil	37275	100	$50,000	$254,924	$204,924	$11,183	$16,028	$19,756	$7,045	$26,093	$29,820	$33,175	$35,411	$37,275	$39,139	$11.70	$59.65
CAWS	13700	183	$91,500	$93,694	$2,194	$4,110	$5,891	$7,261	$2,589	$9,590	$10,960	$12,193	$13,015	$13,700	$14,385	$114.52	$117.26
CSE	1318	97	$48,500	$9,014	-$39,486	$395	$567	$699	$249	$923	$1,054	$1,173	$1,252	$1,318	$1,384	$325.50	$60.50
Ed	20050	3	$1,500	$137,122	$135,622	$6,015	$8,622	$10,627	$3,789	$14,035	$16,040	$17,845	$19,048	$20,050	$21,053	$4.73	$432.56
En	5145	78	$39,000	$35,187	-$3,813	$1,544	$2,212	$2,727	$972	$3,602	$4,116	$4,579	$4,888	$5,145	$5,402	$166.67	$150.37
Fin	22046	3378	$1,689,000	$150,773	-$1,538,227	$6,614	$9,480	$11,684	$4,167	$15,432	$17,637	$19,621	$20,944	$22,046	$23,148	$3,082.12	$275.13
For	56512	1620	$810,000	$386,486	-$423,514	$16,954	$24,300	$29,951	$10,681	$39,558	$45,210	$50,296	$53,686	$56,512	$59,338	$263.84	$125.89
HealthP	14902	907	$453,500	$101,915	-$351,585	$4,471	$6,408	$7,898	$2,816	$10,431	$11,922	$13,263	$14,157	$14,902	$15,647	$2,169.86	$487.63
Healths	59709	372	$186,000	$408,350	$222,350	$17,913	$25,675	$31,646	$11,285	$41,796	$47,767	$53,141	$56,724	$59,709	$62,694	$73.66	$161.72
HR	57876	8	$4,000	$395,814	$391,814	$17,363	$24,887	$30,674	$10,939	$40,513	$46,301	$51,510	$54,982	$57,876	$60,770	$1.73	$171.35
MS	18354	2	$1,000	$125,523	$124,523	$5,506	$7,892	$9,728	$3,469	$12,848	$14,683	$16,335	$17,436	$18,354	$19,272	$0.49	$61.26
PR	34168	2	$1,000	$233,675	$232,675	$10,250	$14,692	$18,109	$6,458	$23,918	$27,334	$30,410	$32,460	$34,168	$35,876	$1.01	$236.51
PubS	27515	40	$20,000	$188,175	$168,175	$8,255	$11,831	$14,583	$5,200	$19,261	$22,012	$24,488	$26,139	$27,515	$28,891	$7.07	$66.56
Skils	6502	236	$118,000	$44,467	-$73,533	$1,951	$2,796	$3,446	$1,229	$4,551	$5,202	$5,787	$6,177	$6,502	$6,827	$261.64	$98.60
SusR	32659	1001	$500,500	$223,355	-$277,145	$9,798	$14,043	$17,309	$6,173	$22,861	$26,127	$29,067	$31,026	$32,659	$34,292	$524.63	$234.12
Tran	37065	36	$18,000	$253,488	$235,488	$11,120	$15,938	$19,644	$7,005	$25,946	$29,652	$32,988	$35,212	$37,065	$38,918	$13.00	$183.02
Water	20841	97	$48,500	$142,532	$94,032	$6,252	$8,962	$11,046	$3,939	$14,589	$16,673	$18,548	$19,799	$20,841	$21,883	$48.60	$142.82
Premier	5082	808	$404,000	$34,756	-$369,244	$1,525	$2,185	$2,693	$960	$3,557	$4,066	$4,523	$4,828	$5,082	$5,336		

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The proposal includes one-time transfer fees for various record types:

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The proposed fees cover the standard types of services that would be required to ensure that all records transferred are fully described, are made accessible to government and the public in a timely fashion and receive sufficient conservation and storage services for their permanent preservation.

Issues: The fee structure presumes that all new records transfers will receive the same, full service coverage. The proposed service level is significantly higher than that provided to records transferred prior to April 1, 2003. BC Archives holds extensive collections of pre-2003 government records that are not described, are not routinely accessible, and have serious, unfulfilled conservation and preservation requirements. The existing RBCM funding base is inadequate to provide full preservation and access services for the pre-2003 records.

If government is to begin funding the actual cost of fully describing, filming and accessing all new transfers of SR/FR records, an unintended result could be that older, more valuable records receive a lower standard of care and conservation.

It could be argued that the resources government devotes to its archival records (through voted appropriations or through the proposed ministry charges) should be applied on a priority basis,

based on the records' value and condition (e.g., microfilm the most valuable and fragile records first).

CONCLUSION: The specified RBCM charges for the services proposed are based on standard, generic metrics within the archival profession. However, there would be advantages for government if different rates were established for records based on their condition at time of transfer to BC Archives. As well, the proposed charges would fund a high level of service for newly transferred records but do not address microfilming and other requirements for older government archival records.

If the RBCM proposal is approved, CRMB recommends that:

- CRMB and RBCM explore the viability of a graduated rate based on condition;
- RBCM outline proposed means of providing conservation and preservation services for records funded under the pre-2003 model; and
- RBCM identify the ongoing process to be used to report back to government as the specified services for post 2003 transfers are completed.



Archival Records Management

Preservation and Access

Pauline Rafferty
CEO, Royal BC Museum

Record Preservation Mandate

- *Museum Act 2003*
  - Mandates Royal BC Museum to preserve & manage archival records
  - Authorizes fees for provision of service
- *Document Disposal Act*
  - Assigns value to government records based on statutory requirements & criteria
  - Specified value determines retention or disposition
  - Disposition determines destruction or transfer to Archives

Transfer of Records to Archives

- Schedule to transfer records to Archives is dictated by *Document Disposal Act*
- The order to transfer records is made by the Lieutenant Governor in Council
- Transfers will be initiated by written transferring Agency/Ministry & RBCM
- After transfer, significant costs are associated with preparation of archival records for long-term housing and access

Financial Considerations

- Archive Record costs are influenced by:
  - Storage
  - Preservation
    - Determined by format, original record condition, preparation time, storage medium, etc.
  - Access

Current Record Volume

Records in RBCM custody as of April, 2003 receiving Provincial contribution:

Text records	**79,514 boxes**	**Electronic**	**400 GB**
Maps	**100,000 items**	**Architectural**	**20,000 items**
Video / film	**10,885 items**	**Paintings & drawings**	**10,202 items**
Sound	**13,000 hours**	**Photos**	**4.9 million**
Library	**73,091 volumes**		

Scheduled Record Volume

Ministry records in file boxes currently scheduled for transfer:

2003/04	12,467
2004/05	2,935
2005/06	1,808
2006/07	1,264
2007/08	1,018
2008/09	1,092

Budget Implications

- Ministries are now responsible for the costs associated with their archival records, and will be billed by RBCM
- Ministry / Agency specific estimates will be provided by RBCM by October 31 for 2004/05 budget planning
- Next Step: meeting with Financial Operations Administration Procurement Committee on September 25

From:	Grove, Marland MSER:EX
To:	Stuart, Arlene CAWS:EX
Subject:	Archival record reports
Date:	Tuesday, January 6, 2004 10:30:35 AM
Attachments:	srfr_adv_ed.pdf srfr_agr.pdf srfr_att_gen.pdf srfr_caws.pdf srfr_cfam.pdf srfr_comp_science.pdf srfr_ed.pdf srfr_energy_mines.pdf srfr_fin.pdf srfr_for.pdf srfr_hlth_plan.pdf srfr_hlth_ser.pdf srfr_hr.pdf srfr_mser.pdf srfr_prov_rev.pdf SRFR_pub_safety.pdf srfr_skills.pdf srfr_sust_res.pdf srfr_trans.pdf SRFR_wlap.pdf

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Attached are reports for each ministry showing the breakdown of records ready for transfer to the BC Archives. The list is broken down to show the Full Retention (FR) records and Selective Retention (SR) records.

Marland Grove
Director
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.mser.gov.bc.ca/crmb

From:	Mitchell, Gary A. MSER:EX
To:	Fraser, Lois A MSER:EX; MSER CIPD BC Archives
Subject:	archives staff into RBCM
Date:	Thursday, February 13, 2003 11:26:56 AM
Importance:	High

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hiho, our staff going over to the RBCM Corporation were informed today that they would be transferring into the RBCM Special Operating Agency, CAWS effective Monday, 17 Feb 2003. Each staff member involved will receive a letter outlining the transfer, etc. and etc. When new Musuem Act is passed, the staff of SOA will transfer to the new Crown Corporation en masse.

I am grateful to Susan for her suggestion that we have a BC Archives group shot prior to the end of FY. The program heads supported this idea and we will be working out a day (sunny, we hope) for a series of photographs.

If you have any questions, please contact me.

g

Gary A. Mitchell, CRM
Provincial Archivist and
Director, British Columbia Archives
Ministry of Management Services
Telephone: (250) 387-2992
Fax: (250) 387-2072
Email: Gary.Mitchell@gems8.gov.bc.ca
http://www.bcarchives.gov.bc.ca

From:	Meyer zu Erpen, Walter RBCM:EX
To:	Mitchell, Gary A. RBCM:EX; Bady, Brant RBCM:EX; Bridge, Kathryn RBCM:EX; Culham, Mac RBCM:EX; Davison, J. Robert RBCM:EX
Cc:	Zinck, Faye I; Hughes, Grant W; Grove, Marland MSER:EX; Isaac, Glen MSER:EX
Subject:	BC Archives - boxes coming in as SR/FR
Date:	Monday, September 8, 2003 9:59:49 AM
Attachments:	srfrtransfersnext10years.pdf

Thanks to Glen Isaac for preparing another excellent analytical tool using Crystal Reports and the current ARIS data!

In using the data provided, care must be taken to consider the projections as the "minimum" SR/FR boxes eligible for transfer each year, given that CRMB staff apply approved schedules to SR/FR records in off-site storage on an ongoing basis. The numbers for more distant future transfer years will especially change.

Several factors will increase the flow of FR court records from the numbers reported:

- 1,200 boxes of probate case files are "on hold" (MU status H so excluded from Glen's report), many of which are eligible for immediate transfer to BC Archives as soon as the province-wide probate index is completed. Some of those 1,200 boxes are eligible in future years.
- my query spotted ca. 150 boxes of adoption case files (FR) that were incorrectly coded H -- now changed to A with all the rest, so Glen's numbers have just increased by 150.

One of the reasons for the large number of Attorney General SR/FR records eligible for transfer in 2003/04 is the 1,344 boxes of SR/FR court records for which finding aid is due -- meaning that an existing nominal index or detailed file list is required before the adoption case files, cause books, etc. can be transferred to the legal custody of BC Archives.

Glen's data for SR/FR court records in future years includes another 2,439 boxes for which finding aid is due. None of the finding aid issues are easily resolved and the Court Services Records Project (my other hat) is tackling them one-by-one as time permits. For the forseeable future, there are projects that can release large volumes of DE records for destruction, which have larger future cost avoidance savings than do these SR/FR records issues.

Also useful to understand when studying the ARIS data (even though this is a Court Services issue and does not significantly increase the flow to BC Archives):

there are large numbers of boxes of SR court records that are on hold pending Court Services staff pulling final orders and reasons for judgement. Those should remain "H" until Court Services addresses the outstanding issue with respect to each management unit, so that only the FR orders/reasons are transferred to BC Archives and the case files from which they are pulled can be changed from SR to DE and destroyed.

I know that you didn't ask, but thought that this overview of some of the court records issues would be useful to understanding why there will be anomalies and blips in the flow of FR records to the legal custody of BC Archives.

Walter Meyer zu Erpen, Manager
Corporate Access Initiatives
British Columbia Archives
Royal BC Museum
PO Box 9403 STN PROV GOVT Victoria, BC V8W 9V1

Voice: (250) 387-4132/FAX: (250) 387-5841
Email: Walter.MeyerzuErpen@gems1.gov.bc.ca
WWW site: http://www.bcarchives.gov.bc.ca

-----Original Message-----
From: Mitchell, Gary A. RBCM:EX
Sent: September 8, 2003 8:43 AM
To: Bady, Brant RBCM:EX; Bridge, Kathryn RBCM:EX; Culham, Mac RBCM:EX; Davison, J. Robert RBCM:EX; Meyer zu Erpen, Walter RBCM:EX

Cc: Zinck, Faye I; Hughes, Grant W
Subject: Boxes coming in as SR/FR

interesting reading
g

-----Original Message-----
From: Isaac, Glen MSER:EX
Sent: September 5, 2003 1:11 PM
To: Grove, Marland MSER:EX
Subject: SR/FR report for Gary

Glen Isaac
Manager, IM Systems and Standards
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-5151; Fax: (250) 387-5841
Email: Glen.Isaac@gems5.gov.bc.ca
http://www.gov.bc.ca/mser/

APPENDIX 1
TEXTUAL RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per records storage box
Microfilm (3rd party) (1)	***$ 195.80***
Staff costs: ($60.50 per hour - average cost)	
Arrangement & description of records (1.5 hours)	90.75
Processing costs (.65 hours)	39.33
Conservation (.5 hours)	30.25
Destruction of original records after duplication	***6.00***
One time costs to provide ongoing access and storage (2)	92.50
Total cost for one box of textual records	**$ 454.63**

Notes:

1. Services will be provided in house if the condition of the documents is fragile or they contain sensitive information

2. Master copy held offsite, duplicate copy prepared for access purposes

3. If Ministries/Agencies provide microfilm rolls to our specificiatons, their costs would be reduced by $210.80 per textual box

4. Costs based on 1990 record groups. Conservation costs escalate as records age. In future costs will be determined based on the age and condition of the records.

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 2
SOUND AND MOVING IMAGE RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per Sound based on running time	Film	Video
Duplication (per item)	***$ 34.85***	***$ 55.65***	***$ 55.65***
Staff costs: ($60.50 per hour - average cost)			
Arrangement & description of records	58.24	58.24	58.24
Processing costs re-cored, recanned, relabelled, etc	25.00	45.50	20.00
Conservation - based on cleaning, inspection, sticky shed, e	TBD	TBD	TBD
One time costs to provide ongoing access and storage	50.00	50.00	50.00
Total cost per item	**$ 168.09**	**$ 209.39**	**$ 183.89**

Notes:
1. Originals kept if possible (depends on condition)
2. Requires specialized storage costs, which will include - cold storage, controlled environment, etc.
3. Access costs migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 3
GRAPHIC (PHOTO'S/IMAGES)

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

		per stable photo or image
Duplication - preservation master plus digital access copy	***$***	***2.10***
Staff costs: ($60.50 per hour - average cost)		
Arrangement & description of image		9.00
Processing costs		0.50
Conservation		0.00
One time costs to provide ongoing access and storage		10.00
Total cost per photo or image	**$**	**21.60**

Notes:
1. Originals kept if possible (depends on condition)

2. Original held offsite, preserved for long time storage

3. Requires specialized storage costs, which will include - cold storage, controlled environment, etc.
4. Images will be digitized for access and retreival
5. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 4
ARCHITECTURAL/CARTOGRAPHIC RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per item	
Microfilm (3rd party) (1)	***$ 25.00***	***$ 25.00***
Destruction of original records after duplication IF REQUIRED		6.00
If not destroyed costs to rehouse	20.87	0.00
Staff costs: ($60.50 per hour - average cost)		
Arrangement & description of records	22.21	22.21
Processing costs	39.00	0.00
Conservation depends if requires treatment	TBD	0.00
One time costs to provide ongoing access and storage	50.00	50.00
Total cost per item (e.g. maps and plans)	**$ 157.08**	**$ 103.21**

Notes:
1. Originals kept if required (e.g. maps that are color coded)

2. Master copy held offsite, digitized copy prepared for access purposes
3. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

APPENDIX 5
ELECTRONIC RECORDS

PERPETUAL CARE OF RECORDS
ONE TIME PAYMENT

	per gigabyte
Microfilm (3rd party) (1)	***$*** **-**
Staff costs: ($60.50 per hour - average cost)	
Arrangement & description of records - includes ingestion and migration	334.00
Processing costs	0.00
Conservation	0.00
One time costs to provide ongoing access and storage	92.50
Total cost per gigabyte	**$ 426.50**

Notes:

1. Master copy held offsite, duplicate copy prepared for access purposes
2. Access costs include migration and refreshing of media into new generations of technology (anticipate every 3-5 years)

PAYMENT BASED ON CANADIAN COUNCIL OF ARCHIVES RATES

Other records can include:

- Library books
- Works of art
- Artifacts/objects

Costs will be provided as requested.

Archival
Rate Breakdown
Fiscal Years 2004/2005, 2005/06, 2006/07

	Cost per HRO 2	Cost per HRO 3	Records Curator	Conservator
Salary	$ 50,948	$ 55,843	$ 60,900	$ 73,784
Benefits (at 22.6%)	$ 11,514	$ 12,621	$ 13,763	$ 16,675
Professional Development	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Building Occupancy Charges	$ 10,500	$ 10,500	$ 10,500	$ 10,500
Office Support	$ 7,850	$ 7,850	$ 7,850	$ 7,850
Technology				
Voice/Data Communication	$ 3,100	$ 3,100	$ 3,100	$ 3,100
Application Maintenance &	$ 3,800	$ 3,800	$ 3,800	$ 3,800
Financial Services	$ 2,700	$ 2,700	$ 2,700	$ 2,700
Total Cost	$ 91,412	$ 97,414	$ 103,613	$ 119,409
Hourly rate based on 1700 hours	53.77198271	57.30221365	60.94905882	70.24033588
Average hourly rate				**60.56589776**

Notes:
1. Office Support includes office expense and records management costs.
2. Voice/Data Communication includes telephone, fax, and data line costs.
3. Application Maintenance & Support does not include amortization or development costs.
4. Financial Services include administration of accounts payable, accounts receivable and financial planning.

ROYAL BC MUSEUM CORPORATION

A NEW APPROACH TO CONDUCTING OUR BUSINESS

May 14,2003

The amalgamation of the Museum, the B.C. Archives, Helmcken House and the Netherlands Carillon into a cultural precinct provided the opportunity to redefine our approach to conducting business.

Being a new Crown corporation with an expanded mandate required a new business model to allow staff within their respective fields to apply their skills across the entire organization.

This new approach to conducting our business is rooted in the principles of aligning our mutual strengths and positioning our organization for future growth.

The corporation's resources – its people, finances, and facilities – will now be more strategically directed towards delivering on our collective mission to explore and preserve British Columbia's cultural and natural heritage, to inspire curiosity and wonder, and to share our story with the world.

THE FRAMEWORK FOR CHANGE

The Museum's executive team established a clear framework for change and created opportunities for staff to raise issues and provide input to the Transition Committee throughout this process. The framework included a commitment to:

- ☑ No job losses.
- ☑ No major changes in job descriptions.
- ☑ Align functions for corporate-wide service.
- ☑ Eliminate duplication & streamline operations.
- ☑ Position the corporation for future growth.

BEST CASE PRACTICES TAILORED TO OUR NEEDS

In addition, research was conducted to help determine the best model for our new organization:

1. Most importantly, a very systematic and thorough review was undertaken of the type of work being done throughout and across our new, expanded organization.
2. Organizational models of similar institutions and corporations in Canada and around the world were reviewed to identify "Best Case" practices to tailor to our individual needs.

THE NEW ROYAL BC MUSEUM CORPORATION

There will now be six core business areas. The directors of these areas and the CEO will comprise the Museum's executive team. Following is a breakdown of the new business model and the rationale behind the functional grouping:

Curatorial Services–all the curatorial, collection management and conservation functions are now grouped in one business area reporting to Grant Hughes. This realignment streamlines the responsibility for the management and preservation of all our collections – natural, human history and archival – ensuring close collaboration and direction. This area will also oversee the Native Plant Garden, the Living Landscapes project, research, and collections development.

Exhibits and Visitor Experience– all aspects of planning, designing and constructing our exhibits and attractions throughout the precinct have been grouped in this area, reporting to Brent Cooke. This integration will help enhance the visitor experience. Our accomplished exhibit teams can apply their skills to developing and maintaining all internal and external exhibit areas throughout the precinct.

Visitor and Human Resource Services– all functions that provide our external and internal clients with first-class customer service have been aligned in this business area. Responsibility for human resources, admissions and group sales, volunteer services, gallery rentals, main reception, facilities and security have been brought together under the direction of Angela Williams.

Access and Information Management– the access to the corporation's complete holdings –electronic images, paper, artifacts or specimens– will be grouped in this business area, reporting to Gary Mitchell. This area will also oversee on-line and off-line public access to our collections – natural, human history, and archival. Imaging and audio/visual functions that support the delivery of this important corporate mandate have also been grouped in this area.

Marketing and Communications– marketing, corporate communications, media relations, public programming, publications and graphic design functions have been grouped under this area to provide better synergy when it comes to planning and executing campaigns to increase visitor attendance at the museum and special exhibits. A recruitment process is underway to select a candidate to fill this director-level position.

Chief Financial Office– all financial-related functions have been consolidated under the direction of the Chief Financial Officer, Faye Zinck. This includes budget management, information technology, policy, business planning and financial analysis, and other related activities.

From:	Mitchell, Gary A. RBCM:EX
To:	Norman, Chris MSER:EX; Grove, Marland MSER:EX
Subject:	FW: Handouts for Thursday
Date:	Tuesday, September 23, 2003 3:34:45 PM
Attachments:	srfrtransfersnext10years1.pdf ADM Council Archives Presentation Sept 03.ppt Costing for ADM Finance Committee.xls

---

-----Original Message-----

From: Zinck, Faye [mailto:FZinck@royalbcmuseum.bc.ca]

Sent: September 23, 2003 13:24

To: Mann, Brian CAWS:EX

Cc: Mitchell, Gary A. RBCM:EX; Hughes, Grant W; Stuart, Arlene CAWS:EX; Newcombe, Diane CAWS:EX

Subject: Handouts for Thursday

Enclosed is the costing model that we will be presenting at the Fin'l Operations, Administration and Procurement sub cttee of ADMCS on Thursday.

Also enclosed is the current listing of archival records proposed by the Corporate Records Management Group for transfer to the Archives over the next 10 years. The current years volume of records appears to be a one time anomaly, 2004/05 is 2,967 and then we anticipate appx. 2,000 boxes per year. The year 2012/13 may also be an abnormal year due to the number of records going to offsite storages as a result of restructuring.

The rates based in accordance with fees as set by the Canadian Council of Archives.

Faye Zinck, CGA
Chief Financial Officer
675 Belleville Street
Victoria, BC V8W 9W2
Phone: (250) 387-2403 FAX: (250)953-4336
http://www.royalbcmuseum.bc.ca

From: Grove, Marland MSER:EX
To: Isaac, Glen MSER:EX
Subject: FW: Museum collection policy
Date: Wednesday, October 8, 2003 9:29:33 AM
Attachments: RBCMCorp Collection Policy Comment.doc

-----Original Message-----

From: Stewart, John MSER:EX

Sent: September 18, 2003 2:38 PM

To: Grove, Marland MSER:EX; Isaac, Glen MSER:EX

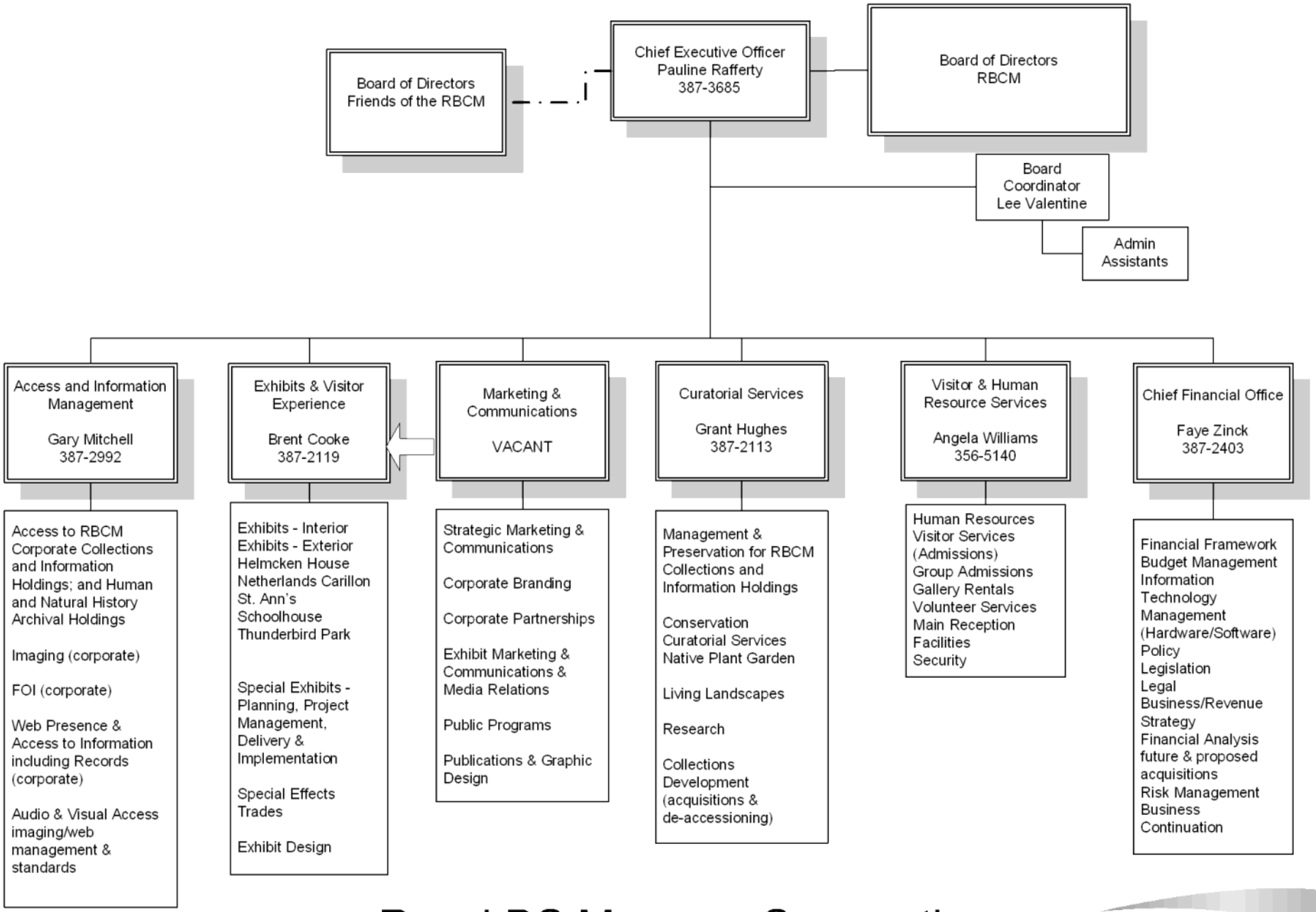
Cc: Tibbitt, Lynne MSER:EX; Barker, Ellinore MSER:EX; Mossop, Jerry MSER:EX; Mohan, Jennifer MSER:EX; Mitchell, Joni MSER:EX; Hart, Susan MSER:EX

Subject: Museum collection policy

Marland,

Attached is the Museum Collection Policy with the annotated comments from CRMB as revised after discussion with you. As mentioned when the document was distributed, the deadline for submitting comments to David Mattison is October 3.

John Stewart
Archivist
Corporate Records Management
Ministry of Management Services, Government of BC
phone: (250) 387-4129 fax: (250) 387-1358
e-mail: John.Stewart@gems5.gov.bc.ca

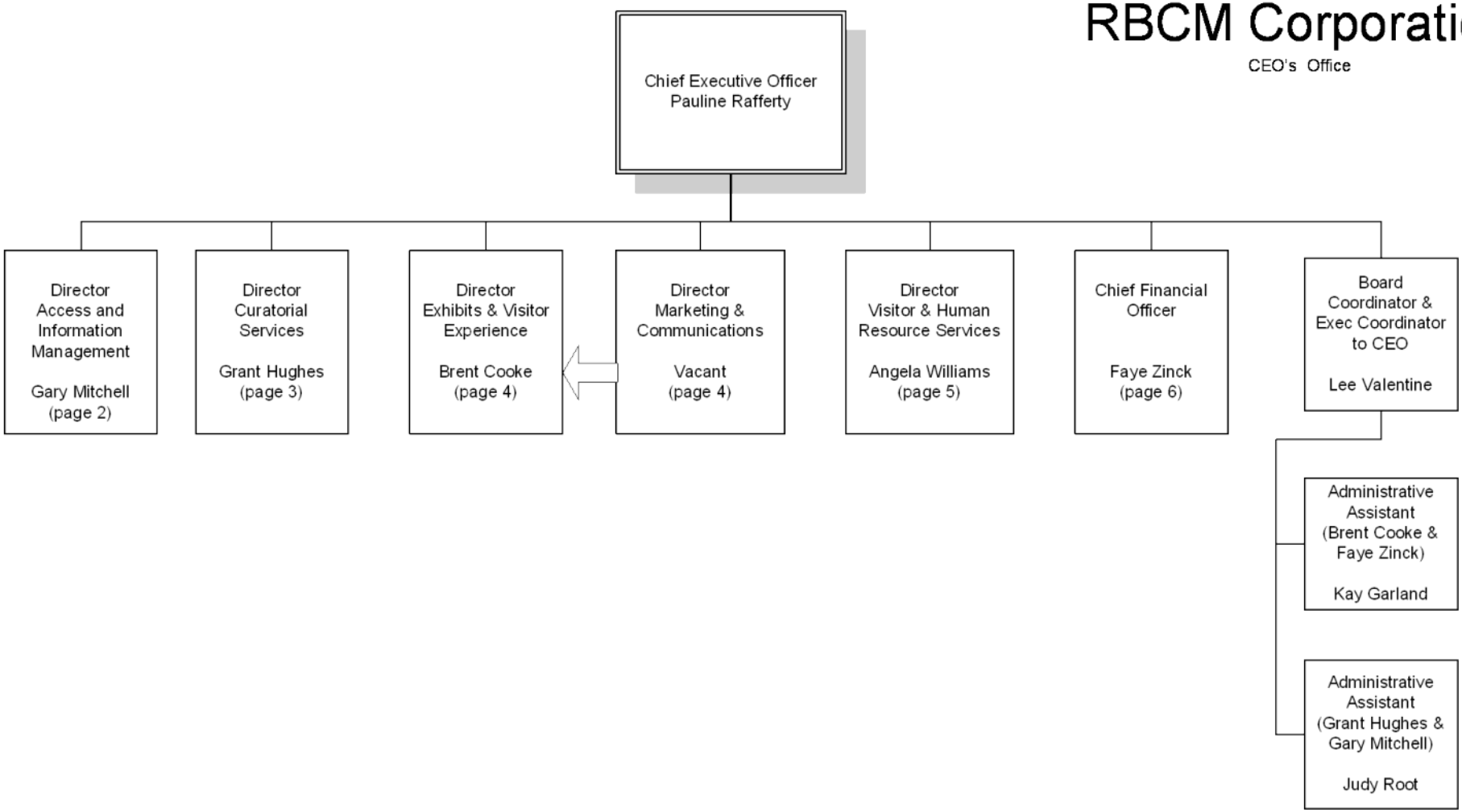


Royal BC Museum Corporation
Functional Organization

May 14, 2003

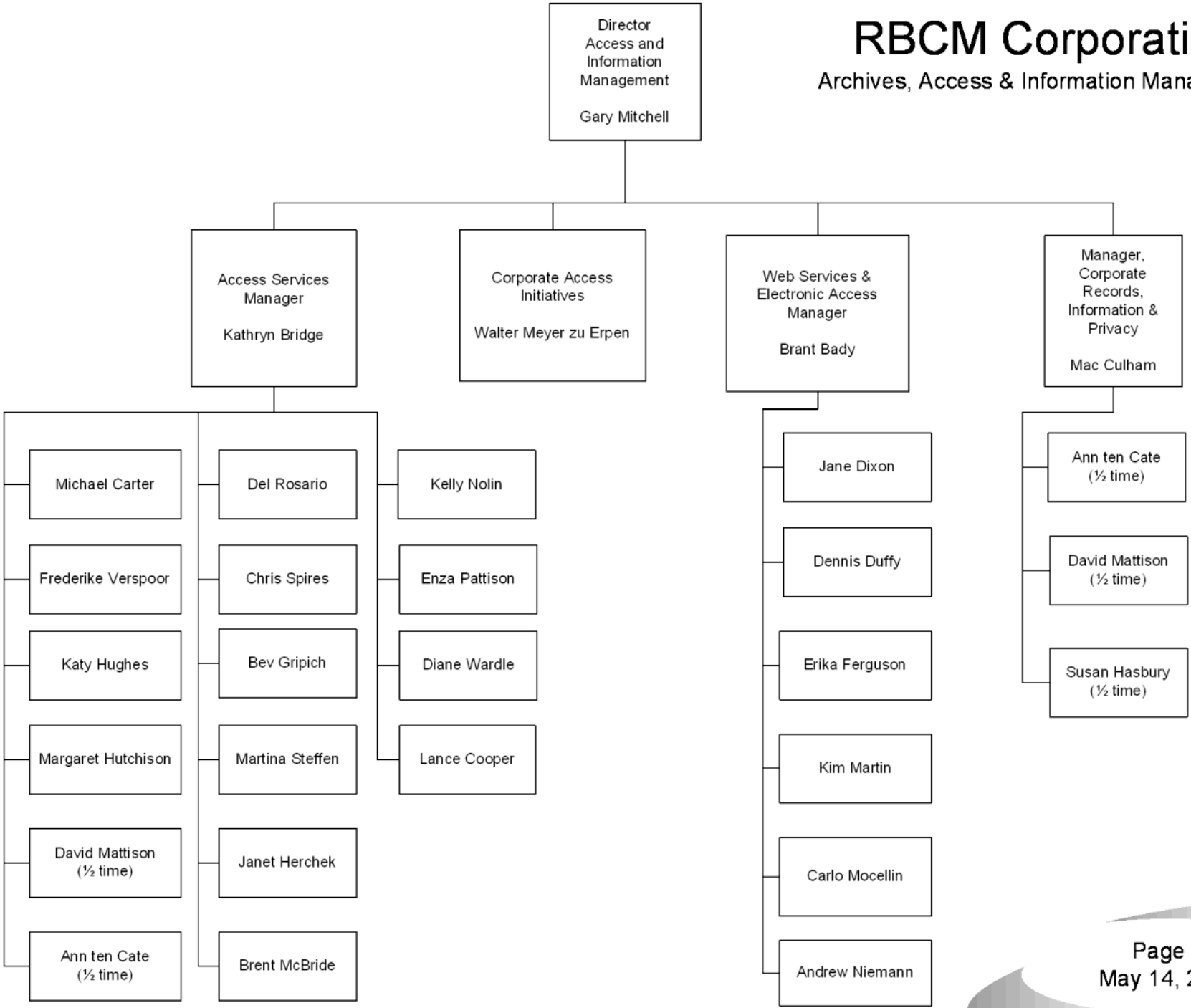
RBCM Corporation

CEO's Office



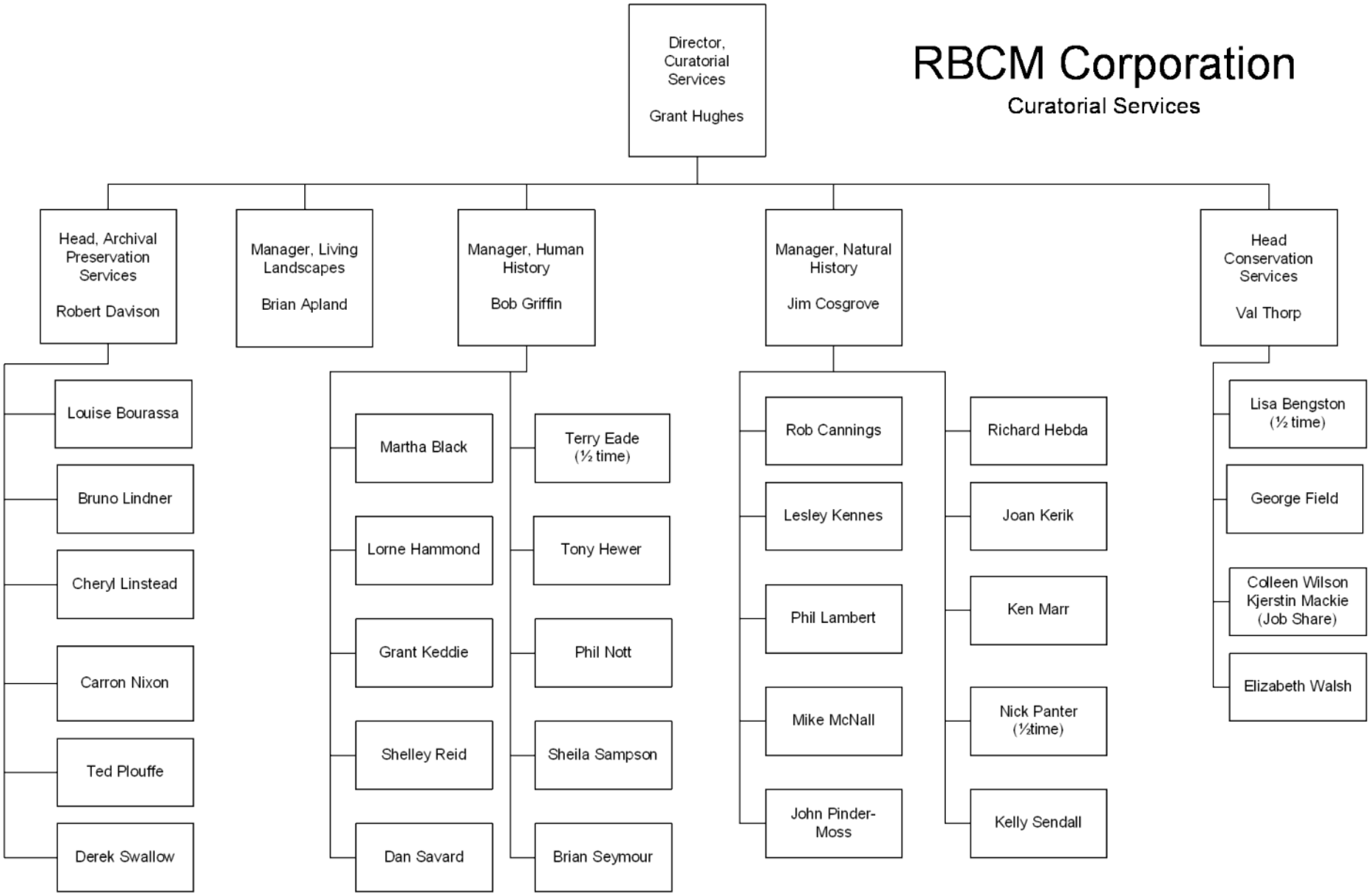
RBCM Corporation

Archives, Access & Information Management



RBCM Corporation

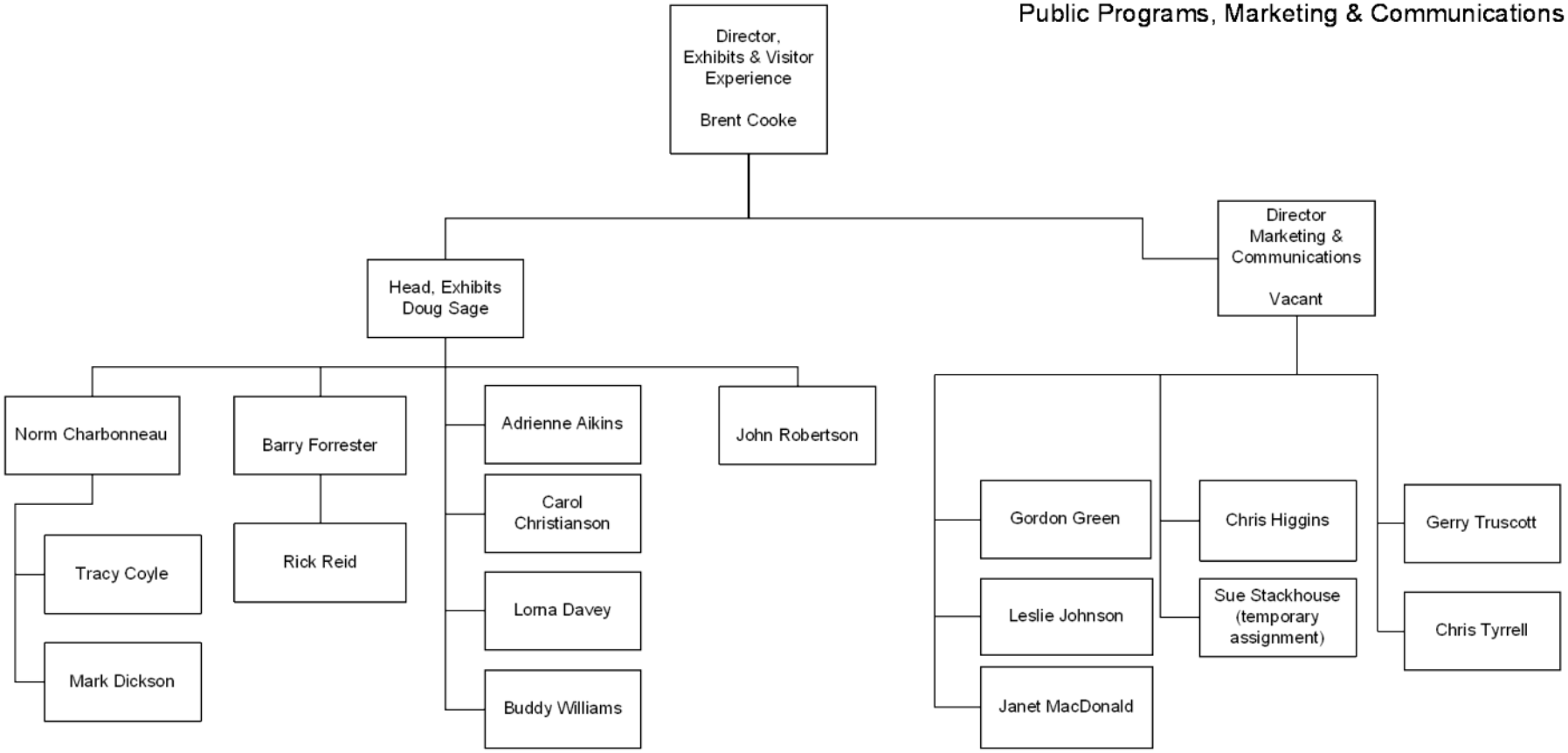
Curatorial Services



Page 3
May 14, 2003

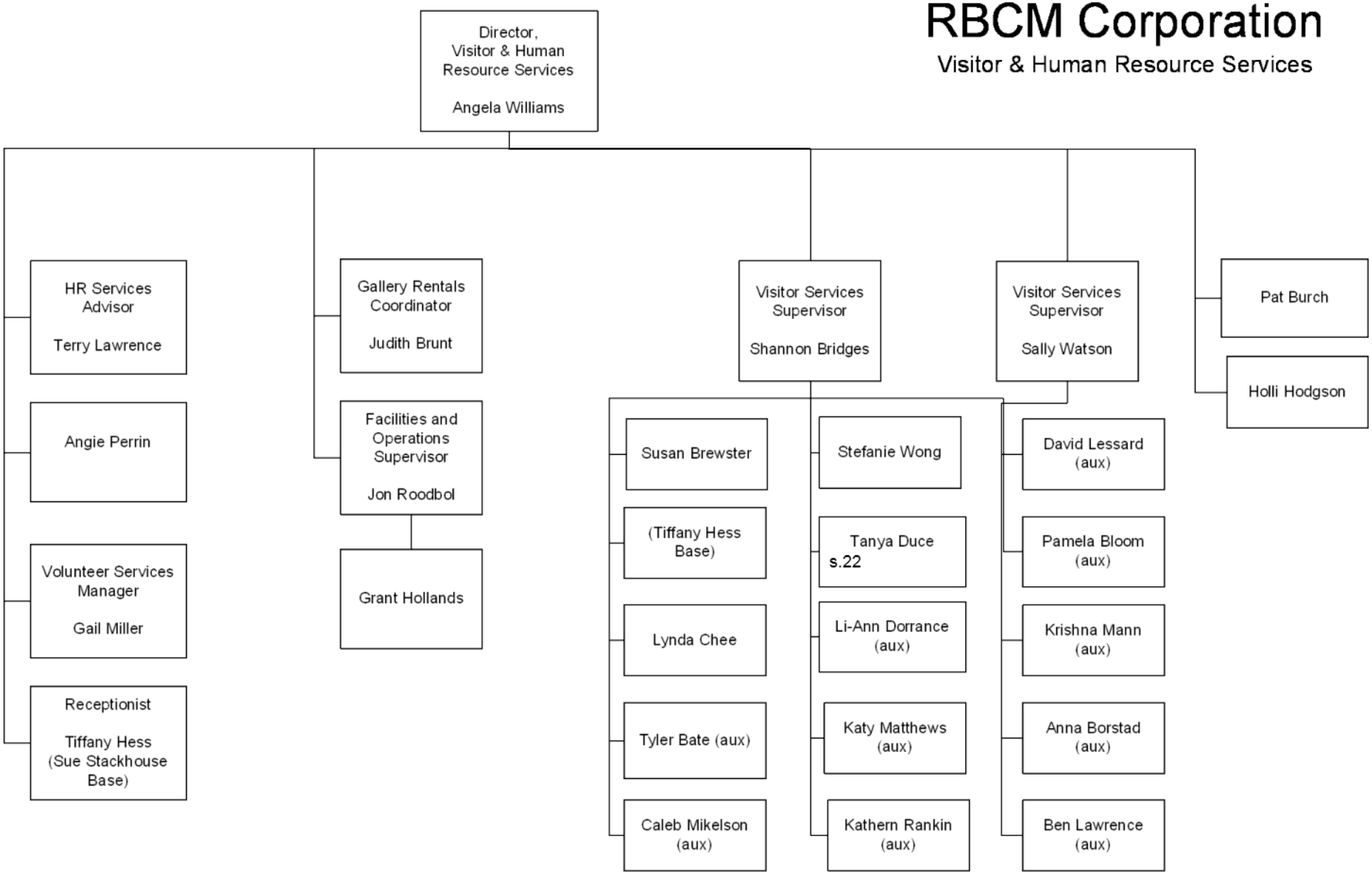
RBCM Corporation

Exhibits, Visitor Experience,
Public Programs, Marketing & Communications



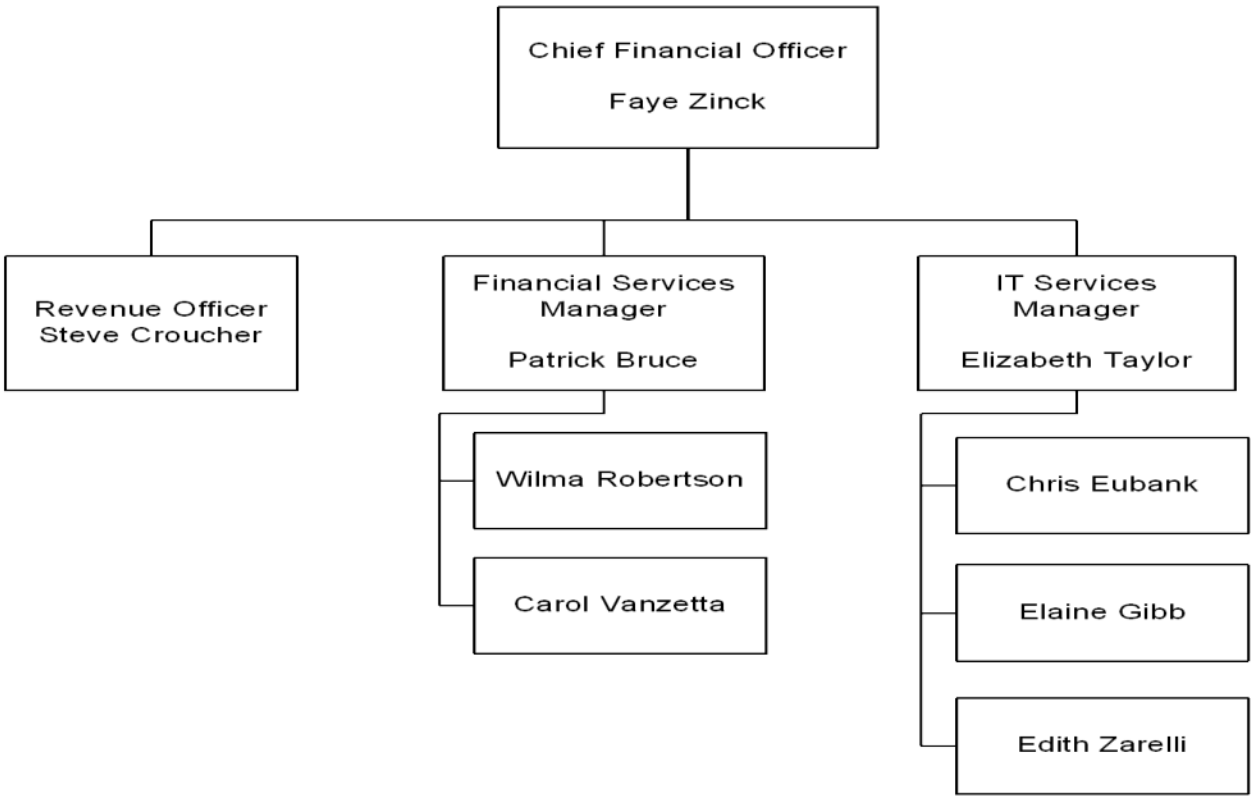
RBCM Corporation

Visitor & Human Resource Services



RBCM Corporation

CFO's Office



From:	Mitchell, Gary A. RBCM:EX
To:	MSER CIPD CRMB
Subject:	RBCM re-org
Date:	Wednesday, May 14, 2003 2:58:43 PM
Attachments:	Corp transition hand out.doc RBCM Org May 14 WORD.doc
Importance:	High

This morning, Corporation staff were informed of the changes to reporting relationships within the new Crown; and the philosophy behind the changes. Attached are the information sheet and the org chart.

g

General Comments by Corporate Records Management Branch

1. We strongly recommend that there should be three separate policies, one for each type of collection: museum, archives and library. This would reduce confusion relating to terminology used and the potential inappropriate application of specific parts of policy to the different types of holdings/collections.

2. If the policy does remain as one, then it would be possible to avoid increased complexity if it specifically excluded government records. The treatment required for government records is very different than for the other holdings/collections (museum objects and private records) and they are also subject to different legislation (DDA). This difference is outlined in the *Museum Act* which states:

   8) The corporation

   (a) only with the prior consent of the government, may dispose of or destroy any record that is part of the archives of the government, and

   (b) on request, must provide the government with access to a record in the archives of the government within a reasonable time.

3. The following terms used in this policy should be defined: Archives of government, Archivist, Archival record , Collection, Curator, Deposit, Interpretation. Public Sector, and Object. This is necessary because the terms have a different meaning for archives and for government than they do for curators and the Royal British Columbia Museum.

4. The definition of government records as those covered by the *Document Disposal Act* (*DDA*) does not acknowledge that the application of the *DDA* to records may change over time; as a result of political and legal decisions and opinions, records that have been under the *DDA* can be removed, and may later be returned to under the *DDA* and vice versa.

Introduction

The Royal British Columbia Museum Corporation is responsible under the *Museum Act* (2003) for collecting and preserving artifacts, specimens, archival material including the archives of the Government of the Province of British Columbia and associated data that are significant to the natural and human history of British Columbia. These objects constitute the collection that is basic to the corporation's responsibilities in preservation, access, research and public interpretation. The management of this collection is guided by the need to preserve the collection, while encouraging access to it by the public, scholars and staff. This policy sets out the principles for managing the collection.

The Collection Policy is the fundamental policy of the Royal British Columbia Museum Corporation governing the collection. Objects to be accessioned must meet the legislated mandate of the Museum and have accompanying documentation that adds to the potential understanding of the human and natural history of British Columbia.

Collections, their acquisition, preservation, and interpretation, are generally acknowledged to be the central and distinguishing feature of museums and archives. Archival functions also include description and access. Interpretation is not regarded as a central feature of archival functions; in fact, archivists have an ethical duty not to interpret the records in their custody, but to make them available for use by researchers. A good explanation may be found in the ACA code of ethics at: http://archivists.ca/about/ethics.aspx. This document sets forth the policy of the Royal British Columbia Museum Corporation respecting its collection.

2. Legal Status and Authority

Statute

Under the Museum Act (2003) of the Province of British Columbia, the following statements enable the preservation and management of the collection.

- to secure, receive and preserve specimens, artifacts and archival and other materials that illustrate the natural or human history of British Columbia;
- to hold and manage the archives of the government;

- to manage, conserve and provide access to the collection;
- to dispose of objects in the collection after considering the cultural significance of the objects and public interest in retaining the objects in the collection, and in accordance with ethical and other standards adopted by the corporation from time to time;
- to not mortgage, place a charge or lien against or otherwise encumber the collection or any part of the collection.
- on the request of the government, the corporation must transfer all of its legal interest in and possession of an artifact in the collection to an aboriginal people if a treaty or other agreement with the government provides that the artifact is to be transferred to the aboriginal people, and the terms and conditions, if any, specified by the government for the transfer of the artifact have been met.
- only with the prior consent of the government (specifically, of the central government authority responsible for disposition of records – NOT the creating agency), may dispose of or destroy any record that is part of the archives of the government, and on request, must provide the government with access to a record in the archives of the government within a reasonable time.

There should be some mention of the DDA in this section, if government records are included in this policy, since it is the DDA which is the enabling legislation for disposal of government records.

Ethics

The Royal BC Museum is an active member of the professional museum and archives community. As such, the corporation supports the codes of ethics of the International Council of Museums, Association of Canadian Archivists and the Canadian Museums Association.

Standards

The Royal BC Museum subscribes to professionalism in all aspects of collections management and seeks to maintain best practices through reference to published standards and consultation with professionals in the archival and museum communities.

Collections Committee

The Royal BC Museum shall have a Collections Committee comprised of staff representing the breadth of the corporation. The Collection Committee shall be responsible for:

- ensuring that the Collection Policy is kept current through review and recommended changes to be enacted following approval by the Chief Executive Officer
- reviewing, and approving where appropriate, all proposed acquisitions, except government records as their acquisition is determined under the *Document Disposal Act* process, to ensure that they meet the corporation's mandate and are manageable with available resources You may wish to define government records in this section?
- recommending appropriate acquisitions to the Executive Committee where final decisions may be required due to financial, space or staffing resource implications that exceed the current resources for collection acquisition and care

3. Scope of Policy

Provincial

- The collection of the Royal British Columbia Museum shall relate to the human and natural history of British Columbia.

Subjects

- The collection shall be divided by specific categories according to accepted disciplines of study appropriate to good, recognised curatorial practice. Curatorial disciplines and practice do not apply to archives, unless you mean such things as preservation and access, but even then this is somewhat confusing.

- Objects shall be assigned to one of the following collection classes by the Curator responsible for the discipline. Unless otherwise designated, artifacts and specimens

will be considered Class 2. The numerical ordering of the classifications does not indicate classification significance:

Throughout this policy there is reference to "objects", is this reference meant to include archival records? If so, many of the references do not make sense because they are not applicable to records. Definitions would help, or you may wish to specifically mention objects and records when you mean both, to reduce confusion.

Class 1:
Original records and documentation: all those original documents on paper, film, magnetic tape, or in computer storage that contain information relating to other items in the collection, or to data of concern to the Museum in their original form. In exceptional circumstances original documents may have to be replaced by precise copies, which are then treated as if they were originals.

These are presumably the active operational records created by Museum staff, that is the ARCS and ORCS of the Museum. This needs to be clarified to avoid confusion with the archival holdings covered in classes 11 and 12.

Class 2:
Significant objects: all the Museum specimens or artifacts of innate cultural and/or scientific value, this includes TYPE and other similarly designated specimens.

Class 3:
Exhibit and program objects: this includes all museum objects primarily obtained to enhance exhibits or for other public programming purposes. Limits on their use will be established by the Curator in conjunction with the Manager responsible and the Chief of Conservation. These objects are not necessarily expendable but may be modified or otherwise utilised when so agreed.

Class 4:
Voucher collections: objects, usually natural history specimens, held by the Museum to document the identification of species mentioned in published literature or reports. These specimens may become Class 2 objects after the voucher period expires.

Class 5:
Expendable objects: this includes those specimens of the same general character as those in Class 2 or 3 but which are of limited value to the collection because of their poor documentation, their ease of replacement, or their limited use as a source of information. Thus, they can be used for those purposes that entail a risk of loss, damage, or destruction.

Class 6:
Education/Lending Objects: these include those objects designated as part of collections intended for specific public programming or other uses. The education collection consists of objects collected for hands on public programming activities. Other such special lending or use collections may be established under this class to meet specific program requirements, e.g., Potlatch collection; Natural History lending collection.

Class 7:
Comparative reference collections: specimens and artifacts that are kept for comparison and identification.

Class 8:
Collections acquired for analysis or testing: these collections may be depleted or destroyed and replaced by documentary records.

Class 9:
Duplicates, models and replicas: these include copies of original documents, molds, casts, educational models and experimental copies. If considered significant objects by the Curator they shall be catalogued into the collection.

Class 10:
Library materials are an adjunct collection and are the subject of a separate Library Policy statement. This collection includes the Northwest Collection and library research material.

Class 11:
Archives of the Government of British Columbia: archival records deposited through the Document Disposal Act including Section 4 "noncurrent records of a municipality,

village municipality or school board" and records of quasi government agencies (see note in class 12).

Class 12:
Private Archives: archival records of private individuals, companies and agencies not covered under the Document Disposal Act (DDA). Note for information: legal opinions on the applicability of the DDA to records of a body can change over time. Sometimes records can be covered by the DDA, then not, or vice versa.

Cooperation with other Museums and Archives

The Royal British Columbia Museum Corporation has a broad mandate, both geographically and by subject. This mandate overlaps with the interests and authorities of other public institutions. Subject to the principle that the integrity of the collection may require that series of objects or records remain intact, the Royal British Columbia Museum will endeavour to collect in consultation and cooperation with other public agencies to ensure that objects and records are placed in the most appropriate repository.

4. Process of Collection

Methods of Acquisition

- Appropriate material may be added to the Museum's collection through gift, purchase, deposit, exchange or collecting. Or, in the case of government records, through deposit in accordance with records schedules approved under the *DDA*.

- Records, artifacts or specimens accessioned must conform to the corporation's mandate and be made with due consideration for the long-term implications of acquiring the objects. This does not apply to government records, as their acquisition is determined by schedules developed by government and approved through the DDA.

As well, records are accessioned by government at time of transfer to off-site storage – before they enter Museum custody.

- The acquisition of objects shall conform with all existing binding international conventions, federal, provincial and municipal laws, regulations and sectional policy.
- Human remains and sacred objects may be collected subject to applicable existing legislation, policies and guidelines.
- Staff involved in acquiring collections shall be aware of applicable legislation.
- Persons collecting for the Museum must clearly indicate their relationship to the Museum to potential vendors or donors.
- Personal collecting by employees and their immediate families shall not compete with the collecting activities of the Museum. The perception of competition may be avoided by employees, whose duties include developing the museum collection, first offering significant objects as potential acquisitions to the Collection Committee for consideration before acquiring the object for a personal collection. Employees shall not use their Museum connection to promote personal collecting.
- New acquisitions will be summarized annually for the previous fiscal year as a section of the annual Research and Collections Acquisition Plan.

Conditions Associated with Accessions

- No addition shall be accepted for the Museum's collection subject to conditions imposed constraining the Museum's right to exercise full stewardship, care, use, management or disposition of the object or specimen according to the Museum's policy, unless approved in writing by the Chief Executive Officer. We don't think this applies to government records.

Documentation of Collections

See previous comment re "objects".

- Proof of title shall be required from a donor or seller before an object is acquired by the Museum.

It is a primary responsibility of the Museum to ensure that all data relating to objects are adequately recorded and preserved. The responsibility for collecting appropriate data on objects or setting standards for same rests with curators. Registration and accessioning are the responsibility of the collections managers. Collection care and preservation documentation are the responsibility of the Conservation Section.

- The Chief Executive Officer shall maintain a catalogue of all biological TYPE specimens.

- All items in the collection as defined in "Definitions", which are accepted into the permanent or long-term stewardship of the Museum, shall be accessioned in a manner appropriate to the class and according to the requirements of the appropriate discipline.
    - Any item accepted into the collection subject to agreed conditions shall be so indicated in the accession record and so identified on or with the object.

- Every item accessioned into the Museum's collection shall be registered and catalogued to standards acceptable to the discipline. Each section will maintain a manual of procedures and standards relating to their discipline.
    - Catalogue data to be recorded shall include all available basic information known to be reliable regarding descriptive, contextual or other attributes sufficient to serve the requirements of the discipline.
    - Information supplementary to that recorded for objects at the time of registration shall be preserved as appropriate to increase knowledge or assist in collections management. Such information may include records regarding the condition, care, use, analysis and treatment of objects and related material or additional data relating to their context and significance.

Copies of field notes and other related information pertaining to the Collection shall be deposited in the records management section within one year of their initial recording.

- Donors of material accepted for accessioning shall receive official and timely acknowledgement.

- All Museum documentation relating to the collection shall be available for public access as applicable under the *Freedom of Information Act*.

- Copies of vital documentation shall be kept in a secure location off the Museum premises.

- Gifts accepted into the Museum's collection shall require a statement signed by the owner transferring ownership and, if appropriate, shall contain definitive information as to who holds the copyright to the object. Acquisitions of copyrighted material shall include the transfer of exhibition rights to the Museum.

- Purchases of objects must be accompanied by a bill of sale documenting transfer of ownership and, if appropriate, document the holder or transfer of the copyright. Acquisitions of copyrighted material shall include the transfer of exhibition rights to the Museum.

- Tax receipts for donations may be issued in the year of the receipt upon the donor's request according to Revenue Canada regulations. Official receipts may be issued in any year subsequent to a donation. The value will be the Fair Market Value for the year of the donation and all such receipts will be clearly marked with the year of donation and that the value is of the year of donation. It is the donor's responsibility to determine if the receipt is acceptable to Revenue Canada. If the potential donor wishes to know how CCRA will treat the donation for tax purposes, staff shall refer them to seek their own accounting and tax advice from an accountant and/or by obtaining a formal advanced ruling from CCRA.
    - In order to avoid a perceived conflict between a Museum employee's job responsibilities and the employee's private affairs, a Museum employee whose duties include acquiring objects for the collection, shall not be issued with a tax receipt for any object acquired by the employee during the term of employment at the Museum.
    - Museum staff may provide monetary evaluations for insurance of museum objects. They may provide evaluations for museum issued tax receipts only if

no other appropriate expert is available or the cost of hiring such an expert is unreasonable, see Revenue Canada, *Gifts and Income Tax*, Rev. 95, P113(e).

- Transactions with the public or outside agencies involving receipt of artifacts or specimens into the custody of the museum, whether for temporary or permanent purposes, shall be documented in writing and signed by the member of the public or agency acknowledging the conditions placed on the transaction.

Deaccessioning

Government records should either be explicitly omitted from this section, or else a bullet should be added that indicates that they can only be deaccessioned in accordance with the conditions of section 8 of the *Museum Act*.

- Deaccessioning of all objects and records from all classes of collections requires recommendations from the appropriate Curator and the approval of the Chief Executive Officer.

- The Curator shall document the cultural or scientific significance of the objects and the public interest in retaining the objects in the collection.

Unless otherwise noted, objects that are deaccessioned as being no longer appropriate to the collection shall first be offered to other museums, archives or appropriate public institutions as a gift, for sale, or exchange. If not successful, objects may be disposed of through public auction.

- Proceeds from deaccessions must be used for the acquisition or direct care of the collections, or be invested in a capital fund (such as an endowment), which generates income for the museum. Future endowment income is not subject to the same restrictions as the capital fund itself.

- Objects shall not be disposed of through gifting to the original donor but the museum may allow the original donor to purchase the material at the current fair market value.

- The museum shall allow living artists the first right of refusal to re-acquire their earlier works.

- If objects are in such poor condition that they serve no further use they may be destroyed or disposed of, after the deaccession is approved, with the process documented by at least two staff of the Royal British Columbia Museum.

- The museum shall deaccession and transfer objects, which may have been acquired under circumstances that render the museum's claim invalid, to the rightful owners of the objects at the request of an individual or organization with a demonstrable claim of historic relationship to the objects in question.

- The museum shall deaccession and transfer human remains and directly associated burial objects, upon the request of an aboriginal community with a demonstrable claim of historic relationship to the objects in question.

- The museum will negotiate with aboriginal communities on the deaccession and transfer of material culture of spiritual significance or essential to cultural survival at the request of an aboriginal community, bearing in mind the museum's purposes under the Museum Act and in the context of ongoing treaty negotiations.

- Government archival records may be returned to Ministries, Agencies, Boards, Commissions and Commissions of Inquiry for active use when records were transferred to the corporation in error that were not yet inactive or when events or issues lead the ministry or other body to reconsider the archival deposit of the records. In such cases, transfer of government records back to the ministry, agency, board or commission shall be done with the involvement and approval of the Corporate Records Management Branch. Records will not be reactivated for the purpose of reference access or to obtain copies.

- Public sector (do you mean non-government records or quasi government records?) and non-profit agency archival records may be returned to the originating agency's archives when there is no provincial significance to the archival records; and upon the request of originating agency. Do you mean repatriation or replevin? Public sector records (if by these you mean records of quasi government agencies) may be subject to the DDA and therefore may be (or become) government records; they cannot be returned, since these organizations do not have authority to operate government archives.

- Museum staff shall not come into receipt of any items being deaccessioned.

5. Access to the Collection

Same issue as mentioned previously with use of word objects.

- Objects will be stored in a secure manner that prevents unauthorised access. Authority to permit access rests with the Chief Executive Officer; Directors; Chief, Conservation Services or the applicable Manager or Curator and may be delegated to other section staff.

- Objects are to be used as appropriate to their class and condition so as to further the aims of the Museum and of the disciplines to which they are relevant. For government records the purpose is to provide evidence of the actions of government and protect the rights of the citizens and government of British Columbia.
    - Access to collections and to information will only be refused if the Curator has, in writing, established such limits or the request contravenes *Freedom of Information Act* guidelines. Requests made under the *Freedom of Information Act* shall be dealt with according to that act regardless of any other limitations that may have been imposed. Any limitations imposed by internal restrictions may be overruled at the discretion of the Director of Curatorial Services.

- Collections may be handled and used only by appropriately trained people, according to procedures established jointly by the Manager, Curator and Chief of Conservation Services.
    - Objects will be handled and stored in a manner that is consistent with cultural sensitivities.

Written records on the uses of collections shall be maintained by the Manager responsible and shall be reported upon annually.

Use of Collections by Staff Curators:

- Curators may use collections in their disciplines for research, educational, and exhibit purposes in conformity with Museum policies.

Use by Other Sections Within the Museum:

- Museum's objects shall remain under the stewardship of the appropriate sections. Objects may, with the Curator's recommendation and Manager's agreement, be used by other sections for research, exhibit and educational purposes, according to the following guidelines:
    - Use of objects by other sections shall conform with the procedures of the lending section including setting the conditions placed on the loan, which shall be acknowledged by the Chief of the receiving section.
    - Objects from any collection class, except TYPE specimens, and objects deemed too fragile by Conservation, may be used in exhibits within the Museum where environmental and security provisions are adequate to ensure their integrity and safety. This decision to use an object will based on the object's classification and will be determined by the Chief, Conservation Services, in consultation with the appropriate Curator.
    - Human remains from a First Nation's archaeological context or other items designated by the Museum in agreement with First Nations shall not be displayed in exhibits sponsored by the Museum.

Use by People or Organisations other than the Royal British Columbia Museum:

- Individuals or representatives of other organisations may have access to collections in the Museum as delineated under the *Freedom of Information Act*. Fees may be applied as defined under the *Freedom of Information Act* or under Special Operating Agency agreements. Access to government records by staff of CRMB as described in the Protocol Agreement should be mentioned here.

Destructive Testing of Specimens:

- A request for the loan of specimens, which will be partially or completely destroyed during the course of analysis, may be granted upon application to the Curator. All such requests are subject to the following two clauses.
    - The borrower will sign a loan agreement specifying all conditions of the loan including copyright, publication of data and acknowledgement.
    - The borrower will pay all costs incurred in the processing of the loan request including third-party evaluation of the request and transportation of the specimens. The RBCM will provide an estimate of costs upon request.

Loans from the Museum:

- Loans of Museum objects may be made to other institutions for scholarly, educational, or exhibit purposes providing it can be assured the objects loaned will receive an acceptable level of care and security.
    - All loans shall require a written agreement signed by authorised representatives of the Museum and the borrowing institution. It shall be recommended by the Curator responsible, the appropriate Manager and Chief, Conservation Services. Any of the above may elect to not approve the loan but must state the reasons for disapproval in writing. In the case of disagreement the loan request may be referred to the Collection Committee for resolution. Recommended loans require the approval of the Director of Curatorial Services or the Chief Executive Officer of the Museum.
    - The appropriate section shall maintain full documentation of each loan. The Conservation Services Section shall maintain condition reports for each loan.
    - The duration of each loan shall be specified and, when appropriate, a renewal period may be negotiated prior to the return date.
    - The Museum shall, if warranted, require that the objects being loaned be covered by insurance at the borrower's expense.
    - Groups of paratypes or complete series of taxa or groups of similar objects from the collection shall be loaned in at least two parts, with not more than 2/3 of a series loaned at one time. Holotypes may be loaned in circumstances appropriate to the discipline as determined by the Manager, Natural History.

- Loans of Education/Lending Objects (Class 6) may be made to individuals as well as institutions providing that an acceptable level of care and security can be provided.

6. Collections Care and Preservation

- Collection Management Procedures shall be determined by the Collection Committee, set down in writing, and made available to museum staff.

- The care and preservation of the collection is the responsibility of the Chief, Conservation Services.

- Practices of care and preservation shall be consistent with the best available information on the subject within the discipline. Collections care standards shall be established jointly by the Chief of Conservation, the appropriate Manager, and the appropriate Curator.
    - Regular maintenance of the collection shall be conducted to ensure adequate care of objects.
    - Maintenance, packaging and treatment of objects shall follow consultation and agreement with the appropriate Collection Manager, and Curator.
    - Records of condition and conservation treatment shall be maintained and updated by Conservation Services.

- Natural history TYPE specimens shall be stored in an approved manner with their special status obviously indicated.

- Sacred objects and human remains shall be stored, cared for, and preserved in accordance with accepted procedures, and respecting the sensitivities of those individuals or organisations recognised by the Museum as having a legitimate interest.

- Objects will be stored in a safe manner that limits potential damage from threats such as fire, earthquake, insect infestations and other agents of damage and destruction. Personal safety will be of the highest priority and objects must be stored and used in a manner that protects the staff and the public from injury.

- All objects shall be inventoried on a regular basis. A quarterly random check shall be conducted for each section.

- A procedure and schedule for inventory shall be established by each Manager.

- Objects shall be evaluated for insurance purposes on a regular and stated basis.

7. Objects Belonging to Others:

- All incoming catalogued or uncatalogued objects, which may be considered artifacts or specimens and including those in temporary and travelling exhibits, shall be recorded by the appropriate Collection Manager and inspected by Conservation Services. Incoming exhibits without objects that are considered artifacts or specimens do not fall under the mandate of this policy (e.g., display panels). Incoming objects for exhibits that do not have a designated museum curator need not be documented by a Collection Manager.
- Collections belonging to other persons or institutions may be stored temporarily by the Museum when it is in the interest of the Museum or discipline to do so and when the Museum is able to store them adequately. A formal agreement between the Museum and the other party must be in force during this period and agreed to by the Curator responsible, the Conservator and the Manager. A fee for this service may be charged by the Museum.
    - Where, in the Curator's judgement, the quantity, value, and/or significance of material to be left in the Museum's temporary custody, or the duration of such custody warrants it, the Chief Executive Officer's approval shall be required.

Procedures:

- Collection Management Procedures shall be determined by the Collection Committee, set down in writing, and made available to Museum staff.

Approved _____ Date: _____
Pauline Rafferty
Chief Executive Officer

From: Grove, Marland MSER:EX
To: McCoy, Holly MSER:EX
Subject: RE: Agenda and material for Pauline Rafferty"s presentation to ADMCS
Date: Wednesday, September 17, 2003 8:45:03 AM

No major comments as the presentation is pretty basic with very few details.

The figures are basically correct (some are difficult to verify but appear to be in the right magnitude). The one exception is the 12,467 boxes scheduled to transfer to the archives in 03/04. This is high and will be reduced as CRMB completes the selection work prior to transfer. Also this is a backlog as few if any SR records have transferred to Archives custody since 1998 due to litigation freezes. Ministries should be aware that these figures only include records that have been scheduled as of September 2003. As additional records are scheduled these figures will increase.

The comment with regard to transfer of records to the archives "...initiated by written transferring agency/ministry and RBCM". Not sure what they mean by this. Do they mean that it is entirely between them and the ministries as to what gets transferred or that the Archives will only take records that the ministry is willing to transfer. Government has decided that control over what records are transfered to the archives must be administered corporately within government to manage government liabilities.

I think that we need to challenge the statement that "Ministries are now responsible for the costs associated with their archival records, and will be billed by RBCM". Who decided this.

If ministries in the end are responsible for paying for the archival records transferred to the archives then we think that government has a greater say in the standards and service levels that the RBCM apply to the records. There may be a role for our Division for this. We need to discuss this further in order to see how these functions fit within and support a suite of information management responsibilities that will strengthen our Division's role and position within government.

Glen and Marland

-----Original Message-----
From: McCoy, Holly MSER:EX
Sent: September 16, 2003 5:01 PM
To: Grove, Marland MSER:EX; Isaac, Glen MSER:EX
Subject: FW: Agenda and material for Pauline Rafferty's presentation to ADMCS

Chris asks that you review this material and provide input.

thx,
h

Holly McCoy
Executive Assistant to
Chris Norman, Executive Director
Government Information Strategies, Policy and Legislation
Office of the Chief Strategist and Government CIO
Ministry of Management Services (MSER)
Email: Holly.McCoy@gems2.gov.bc.ca
Phone: (250) 387-1733 / (250) 356-1851
Fax: (250) 953-0455
Web Site: http://www.mser.gov.bc.ca/foi_pop/

-----Original Message-----

From: Newcombe, Diane CAWS:EX

Sent: September 16, 2003 3:48 PM

To: McCoy, Holly MSER:EX

Cc: Norman, Chris MSER:EX

Subject: Agenda and material for Pauline Rafferty's presentation to ADMCS

Please find attached the agenda for September 18, 2003 ADMCS. Pauline Rafferty will be presenting from 11:00 to 11:20 a.m. I've included her presentation she will make for Chris Norman's information. Thanks

<< File: 2003 09 18 - Sept 18 Agenda.doc >> << File: ADM Council Archives Presentation Sept 03.ppt >>

Diane Newcombe
Executive Assistant to the
ADM's Corporate Services Secretariat
Phone: 250 387-9181/FAX: 250 387-3798
e-mail: Diane.Newcombe@gems8.gov.bc.ca

From: Whitney, Terry MSER:EX
To: Isaac, Glen MSER:EX
Cc: Rejminiak, Dave MSER:EX; Serviss, Deb MSER:EX; Fraser, Colin A FIN:EX; Heron, Ron MSER:EX
Subject: RE: Change to BC Archives Service Agreement - less CITS Services Next Fiscal
Date: Wednesday, August 27, 2003 6:37:33 PM

Glen - I know that certainly some progress was made on this division to RBCM & BC Archives. I will check on the details - particularly with regard to billing for services - and get back to you as soon as I can - hopefully the folks with the answers are not on vacation.

Terry Whitney
Manager, Client Relations,
Service Management Branch
Common IT Services
Solutions BC, Province of BC
Phone: 387-9534 Fax: 952-6045
Solutions BC http://www.solutionsbcsharedservices.gov.bc.ca/ **CITS** https://cits.gov.bc.ca

-----Original Message-----
From: Isaac, Glen MSER:EX
Sent: Monday, August 25, 2003 9:45 AM
To: Whitney, Terry MSER:EX; Heron, Ron MSER:EX
Cc: Rejminiak, Dave MSER:EX; Serviss, Deb MSER:EX; Fraser, Colin A FIN:EX
Subject: RE: Change to BC Archives Service Agreement - less CITS Services Next Fiscal

Hi Terry/Ron. What is the status of this?

In addition to the service agreement changes, there are required billing updates/credits for Corporate Records Management Branch (client 3698).

Since the beginning of this FY we have continued to be billed at last year's amounts which included monthly TM fees ($1,194.12) for BC Archives (Belleville street) servers, which were transferred to the Royal BC Museum and their service infrastructure at end of last FY.

Thanks.

-----Original Message-----
From: Whitney, Terry MSER:EX
Sent: February 11, 2003 5:21 PM
To: Heron, Ron MSER:EX; Isaac, Glen MSER:EX
Cc: Rejminiak, Dave MSER:EX; Serviss, Deb MSER:EX; Fraser, Colin A FIN:EX
Subject: RE: Change to BC Archives Service Agreement - less CITS Services Next Fiscal

Thanks Ron.
Hello Glen -
We will need to discuss internally before we get back to you as there are a couple of processes already underway here at CITS to project costs & service consumption into next year. I will ensure this moves forward.

Terry Whitney

Manager, Client Relations,
Client Services Branch
Common IT Services, A Division of
Ministry of Management Services
Phone: 387-9534 Fax: 952-6045
Terry.Whitney@gems9.gov.bc.ca

-----Original Message-----
From: Heron, Ron MSER:EX
Sent: Tuesday, February 11, 2003 4:04 PM
To: Isaac, Glen MSER:EX
Cc: Rejminiak, Dave MSER:EX; Serviss, Deb MSER:EX; Whitney, Terry MSER:EX
Subject: RE: Change to BC Archives Service Agreement

Glen, thanks for the info.

You should have got the auto reply about my temporary assignment. I'm passing this note onto your customer service rep, as well as Dave Rejminiak you is looking after my area while I am working on this project. I'm sure, Dave will get one of my team leads involved in this as well. These people should be able to handle evernything in my absence.

-----Original Message-----
From: Isaac, Glen MSER:EX
Sent: Tuesday, February 11, 2003 3:53 PM
To: Heron, Ron MSER:EX
Cc: Grove, Marland MSER:EX; Pungente, Debbie MSER:EX
Subject: Change to BC Archives Service Agreement

Hi Ron

We will need to establish a new, revised Service Agreement for April. The BC Archives is being split with the Archives (Belleville st) operations going to the BC Museum Crown Trust and the records management portion (Yates St.) remaining within Ministry of Management Services as a Corporate Records Management Branch.

All the Belleville servers will be going to the BC Museum, which I understand does not use CITS services. Therefore the only portion of our existing CITS service agreement that will need to continue is the TM/FM coverage for the ARIS servers. And I understand that Corporate Applications group will shortly be migrating ARIS to a new server(s).

I' d like to work out the revised arrangements in time to establish the appropriate billing changes for April.

Thanks - Glen

Glen Isaac
Manager, IM Systems and Standards
British Columbia Archives
Ministry of Management Services
Phone: (250) 387-5151; Fax: (250) 387-5841

Email: Glen.Isaac@gems5.gov.bc.ca
http://www.bcarchives.gov.bc.ca

From: Heron, Ron MSER:EX
To: Isaac, Glen MSER:EX
Cc: Rejminiak, Dave MSER:EX; Serviss, Deb MSER:EX; Whitney, Terry MSER:EX
Subject: RE: Change to BC Archives Service Agreement
Date: Tuesday, February 11, 2003 4:04:20 PM

Glen, thanks for the info.

You should have got the auto reply about my temporary assignment. I'm passing this note onto your customer service rep, as well as Dave Rejminiak you is looking after my area while I am working on this project. I'm sure, Dave will get one of my team leads involved in this as well. These people should be able to handle evernything in my absence.

> -----Original Message-----
> **From:** Isaac, Glen MSER:EX
> **Sent:** Tuesday, February 11, 2003 3:53 PM
> **To:** Heron, Ron MSER:EX
> **Cc:** Grove, Marland MSER:EX; Pungente, Debbie MSER:EX
> **Subject:** Change to BC Archives Service Agreement
>
> Hi Ron
>
> We will need to establish a new, revised Service Agreement for April. The BC Archives is being split with the Archives (Belleville st) operations going to the BC Museum Crown Trust and the records management portion (Yates St.) remaining within Ministry of Management Services as a Corporate Records Management Branch.
>
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> Thanks - Glen
>
> Glen Isaac
> Manager, IM Systems and Standards
> British Columbia Archives
> Ministry of Management Services
> Phone: (250) 387-5151; Fax: (250) 387-5841
> Email: Glen.Isaac@gems5.gov.bc.ca
> http://www.bcarchives.gov.bc.ca

SR/FR Boxes with Completed Applications, by Eligible Disposition Year

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Total Boxes	**12,467**	**2,938**	**1,808**	**1,264**	**1,018**	**1,166**	**1,092**	**470**	**293**	**383**	**307**	**23,206**
British Columba Public Service Agency	**38**											**38**
British Columbia Buildings Corporation			**8**	**4**	**12**	**4**	**16**					**44**
British Columbia Enterprise Corporation	**4**											**4**
British Columbia Ferry Corporation	**1**	**9**										**10**
British Columbia Heritage Trust		**4**										**4**
British Columbia Housing Management	**6**	**2**										**8**
British Columbia Securities Commission	**20**											**20**
British Columbia Unclaimed Property Society											**6**	**6**

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Expropriation Compensation Board			13	22	12							47
Financial Institutions Commission	120	15	61									196
Forest Renewal BC [for billing purposed only]		1	6									7
Judiciary	24	2										26
Justice Institute of British Columbia	8											8
Labour Relations Board	17											17
Legislative Assembly	5											5
Liquor Appeal Board		4										4
Ministry of Advanced Education	168	12	1	1	1	1	1	1	1	1	1	189
Ministry of Agriculture, Food and Fisheries	247	55	35	8	17	4	1	2	3	3	5	380

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Ministry of Attorney General and Minister	3,243	432	372	171	215	114	213	99	92	133	133	5,217
Ministry of Children and Family	401	71	3	27	4							506
Ministry of Community, Aboriginal and	508	101	31	8	16	7	3		8		2	684
Ministry of Competition, Science and	394	386	77	4	6	5						872
Ministry of Education	327	60										387
Ministry of Energy and Mines	211	18	4	1	3							237
Ministry of Finance	900	423	482	531	435	609	474	59				3,913
Ministry of Forests	682	925	203	55	105	100	85	114	71	124	83	2,547
Ministry of Health Planning	54	11			9	181	247	177	99	107	77	962
Ministry of Health Services	885	29	43	24	50	14	9	1		2		1,057

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Ministry of Human Resources	**225**	**19**	**20**	**6**	**7**	**7**						**284**
Ministry of Management Services	**303**	**21**	**45**	**50**	**1**			**1**				**421**
Ministry of Provincial Revenue	**16**	**2**		**3**								**21**
Ministry of Public Safety and Solicitor General	**711**	**174**	**66**	**55**	**10**	**22**	**1**	**2**	**3**			**1,044**
Ministry of Skills Development and Labour	**165**	**19**	**162**	**1**								**347**
Ministry of Sustainable Resource	**1,094**	**17**	**4**	**6**	**5**					**2**		**1,128**
Ministry of Transportation	**440**	**53**	**68**	**32**	**30**	**12**	**16**					**651**
Ministry of Water, Land and Air Protection	**293**	**22**	**16**	**31**	**11**	**17**		**1**	**3**			**394**
Office of the Fire Commissioner	**201**											**201**
Office of the Premier and Cabinet Office	**700**	**51**	**88**	**224**	**69**	**69**	**17**	**12**	**13**	**11**		**1,254**

	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	Total
Okanagan Valley Tree Fruit Authority								**1**				**1**
Tourism BC	**56**						**9**					**65**

Data date: 2003-09-05

Records selection criteria for this report: {MANAGEMENT_UNITS.STATUS_CD} = "A" and
{MANAGEMENT_UNITS.CED_DT} in DateTime (1001, 01, 01, 00, 00, 00) to DateTime (2014, 03, 31, 00, 00, 00) and
Not IsNull ({APPLICATIONS.COMPL_DT}) and
{MANAGEMENT_UNITS.RECOM_FINAL_DISP_CD} in ["FR", "SR"] and
{NAME_AUTHORITIES.NAME_DESCR} <> "British Columbia Archives" and
{NAME_AUTHORITIES.LVL_1_NAME_DESCR} = "British Columbia"

J:\Systems\@arcs6\asrc2\Crystal Reports Files\GI Production Reports\BC Archives\SRFRtransfersnext10years.rpt

From:	Grove, Marland MSER:EX
To:	Barker, Ellinore MSER:EX; Jennifer Mohan; Jerry Mossop; John Stewart; Joni Mitchell; Pelton, Jaye MSER:EX; Pungente, Debbie MSER:EX; Susan Hart; Tibbitt, Lynne MSER:EX
Subject:	ADMCS_04_03_25_RBCM_Fees(rev2).ppt
Date:	Wednesday, March 17, 2004 9:50:32 AM
Attachments:	ADMCS_04_03_25_RBCM_Fees(rev2).ppt

Comments?

Marland

From:	Grove, Marland MSER:EX
To:	Stuart, Arlene CAWS:EX
Subject:	Archival record reports
Date:	Tuesday, January 6, 2004 10:30:35 AM
Attachments:	srfr_adv_ed.pdf srfr_agr.pdf srfr_att_gen.pdf srfr_caws.pdf srfr_cfam.pdf srfr_comp_science.pdf srfr_ed.pdf srfr_energy_mines.pdf srfr_fin.pdf srfr_for.pdf srfr_hlth_plan.pdf srfr_hlth_ser.pdf srfr_hr.pdf srfr_mser.pdf srfr_prov_rev.pdf SRFR_pub_safety.pdf srfr_skills.pdf srfr_sust_res.pdf srfr_trans.pdf SRFR_wlap.pdf

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Attached are reports for each ministry showing the breakdown of records ready for transfer to the BC Archives. The list is broken down to show the Full Retention (FR) records and Selective Retention (SR) records.

Marland Grove
Director
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-4128 Fax: (250) 387-4122
e-mail: Marland.Grove@gems9.gov.bc.ca
http://www.mser.gov.bc.ca/crmb

From: Grove, Marland MSER:EX
To: Fraser, Lois A MSER:EX
Subject: RE: Archives Charges
Date: Wednesday, March 3, 2004 3:41:24 PM

Glen and I agree that we have to be careful. We have felt quite uncomfortable with the role we are having to play up to this point.

ADMCS Secretariat have suggested that CRMB work with the RBCM to develop and put forward a joint recommendation. We have proposed an alternate funding model to them and have not had a formal response. However, we have heard comments from Chris that the RBCM has rejected our proposal.

I have been contacted by Arlene Stuart, Director ADMCS Secretariat asking if we will be ready to present something to the committee at their last meeting of the fiscal year on March 11. Based on comments by Brian Mann our understanding is that ADMCS is seeking a response/recommendation from CRMB on this issue.

Our two main areas of concern are:

- that whatever funding method is put in place that it should create an incentive for ministries and agencies to transfer records to the archives, and
- that ministries do not transfer archival records or pay any fees to the RBCM prior to a decision on a funding method so as not to set a precedent

Most of the feedback from the Ministry Records Officer and DMIPS that we have spoken to have express the same concern that whatever funding method is approved it creates an incentive and does not undermine the records management program.

Brian Mann had been suggesting that ministries use lapsed funds to pay the fees and as a result the Ministry of Forests has been asking for a decision so that they can use this year's funds. Not sure that all ministries would agree to this as some have indicated that they will likely be over budget and thus not have lapsed funds.

Glen and I are available to discuss.

Thanks
Marland

-----Original Message-----
From: Fraser, Lois A MSER:EX
Sent: March 1, 2004 9:00 AM
To: Grove, Marland MSER:EX
Subject: FW: Archives Charges
Importance: High

I think we need to be very careful about getting into the middle of the BC Archives pricing policies and decisions Ministries make as a result, particularly if BC Archives is not interested in considering other financial models. I think you can certainly advise Ministries of the impact which Glen has documented, but I would not go any further in terms of a recommendation.

-----Original Message-----
From: Norman, Chris MSER:EX

Sent: Thursday, February 26, 2004 1:51 PM
To: Fraser, Lois A MSER:EX
Cc: Grove, Marland MSER:EX; Isaac, Glen MSER:EX
Subject: FW: Archives Charges
Importance: High

Hi,

This issue has been percolating for some time as you know.

Brian Mann asked me the other day if we would make a recommendation to ADMCS soon re whether government should accept the RBCM requirement in whole or in part - even if in part meant using lapsed funds at year end to pay for whatever Ministries could afford.

Based on Marland and Glen's analysis below, you can see that 1) the Archives deal does not seem like a good one for government for a variety of reasons, 2) we need more time to negotiate for a better arrangement, and 3) if one Ministry uses lapsed funds for this year, all negotiating position is gone.

In the rush to finish up business (my schedule being knocked out because of HBO issues), I have not had a chance to finalize this one before leaving so ask if you could meet with Marland earliest so we can get some kind of response back to ADMCS. No answer runs the risk of us being seen to drop the ball and the risk of a Ministry going ahead and using lapsed funds which doesn't seem in the corporate interest.

Sorry to drop this on you.

c

Chris Norman
Executive Director
Government Information Strategies, Policy and Legislation
Ministry of Management Services
Email: Chris.Norman@gems3.gov.bc.ca
Phone: (250) 387 9809
Cell: (250) 888 0218

-----Original Message-----
From: Isaac, Glen MSER:EX
Sent: February 26, 2004 1:23 PM
To: Norman, Chris MSER:EX
Subject: Archives Charges

- RBCM has proposed archives charges at a rate of $454 per transferred paper box, with higher rates for non-paper records.
- Discussions to date have assumed these charges would be paid directly by ministries for each box transferred.
- CRMB cannot recommend approval of the proposed archives funding process or rates at this time.
- The proposed funding process would undermine the integrity of government information holdings (and thereby create risks) by

creating incentives for ministries to avoid archives charges by:

    - under-valuing records (pushing for destruction rather than preservation)
    - ignoring approved records retention schedules (by retaining records longer or destroying records in violation of schedules).
- Incentives to destroy records of value would be even higher for publicly funded bodies that do not fall under the requirements of the Document Disposal Act (e.g., BC Pension Corporation).
- The proposed rates reflect a level of archival funding that is higher than that previously provided by this government and higher than that currently provided in other jurisdictions.

- CRMB has already received multiple statements by ministries/agencies of intent to not retain or transfer records of value.
- CRMB has proposed an alternative funding process and rates to the RBCM, which would establish a corporate funding process based on a records storage surcharge (which creates incentives to identify and transfer valuable records) and lower rates. It appears that the RBCM has rejected this alternative.
- CRMB can assist ministries in containing costs by continuing to perform selective retention analysis for ministries and by only transferring records of permanent value to the RBCM. These services will be in higher demand once government pays a fee for each box transferred. In order for CRMB to increase the level of records selection services additional funds would be needed. These funds would most easily be secured under the proposed corporate funding model.
- Given the above, CRMB cannot recommends that ministries use lapsed funds this fiscal year to transfer records to the RBCM at the proposed charge rates, as that would set a precedent limiting government's ability to establish alternate funding processes/rates.
- Government needs additional time to negotiate a funding process that does not undermine the integrity of government records and a set of rates that reflects the level of preservation and access services government requires for its records.

Marland and Glen

Glen Isaac
Manager, IM Systems and Standards
Corporate Records Management Branch
Ministry of Management Services
Phone: (250) 387-5151; Fax: (250) 387-5841
Email: Glen.Isaac@gems5.gov.bc.ca
http://www.gov.bc.ca/mser/

From: Mann, Brian CAWS:EX
To: Grove, Marland MSER:EX
Subject: RE: FOAP minutes
Date: Tuesday, April 20, 2004 3:11:12 PM

Marland, full committee was advised of and approved sub cttee decision/recommendation.

Will you or Chris be sending something out to ADMCS asking for appointed reps for the process to develop a mandate?

Please call me.

Brian Mann
387-8785

-----Original Message-----
From: Grove, Marland MSER:EX
Sent: April 20, 2004 2:50 PM
To: Mann, Brian CAWS:EX
Subject: RE: FOAP minutes

What was the result of the presentation to the full ADMCS? Or has it gone to them?

Thanks
Marland

-----Original Message-----
From: Mann, Brian CAWS:EX
Sent: March 29, 2004 9:16 AM
To: Tully, Catherine E AG:EX
Cc: Grove, Marland MSER:EX
Subject: FOAP minutes

Catherine, as discussed, I've moved the first bullet about full retention records transferring out of negotiations with Archives and into discussion.

Hope this is an improvement.

Archives B-1 Chris Norman, Marland Grove, Glen Isaac, Handout -For FOAP sub cttee of ADMCS Legislation effective April 1, 2003 moved responsibility for Archives from MSER to RBCM. Since the transfer RBCM issued new and increased pricing and associated service standards. No archival transfers have occurred since the new pricing/service scheme was announced. At the request of FOAP, CRMB has attempted to work out an arrangement that would enable transfers to re-commence. These discussions have not been successful. Ministries and CRMB have yet to establish common standards with sustainable funding to ensure that only full retention records are transferred to RBCM. After reviewing the presentation and discussing options, FOAP approved establishing the CIO's Office (CRMB) as lead in negotiating an archival records service level agreement with RBCM (Archives). Prior commencement of the SLA negotiations, CRMB working with several appointed

ministry representatives, will develop a negotiating strategy and mandate for ADMCS approval. The strategy and mandate will establish, at least the following: ➢Service levels and quality standards for preservation, description, storage and access government requires for its records, and ➢Funding requirements and mechanisms for CRMB and Archives to address current backlogs and forecasted volumes Secretariat to schedule CRMB updates as appropriate.

Brian Mann
387-8785

MINISTRY OF MANAGEMENT SERVICES
BRIEFING NOTE

Ref: 16328

Date: September 11, 2003

I **PREPARED FOR:** **Cairine MacDonald, Deputy Minister, Ministry of Management Services, FOR INFORMATION**

TOPIC: Costs for Storage of Government Records

II **ISSUE**: Proposed new charges to be levied on Ministries by the Royal BC Museum for storing and preserving government's archival records.

III **BACKGROUND**:

The retention and disposal of government records is subject to the *Document Disposal Act* and the BC government's *Administrative/Operational Records Classification Systems* timetables. These timetables establish the length of time that records are required by the creating ministry and the end destination of ministry records – i.e., either destruction or transfer to the RCBM (BC Archives).

Traditionally, preservation and storage of government's archival records has been funded centrally as part of the operational budget of the BC Archives. The relationship between government ministries and the Archives changed fundamentally on April 1, 2003, when the Archives program was split away from core government and transferred to the Royal BC Museum (RBCM) - a crown corporation.

Government's records management program was retained within government (Corporate Records Management Branch - CRMB), which is now located in the Government Information Strategies, Policy and Legislation Division within the Office of the Chief Strategist and Government CIO. As part of the split, the archives and records management budgets were split - funds were allocated to the RBCM to store existing but not future archival records.

Costs for storing government records in approved government records centers are a recovered charge by CRMB ($6 per box). RBCM has indicated its intention to request approval to charge Ministries $6-10 per box on top of the existing $6 for all future records transferred to the RBCM (Archives). The RBCM will present these additional charges as necessary to cover RBCM preservation and access services.

IV **DISCUSSION**:

If approved, these additional charges will have significant repercussions for Ministries and for government corporately. Setting aside the broader issue of the split of the Archives and records programs (which was brought about through a publicized legislative change), the proposal could result in a fiscal decision affecting government's legal and archival interests.

In past, Ministries could assume that, once their direct interest in records was finished, their fiscal responsibility in those records was also completed. Even if central funding of archival storage had not been sustained, Ministries would not have expected archival preservation and access services to be funded out of storage costs. In other words, it would be one thing to ask Ministries to continue to pay to store those of their records that were kept for archival purposes (at $6 per box) - it would be quite another to ask them to pay at least double that amount to keep them after they were finished with them.

Decisions as to when Ministries were prepared to let their records move to Archives were based on operational not fiscal considerations. This proposed charge could result in Ministries deciding not to transfer records to the Archives to avoid the additional storage charges. Unless there were significant legal risks, Ministries may even propose changing designations to destruction of records (instead of transferring to Archives) if the only long-term value was historical or cultural. This type of decision creates a number of risks for government.

V CONCLUSION:

Given the short and long term repercussions of this decision, Ministry staff will actively participate in discussions on this proposal at a variety of levels - an involvement and corporate approach supported by the ADM's of Corporate Services. The Executive Director of GISPL will attend the presentation by the CEO of the RBCM to ADM's of Corporate Services on September 18 and report back on developments.

PREPARED BY:

Marland Grove, Director
Corporate Records
Management Branch
250 387-5151

APPROVED BY:

Chris Norman
Executive Director
GISPL

_____

Liz Gilliland
Chief Strategist and
Government CIO

_____

_____

ISSUE: Assessment of proposed RBCM fee structure for archival services to government

BACKGROUND:

RBCM has proposed a fee structure to fund the preservation and provision of access to government archival records transferred to BC Archives after April 1, 2003.

The proposal includes fees for various record types:

[List Fees]

Two questions should be addressed:

- Are the proposed charges reasonable for the services covered?
- Are the services required?

DISCUSSON

- Are the proposed charges reasonable for the services covered?
  Yes. CRMB has assessed charges (micro, processing rates) – are based on standard benchmarks.

  Issue: - Charges are generic averages for each unit of records, regardless of the condition of the records. i

  Could be argued that it would be to government's advantage to have rates based on condition. Allows government to contain costs by implementing practices that ensure records are properly documented and boxed prior to transfer. Provides incentive for good RM. [But does this justify the added administration headaches?]

- Are the services required?
  Yes, these are standard practices for preserving and identifying archival records and making them accessible to users.

  Issue: Fee structure presumes that all new transfers will receive the same, full service coverage. This level of coverage is significantly higher than that provided to records transferred prior to April 1, 2003. BC Archives holds extensive older GR that have serious preservation needs – existing funding base inadequate. If government is to begin funding actual cost of preservation/access for new transfers and this is applied only to the new records. Result is that in many cases, the most valuable/needy records will receive care well below standard applied to new. Needs targeting is faulty. Should some ot the archives fees be directed on the basis of neeed (e.g., apply filming resources on priorities)

ISSUE: Assessment of proposed RBCM fee structure for archival services to government

BACKGROUND:

RBCM has proposed a fee structure to fund the preservation and provision of access to government archival records transferred to BC Archives after April 1, 2003.

The proposal includes fees for various record types:

- Paper - $454.63 per box
- Video tape - $183.89
- Motion picture film - $209.39
- Photographs - $21.60 per photo
- Maps/plans - $103.21 to $157.08 per map or plan
- Electronic - $426.50 per gigabyte

Two questions should be addressed:

- Are the proposed charges reasonable for the services covered?
- Are the services required?

DISCUSSON

- Are the proposed charges reasonable for the services covered?
  Yes. CRMB has ~~assessed~~ analysed/reviewed the charges (microfilming?, archival? processing rates) – which are based on standard benchmarks. [LT – What has RBCM promised to provide? Are they going to film every box of archival records that comes in the door? I think it needs to be explained in the bn – maybe include as a foot note or appendix?]

  Issue: ~~-~~ Proposed transfer c~~C~~harges are generic averages for each unit of records, regardless of the organization or condition of the records. ~~i~~

  It c~~C~~ould be argued that it would be to government's advantage to have rates based on the organization and/or condition of the records.~~,~~ Allows government to contain costs by implementing practices that ~~ensure~~ insure records are properly documented and boxed prior to transfer as well as ~~.~~ P~~p~~rovide~~s~~ incentive for good records management~~RM~~. [But does this justify the added administration headaches?]

- Are the services required?
  Yes, these are standard practices for preserving and identifying archival records and making them accessible to users.

  Issue: Fee structure presumes that all new transfers will receive the same, full service coverage. The~~is~~ proposed level of coverage is significantly higher than that provided to records transferred prior to April 1, 2003. BC Archives holds extensive ~~older~~ collections of older government records (GR) ~~G~~R that have serious~~-~~ conservation and preservation requirements~~needs~~ – the existing funding base is inadequate to process these records. If government is to begin funding the actual cost of archival preservation and ongoing ~~/~~access for new transfers of SR/FR records ~~and this is applied only to the new records~~, an ~~.~~ R~~r~~unintended result ~~is that in many cases~~ could be that ~~, the most~~older, more valuable ~~valuable/needy~~ records ~~will~~ receive a lower standard of care and conservation. ~~care. well below standard applied to new.~~ Needs targeting is faulty. Should some o~~f~~t the archives fees be directed on the basis of nee~~e~~d (e.g., apply filming resources on priorities)

ISSUE: Cost containment of proposed RBCM charges for archival services to government

BACKGROUND:

RBCM has proposed a fee structure covering government archival records transferred to BC Archives after April 1, 2003. The proposal includes fees for transferring various record types (maps, electronic records, photographs, paper files) – e.g., $454 per standard box of paper records.

Two categories of government records have traditionally been transferred to the BC Archives:

- FR (full retention) records - records scheduled to be retained in their entirety
- SR (selective retention) records – records scheduled to be reviewed, with some retained and some destroyed (e.g., records for which only a representative sample are retained)

For FY 2003/04 there are 11,600 boxes of FR and SR records eligible for archival transfer. Approximately 4,000 FR/SR boxes will be eligible annually in future years.

If all FR and SR boxes were transferred at the proposed rate, the cost to ministries would be approximately:

- **$5.3 million** in 2003/04.
- **$1.8 annually**, 2004/05 onward

DISCUSSION:

Corporate Records Management (CRMB) can help ministries contain archives costs by:

- Managing and reviewing transfers to BC Archives. The CRMB automated records management system enables ministries to review and approve records that are identified for transfer and tracks transfer and billing for accountability.
- Completing selection activities prior to transferring records to the BC archives.

Performing selection work in advance of transfer and then only transferring records that are scheduled or selected for full retention would save:

- **2 million** for records eligible in 2003/04
  [Internal note (delete): 5.3 million - (4,543 FR transfers ($2,062,522) + 2,117 selected SR transfers ($961,118) + selection costs at $40 per SR box ($282,280))]
- **.8 million** annually
  *[*Internal note (delete): *1.8 million - (1,000 FR transfers ($454,000) + 900 selected SR transfers ($408,600) + selection costs at $40 per SR box ($120,00))]*

CRMB has already implemented standards requiring all new and amended records retention schedules to include specific criteria that ministry staff can apply to identify the portion of SR records that need to be fully retained. This will limit the amount of selection work required within CRMB.

However, in order to achieve the savings identified above, a funding mechanism is required for CRMB selection work. The above estimates are for net savings - selection costs have been incorporated. Cost for selection is approximately $40 / box (rather than $454 to transfer).

OPTIONS:

Option 1: Transfer both SR and FR records to the RBCM.

Pros: Records eligible for selective retention are transferred immediately to RBCM.

Cons: High cost option for ministries ($5.3 million in 2003/04; 1.8 million / year, 2004/05 onward). Government has less ability to determine which records are selected for retention (e.g., review archives work rather than perform selections directly).

Option 2: Transfer FR records and only the selected SR records.

Pros: Significant savings for ministries. Depending on the funding mechanism and timetable established for selection*, ministries save approximately $5.9 to $6 million over 5 years.

*[**Internal note (delete): Estimate of $5.9-6 million saved over 5 years based on:** 2 million saved by not transferring backlog SR (selection costs deducted) PLUS .8 million saved annually by not transferring ongoing non-selected SR records (selection costs deducted) MINUS, storage costs for retaining backlog SR records until selection complete. (Storage costs range from $20K (7,057 backlog SR records destroyed/transferred in 05/06) to $100K (backlog SR records destroyed/transferred over 5 years)).*

Estimating what ministries would PAY per year (to parallel estimate given in option one) gets complicated: Costs would be $2 million in 2003/04; $1.25 million / year, 2004/05 – 2009/10; 1 million / year thereafter.
Estimates of costs for 2003/04: $2 million if all FR records are transferred and no SR. Estimate for 2004/05-2009/10: 1 million annually for ongoing FR and selected SR transfers and .25 million annually for backlog SR selection and transfer (1.24 million over 5 years)]

Government retains control over determination of which records have corporate value and must be preserved and which records should be destroyed to reduce costs. The need for government to maintain direct control over records value decisions was a key reason why CRMB remained within government when BC Archives was transferred to the RBCM.

Cons: Depending on the selection funding mechanism and timetable, some records in the SR backlog remain in ministry custody for 1-5 years.

**NOTE: There are multiple options for funding selection activities and archives transfers (e.g., a records storage rate increase, direct funding by individual ministries, or a combination). A separate note has been prepared on this issue.*

Recommendation: Option 2
:

[**Issue:** Funding Mechanisms for selection and transfer of archival records to RBCM

Background:

Assistant Deputy Ministers Council, Corporate Services (ADMC) has approved a fee structure proposed by the RBCM for the transfer of government archival records to BC Archives.

ADMC has also approved a proposal by Corporate Records Management Branch that only records scheduled or selected for full retention will be transferred to BC Archives.

Discussion:

The above decisions create a need for new funding mechanisms to cover:

- Selection work performed by CRMB
- Transfer to BC Archives of ministry records scheduled or selected for full retention.

Options:

1. CRMB Records Selection Activities

1A Rate increase, with backlog processed over 5 years
Increase records storage rate by 1.8 cents per box / month ($170,000 annually) to fund selection.

PROS: Minor cost impact for individual ministries. Most efficient process for selection: can hire regular staff who develop expertise; selection of backlog records can be integrated with development and application of selection criteria for related ongoing records.

1B Pay onetime for backlog, rate increase for ongoing selection

PROS: Individual ministries can fund selection of their particular records based on their requirements and available funds. Provides funding mechanism for ongoing selection.

1C Increase CRMB base budget by $170, 000 annually

PROS: Ministries experience no cost increase
CONS: Unlikely to be viable given MSER budget.

2. Funding Options for Archives Transfers (FR and selected SR):

2A Ministries pay individually for the records they transfer

Con: Government maintains archival records for corporate (e.g., government-wide values. Operational values to the specific ministry that

creates records have expired by the time the records are transferred to archives. Archival costs therefore arguably should be shared across government. Direct charges to ministries create incentives to perform unauthorized records destructions to avoid transfer costs.

2B Storage rate increase – pay for transfers corporately. Increase rates by $1.15 per box / year

[*1,900 FR and selected SR boxes transferred annually = 862,600 / 750,000. But this still leaves issue of how to cover the onetime transfer of FR backlog - $2.06 million and selected SR backlog $1.24 million. Do an extra onetime or temporary rate surcharge?]*

Pro: Does not create incentives for ministries to implement inappropriate records destructions. Archives charges to individual ministries would not be directly tied to the volume of records transferred by the individual ministries but rather would be based on government-wide costs to preserve records of corporate value.

Con: Storage rate becomes less competitive.

2C Establish central fund for RBCM

PRO: Ministries avoid cost increases.

Con: Not likely to be viable given government funding directions.

ISSUE: Cost containment of proposed RBCM charges for archival services to government

BACKGROUND:

RBCM has proposed a fee structure covering government archival records transferred to BC Archives after [31 March] ~~April 1~~, 2003. The proposal includes fees for transferring various record types (maps, electronic records, photographs, paper files) – e.g., $454 per standard box of paper records.

Two categories of government records have traditionally been transferred to the BC Archives:

- FR (full retention) records - records scheduled to be retained in their entirety
- SR (selective retention) records – records scheduled to be reviewed by an archivist, with some retained and some destroyed (e.g., records for which only a representative sample are retained)

For FY 2003/04 there are 11,600 boxes of FR and SR records eligible for archival transfer. [We need to explain why there are so many this year, as next sentence indicates an accrual rate of 4,000 per year. Maybe add a footnote to say: The large number of SR/FR boxes ready for immediate archival transfer represents a three year hold on dispositions resulting from ongoing litigation. ?] Starting in FY 2004/05, a~~A~~pproximately 4,000 FR/SR boxes ~~will~~ be eligible for transfer to RBCM each fiscal year.~~annually in future years~~.

If all FR and SR boxes were transferred at the proposed rate, the cost to ministries would be approximately:

- **$5.3 million** in 2003/04.
- **$1.8 million annually**, 2004/05 onward

DISCUSSION:

Corporate Records Management Branch (CRMB) can help ministries contain archival transfer ~~es~~ costs by:

- Managing and reviewing transfers of records to custody of the BC Archives.
  [LT – not sure what thiis next sentence was meant to say???
  The CRMB automated records management system **enables ministries?** to review and approve records ~~that are~~ identified for archival ~~transfer~~transfer, ~~and~~ tracks transfer of boxes, and monitor their offsite storage costs.~~transfer and billing for accountability.~~ LT – or did we intend to say that ARIS allows CRMB to monitor and report on these items and thereby holding ministries accountable?]

- Completing records ~~s~~selection activities prior to transferring boxes ~~records~~ to the custody of the BC ~~A~~archives.

Ministries can further reduce costs by ~~p~~Performing selection work in advance of transfer and then only transferring records that are scheduled or selected for full retention would save: [LT – I assumed we mean ministries performing selection not CRMB, as next paragraph refers to boxing prior to offsite storage?]

- **$2 million** for records eligible in 2003/04
  [Internal note (delete): 5.3 million - (4,543 FR transfers ($2,062,522) + 2,117 selected SR transfers ($961,118) + selection costs at $40 per SR box ($282,280))]
- **$0.8 million** annually
  [Internal note (delete): *1.8 million - (1,000 FR transfers ($454,000) + 900 selected SR transfers ($408,600) + selection costs at $40 per SR box ($120,00))]*

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Current CRMB ~~has already~~ policy requires ~~implemented standards requiring~~ archivists to establish specific selection criteria for records they appraise for selective retention (SR). , ~~all new and amended records retention schedules to include specific criteria that ministry staff can apply to identify the portion of SR records~~ . Selection criteria are now documented within all new and amended ORCS and guide ministry staff in identifying ~~that~~ those portions of SR records to be destroyed from those that need to be fully retained and boxing accordingly for offsite storage/transfer. ~~.~~ This ~~will~~ step ~~limit~~ reduces the amount of final selection work ~~required within~~ required from CRMB archivists, as well as cutting the time between offsite transfer of the boxes and their final disposition.~~.~~

However, in order to achieve the savings identified above, a funding mechanism is required for CRMB archival selection work. The above estimates are for net savings - selection costs have already been incorporated into those figures. Cost for CRMB staff to complete archival? selection is approximately $40 / box (rather than $454 to transfer). [LT – or do you mean ministry and CRMB staff working together to complete selection?]

OPTIONS:

Option 1: Transfer all ~~both~~ SR and FR records directly to the RBCM upon expiration of semi-active retention period.

Pros: Records eligible for SR (selective ~~retention~~ retention) are transferred immediately to RBCM.

Cons: High cost option for ministries ($5.3 million in 2003/04; $1.8 million / year, 2004/05 onward). Government has less ability to determine which records are selected for retention (e.g., review (LT - and approve?) RBCM ~~archives~~ selection work rather than perform selections directly).

Option 2: Transfer all FR records and ~~only~~ the selected SR records.

Pros: Significant savings for ministries. Depending on the funding mechanism and timetable established for selection*, ministries save approximately $5.9 to $6 million over 5 years. [LT – first time we have used a 5 year time frame – shouldn't costs above also include a 5 year estimate? It's a bit jarring to go from FY 2003/04 and each FY thereafter to a 5 year time frame.]

[Internal note (delete): Estimate of $5.9-6 million saved over 5 years based on: *2 million saved by not transferring backlog SR (selection costs deducted) PLUS .8 million saved annually by not transferring ongoing non-selected SR records (selection costs deducted) MINUS, storage costs for retaining backlog SR records until selection complete. (Storage costs range from $20K (7,057 backlog SR records destroyed/transferred in 05/06) to $100K (backlog SR records destroyed/transferred over 5 years)).*

Estimating what ministries would PAY per year (to parallel estimate given in option one) gets complicated: Costs would be $2 million in 2003/04; $1.25 million / year, 2004/05 – 2009/10; 1 million / year thereafter.
Estimates of costs for 2003/04: $2 million if all FR records are transferred and no SR. Estimate for 2004/05-2009/10: 1 million- annually for ongoing FR and selected SR transfers and .25 million annually for backlog SR selection and transfer (1.24 million over 5 years)] [LT – Are you planning to add these figures in an Appendix table? It really helps with understanding the text.]

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Government retains control in ~~over~~ determining~~ation~~ which SR records retain sufficient ongoing ~~of which records have~~ corporate value to require archival preservation and which records can realize cost savings through their timely destruction. ~~and must be preserved and which records should be destroyed to reduce costs.~~

The need for government to maintain direct control over records value decisions was a key reason why CRMB remained within core government when the BC Archives was transferred to the RBCM.

Cons: Depending on the selection funding mechanism and timetable chosen, some records in the SR backlog will remain in ministry custody for 1-5 years.

**NOTE: There are multiple options for funding selection activities and archives transfers (e.g., a records storage rate increase, direct funding by individual ministries, or a combination). A separate note has been prepared on this issue.*

Recommendation: Option 2
:

[**Issue:** Funding Mechanisms for selection and transfer of archival records to RBCM

Background:

Assistant Deputy Ministers Council, Corporate Services (ADMC) has approved a fee structure proposed by the RBCM for the transfer of government archival records to BC Archives.

ADMC has also approved a proposal by Corporate Records Management Branch that only records scheduled ~~or~~ and selected for full retention will be transferred to BC Archives. [LT – by selected do you mean SR = FR and DE?]

Discussion:

These two ~~above~~ decisions create ~~a~~ the need for new funding mechanisms to cover:

- Selection work performed by CRMB archivists; and
- Transfers to BC Archives of ministry records scheduled ~~or~~ and selected for full retention.

Options:

1. CRMB Records Selection Activities

1A) Rate increase, with SR backlog processed over 5 years
Increase records storage rate by 1.8 cents per box / month ($170,000 annually) to fund final selection process.

PROS: ~~Minor~~ Ceost impact for individual ministries is negligible. The m~~M~~ost efficient method ~~process~~ for ~~selection~~processing the selection backlog as government~~:~~ can hire regular staff who develop expertise; and the selection of backlog records can be integrated with development and application of selection criteria for related ongoing records schedules / classification systems.

1B Pay onetime for backlog, rate increase for ongoing selection [LT – I don't know what this means? Do you mean " Charge ministries in FY 2004/05 for all SR in offsite storage and still in their legal custody"? Then raise rates to cover annual accruals???]

PROS: Individual ministries can fund selection of their particular records based on their requirements and available funds. Provides funding mechanism for ongoing selection.

1C Increase CRMB base budget by $170, 000 annually to cover ongoing backlog selection project.

PROS: Ministries experience no cost increase
CONS: Unlikely to be viable given MSER budget.

2. Funding Options for Archives Transfers (FR and selected SR):

2A Ministries pay individually for the records they transfer

PROS: None.

CONS~~Con~~: Government maintains archival records for corporate (e.g., government-wide) values. Operational values of the records ~~to the specific ministry that creates records~~ have expired for the creating ministry prior to their ~~by the time the~~ transfer ~~records are transferred~~ to the archives. It therefore can be argued that ~~A~~archival costs ~~therefore~~ are corporate costs and ~~arguably~~ should be shared across government. Billing an individual ministry for transferring archival records ~~Direct charges to ministries~~ create~~s~~ an incentive~~s~~ to perform unauthorized records destructions to avoid transfer ~~costs.~~charges.

2B Storage rate increase – pay for transfers corporately. Increase rates by $1.15 per box / per year

[*1,900 FR and selected SR boxes transferred annually = 862,600 / 750,000. But this still leaves issue of how to cover the onetime transfer of FR backlog - $2.06 million and selected SR backlog $1.24 million. Do an extra onetime or temporary rate surcharge?]*

PROS~~Pro~~: Reduces ~~Does not create~~ perceived ~~-~~incentive~~s~~ for ministries to implement inappropriate records destructions on records scheduled for archival transfer. ~~. Archives~~Archives transfer charges ~~charges~~ for~~to~~ individual ministries would not be directly tied to the volume of SR/FR records they transfer, ~~the volume of records transferred by the individual ministries~~ but rather ~~would be based~~ on a government-wide cost~~s~~ to preserve records of ongoing corporate value. ~~s to preserve records of corporate value~~.

CONS~~Con~~: Offsite archival box s~~S~~torage rate becomes less competitive.

2C Establish central fund for RBCM to cover costs of SR/FR records transfers.

PROS: Ministries experience no ~~avoid~~ cost increases.

CONS~~on~~: Not likely to be viable given government funding directions.

From:	Grove, Marland MSER:EX
To:	Stuart, Arlene CAWS:EX
Subject:	Archival record reports
Date:	Tuesday, January 6, 2004 10:30:35 AM
Attachments:	srfr_adv_ed.pdf srfr_agr.pdf srfr_att_gen.pdf srfr_caws.pdf srfr_cfam.pdf srfr_comp_science.pdf srfr_ed.pdf srfr_energy_mines.pdf srfr_fin.pdf srfr_for.pdf srfr_hlth_plan.pdf srfr_hlth_ser.pdf srfr_hr.pdf srfr_mser.pdf srfr_prov_rev.pdf SRFR_pub_safety.pdf srfr_skills.pdf srfr_sust_res.pdf srfr_trans.pdf SRFR_wlap.pdf

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Attached are reports for each ministry showing the breakdown of records ready for transfer to the BC Archives. The list is broken down to show the Full Retention (FR) records and Selective Retention (SR) records.

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MINISTRY OF MANAGEMENT SERVICES
BRIEFING NOTE

Ref:

Date: September 11, 2003

I **PREPARED FOR:** **Information**

TOPIC: Proposed ministry chargebacks for archival records by Royal British Columbia Museum Corporation

II **ISSUE**: Funding shortfall for preservation of new archival records

III **BACKGROUND**:

The retention and disposal of government records is subject to the *Document Disposal Act* and the BC government's *Administrative/ Operational Records Classification Systems* timetables. These timetables establish the length of time that records are required by the creating ministry and the end destination of ministry records – i.e., either destruction or transfer to the RCBM (BC Archives).

Preservation of archival records has been funded centrally as part of the operational budget of the BC Archives, which up to March 31, 2003 was within the Ministry of Management Services. The BC Archives program was split in April 1, 2003, with Corporate Records Management (CRM) remaining as a Management Services branch. The remaining BC Archives staff was transferred to the RBCM. Prior to this split, the FY03/04 budget of the combined program was reduced by 20%. As part of the split, funding was transferred to RBCM for the storage of existing archival records. No funding was provided for future records transfers.

RBCM proposes charging Ministries to fund the BC Archives preservation and access services for boxes transferred after April 1, 2003. These charges are anticipated to be $6-$10 annually per box, *in addition to* the existing charges of $6 per box for offsite records storage.

IV **DISCUSSION**:

The proposed charges will obviously be of concern to Ministries. Currently ministry records charges cease upon transfer to the archives. In addition, the establishment of per box preservation charges has potential implications for the integrity of the processes for preserving government's archival records.

Moving to a box-based preservation charge creates a risk that preservation decisions will be based primarily on the current budget limitations of individual ministries rather than on the records' long-term corporate value (e.g., legal, fiscal, informational) to other ministries, government as a whole, or BC citizens.

There is a risk that Ministries will seek to avoid or minimize preservation charges by destroying records that should be preserved or by delaying their transfer to the archives. The potential impacts of this are:

- Increased litigation risks due to inability to produce records supporting government accountability as a result of inappropriate destructions;
- Loss of corporate memory of the government and province;
- Increased FOIPPA and litigation costs to ministries as archival records remain in their custody for longer periods of time;
- Deterioration and loss of archival records (proper care for the records does not occur until the records are transferred into archival custody); and
- Removal of incentives for ministry implementation of records management processes to retain in active onsite storage only those records of current value and regularly destroy or transfer to archives the remaining records.

V CONCLUSION:

There is a requirement for additional funds for preservation and access to new archival records. With the 20% budget reduction, costs for future transfers cannot be absorbed in the current operational budget of either RBCM or CRM.

However, the new funding should be structured in a manner that it facilitates rather than undermines the identification and preservation of archival records. Careful consideration must be given to the issues of who decides which records merit preservation and what level of preservation services are required. These decisions must remain within government rather than with the archival service provider. Furthermore, corporate value assessments need to continue to be made centrally rather than by each ministry. (Again, archival transfers occur only after the value of the records to the creating office has ended.)

PREPARED BY: **APPROVED BY:**

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