Standard Operating Procedures for LAN Organization
Ministry of Mental Health and Addictions

Contents

Background

The LAN is used to manage the official copy of our branch records – replacing the paper-based system. The same level of care that is applied to paper files should be applied to the LAN folders. Dates and naming conventions are key factors and need to be applied consistently.

MMHA Divisional LAN's are as follows:

1. MMHA_A_ALL open to all staff in MMHA s. 15
2. MMHA_A_CS - Corporate Service Division= s. 15
3. MMHA_A_DMO – Deputy Minister Office s. 15
4. MMHA_A_SUP Strategic Priorities & Initiatives= s. 15
5. MMHA_A_CYMHP = Strategic Policy and Planning = s. 15
6. MMHA_A_TAR = Treatment and Recovery Division s. 15

It's important to use appropriate ARCS and ORCS coding at the folder level to ensure records are retained for the appropriate length of time.

An effective LAN will help the ministry to:
- Facilitate each division's work by reducing the amount of search time
- Move towards genuine collaboration
- Cultivate a culture of sharing, support, and accountability
- Comply with IMA legislation

Goal

Develop and maintain a LAN structure that helps to support team operations and enables compliance of legislative requirements.

Documenting Decisions

B.C.'s Information Management Act (IMA), legislation that sets the foundation for government's transition to modern and digital information management.

There is a new section of the IMA that introduces a requirement to create and manage records of government decisions. That requirement is now in effect.

While this is the first time the requirement has been formalized in law, it has long been a requirement, and an expectation, that public servants create adequate records to support accountability, transparency and accurate reporting of decisions to the public.

MMHA has good practices in place to meet this expectation.

The new requirement in the IMA obliges each ministry to take reasonable steps to ensure the right policies and processes exist around documenting decisions. Guidelines and job aids are now available to assist you in understanding and applying the requirement.

If you have any questions about this initiative, or your own responsibilities under the IMA, please contact Government Records Service.

Responsibilities

Individual division members are responsible for:
- Naming documents (according to standards) and filing in correct folders
- Moving obsolete drafts to transitory draft folder

Senior Manager of Corporate Operations is responsible for:
- Second-level folder creation and direct liaison with Ministry Records Officer
- Securing confidential employee or competition files

Executive Assistant and administration staff at the Divisional level are responsible for:
- Auditing all folders every quarter by ensuring documents are accurately filed under the correct classifications and appropriate naming conventions are applied
- Liaising with MMHA's designated records management support
- Supporting each team member to ensure they understand the process and expectations
- Requesting monthly feedback from staff team contact to help ensure the system is working effectively
- Reviewing and deleting documents (in the transitory draft folder) every month.
- Training new staff on the LAN requirements as required

Procedures

Creating a New Folder

Please contact the Manager of Corporate Operations to create a folder on the first and second levels.

Folder Naming Convention

- Titles should reflect content
- Use words that are commonly understood in the working group
- LAN folders should not use individual names or positional titles. Personnel files are the exception
- Folder names should include ARCS classification numbers at the end of the title in brackets
- Do not repeat a name on any sub-level that has already been used in the higher-level folder. For example, in a first level folder named REPORTS, it is not necessary to have a subfolder with the name REPORTS.
- Create a "Transitory draft" folder within your current folder for non-final versions. (Treasury board submissions, Cabinet board submissions, and Legislation are the only record types where the drafts are required to be kept as well as the finals.)
- Folder naming convention should read {subject/function} {arcs classification}, using ARCS and ORCS titles
  - Example: **Briefing notes (ARCS-280-20)**
  - Example: **Conferences and Events (ARCS-220-20)**

Saving a Document on the LAN

- Save only latest versions in the appropriate folder
- Move older versions to the transitory draft folder. Treasury board submissions, Cabinet board submissions, and Legislation are the only record types where the drafts are required to be kept as well as the finals. The MMHA DMO retains final copies of Treasury board submissions, Cabinet board submissions, and Legislation, and copies of these in divisions are not considered the final version.
- Save branch electronic records under branch function and then ARCS and ORCS classification
- Please see the Manager of Corporate Operations to help file confidential or sensitive documents (e.g., personnel files).

Cabinet Documents

Cabinet Operations holds the master versions of Cabinet submissions. It is the policy of Cabinet Operations that ministry copies of Cabinet/TB submissions and draft submissions are to be kept secure to ensure no unauthorized access. Substantial drafts should be kept locked in the Deputy Minister's Office.

Note: The ministry OPR is the Deputy Minister's Office on all Cabinet and Treasury Board submissions.

Document Naming Convention

- Name documents in the following order: Date (CLIFF number if applicable) then subject/content
- Identify draft and final versions clearly using V01, V02 – store drafts as transitory, deleting on a regular cycle. Only final versions to be stored on LAN for full retention period. Be sure final version includes the word "final" and the date.
- Avoid using abbreviations, unless they are commonly understood and there is group agreement.
  - ✓ Document title should read {YYYY-MM-DD} {CLIFF number}
    - Example **2018-11-10 - 1120477 - Public Information Campaign**
  - ✓ Document title should read {YYYY-MM-DD} {subject} {version number}
    - Example **2018-10-09 Opioid symposium V01**

Key Contacts

1. Divisional Administration staff
2. Manager of Corporate Operations: Sheri Bates
3. Records Officer for MMHA: Wendy deMontmorency
4. Documenting Government Decisions – Information Management Act – Ministry Champion: Tracee Schmidt
5. Freedom of Information (FOI) – Ministry lead: Tamara Casanova

Moving a File

When moving a file over to a different location, use "COPY" and "PASTE" from the Edit menu. Once completed, you can delete the old [source] file. By using the "COPY" and "PASTE" method, it ensures permissions are picked up and attached to the file in the new location. DO NOT use 'cut and paste' or 'drag and drop' functions as permissions will be broken.

Training

- [IM 112: Managing Government Records](#)
- [IM 117: Protection of Privacy, Access to Information and Records Management](#)
- GRS Learning page; Records Management Foundations videos, Community of Practices videos presented by GRS: https://intranet.gov.bc.ca/thehub/corporate-information-and-records-management-office/government-records-service/grs-learning
- Records Management Guides & Learning; Guides for Email and various systems, RM basics and how to's with some self guided learning at the bottom:
- https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/records-management/training
- Records Management Community on the @Work site: https://gww.gov.bc.ca/groups/records-management-community

- [GRS Online Training Modules](#)
- [Additional Training Modules](#)
- [Learning Resources For Defensible Destruction](#)
- [BC Gov Records Management Page](#)
- [Personnel Records Guidelines](#)
- [ARCS and ORCS classification](#)

Sample LAN Structure

- Use ARCS and ORCS titles
- The **first** level is the business function (e.g., admin, finance, human sources) Do not file at this level.
- The **second** level contains specific primary classifications. Do not file at this level.
- The **third level** contains the documents; this is where naming conventions must be practiced consistently.

Root Folder - Branch	Strategic Planning Branch
First level	Name 📁 Admin 📁 Finance 📁 Human Resources 📁 Info Tech
Second level	📁 agreement development files (146-20) 2018-12-20 9:38 A… File folder 📁 committees inter ministerial (200-20) 2018-12-20 9:39 A… File folder 📁 Staff meetings internal (102-20) 2018-12-20 9:42 A… File folder 📁 agreements approved 146-25 2018-12-20 9:45 A… File folder 📁 conferences and events (220-20) 2018-12-20 9:47 A… File folder 📁 executive correspondence (280-30) 2018-12-20 9:49 A… File folder 📁 executive briefing notes (280-20) 2018-12-20 9:50 A… File folder 📁 executive issue records (280-40) 2018-12-20 9:50 A… File folder 📁 speeches and presentations (324-40) 2018-12-20 9:52 A… File folder
Third level	📁 2018-11-10 1120477 public information campaign 2018-12-20 10:31 … File fo 📁 2018-10-09 1120565 Opioid symposium v01 2018-12-20 10:32 … File fo 📁 2018-12-01 1120578 opioid concern 2018-12-20 10:32 … File fo