From: McArthur, Alana PSFS:EX (Alana.McArthur@gov.bc.ca)
To: PSFS Administrative Assistants (ADMABVIC@Victoria1.gov.bc.ca); Morros, Jennifer WLRS:EX (Jennifer.Morros@gov.bc.ca)
Cc: Gerlach, Randall PSFS:EX (Randall.Gerlach@gov.bc.ca); MacLean, Madeline PSFS:EX (Madeline.MacLean@gov.bc.ca)
Subject: Update: Centralized Model Adopted
Sent: 01/25/2023 00:48:52
Attachments: Centralized Model Graphic .jpg, Process Map.pdf, Centralized Model Job Aid for Preparer Role.docx
Message Body:

Good afternoon PSFS Administrative Assistances and Records Analyst,

For those of you who do not know me, I am currently the acting Manager of FOI and Records for the Ministry -nice to meet you ?☺?

Effective January 1, 2023, ministries are now responsible for their own records disposition procedures and ensuring destruction actions are authorized, carried out by authorized persons, and documented properly. Under the old authorization process, Government Record Services (GRS) provided a destruction number and final approval before records could be destroyed. Under the new authorization process, approval authority is shifting to ministries (please see attached Process Map).

PSFS has adopted the Centralized Model as it offers the strongest alternative for efficient operations as PSFS's new Destruction Authorization Model.

Under the Centralized Model –branch administrators and records analyst duties will fall under the Preparer Role.

The Coordinator role is Madeline MacLean's position and the Approver role is my position.

I have attached a Job Aid for the Preparer Role for you – which includes step by step process changes.

Please review at your earliest convenience and if you have any questions or concerns, I am happy to address them at your next Community of Practice meeting on February 8.

Of course, if you have any questions/concerns before February 8, do not hesitate to reach out.
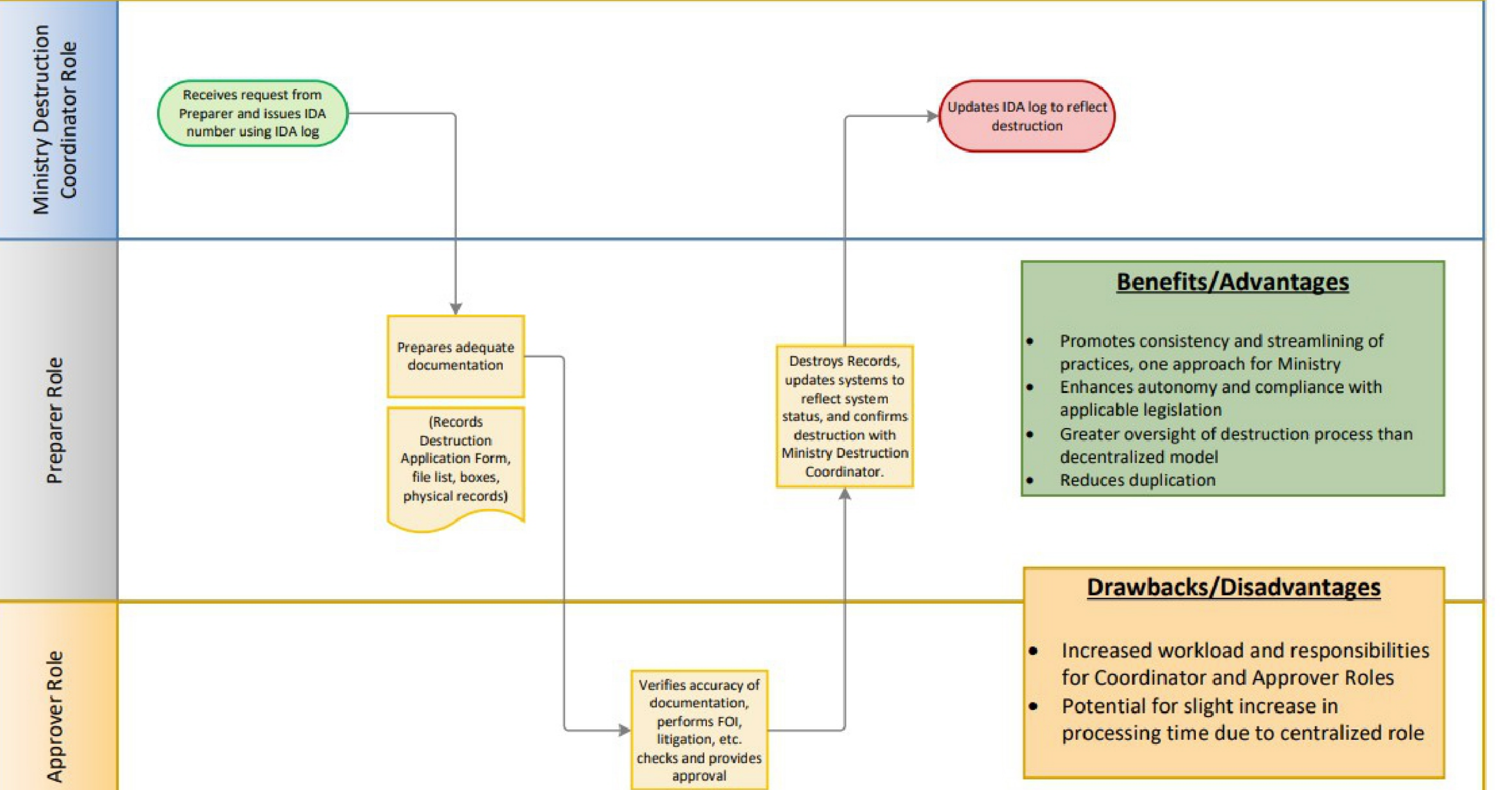
Thank-you!

All the best,

Alana McArthur

A/ Manager of FOI and Records, Strategic Initiatives and Corporate Operations

Governance & Corporate Planning Division

Ministry of Post-Secondary Education and Future Skills

T: 778 698-1188

Ministry Destruction Authorization Model: Centralized Model

Ministry Destruction Coordinator Role

Receives request from Preparer and issues IDA number using IDA log

Updates IDA log to reflect destruction

Preparer Role

Prepares adequate documentation

(Records Destruction Application Form, file list, boxes, physical records)

Destroys Records, updates systems to reflect system status, and confirms destruction with Ministry Destruction Coordinator.

Benefits/Advantages

- Promotes consistency and streamlining of practices, one approach for Ministry
- Enhances autonomy and compliance with applicable legislation
- Greater oversight of destruction process than decentralized model
- Reduces duplication

Approver Role

Verifies accuracy of documentation, performs FOI, litigation, etc. checks and provides approval

Drawbacks/Disadvantages

- Increased workload and responsibilities for Coordinator and Approver Roles
- Potential for slight increase in processing time due to centralized role

Job Aid for Centralized Model - Preparer Role

Background:

Effective January 1, 2023, ministries are responsible for their own records disposition procedures and ensuring destruction actions are authorized, carried out by authorized persons, and documented properly. Under the old authorization process, Government Record Services (GRS) provided a destruction number and final approval before records could be destroyed. Under the new authorization process, approval authority is shifting to ministries.

PSFS has adopted the Centralized Model as it offers the strongest alternative for efficient operations as AEST's new Destruction Authorization Model.

In Scope:

Onsite destruction of physical and electronic records eligible for destruction.

Out of scope:

Offsited physical and electronic records. Storage facilities will continue work with GRS regarding destruction schedules.

Centralized Model Roles are:

- o **Ministry Destruction Coordinator** administers the model, is the primary liaison, and ensures the necessary tools and processes are in place to document the destruction of Ministry data.
- o **Approver** ensures compliance with information schedules, is responsible for verifying the destruction is appropriate while confirming that records are not needed according to operational or administrative requirements.
- o **Preparer** is responsible for destruction documentation based on records management principles and practices.
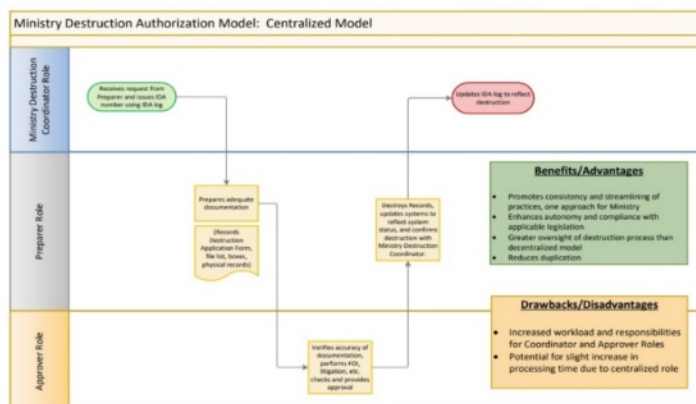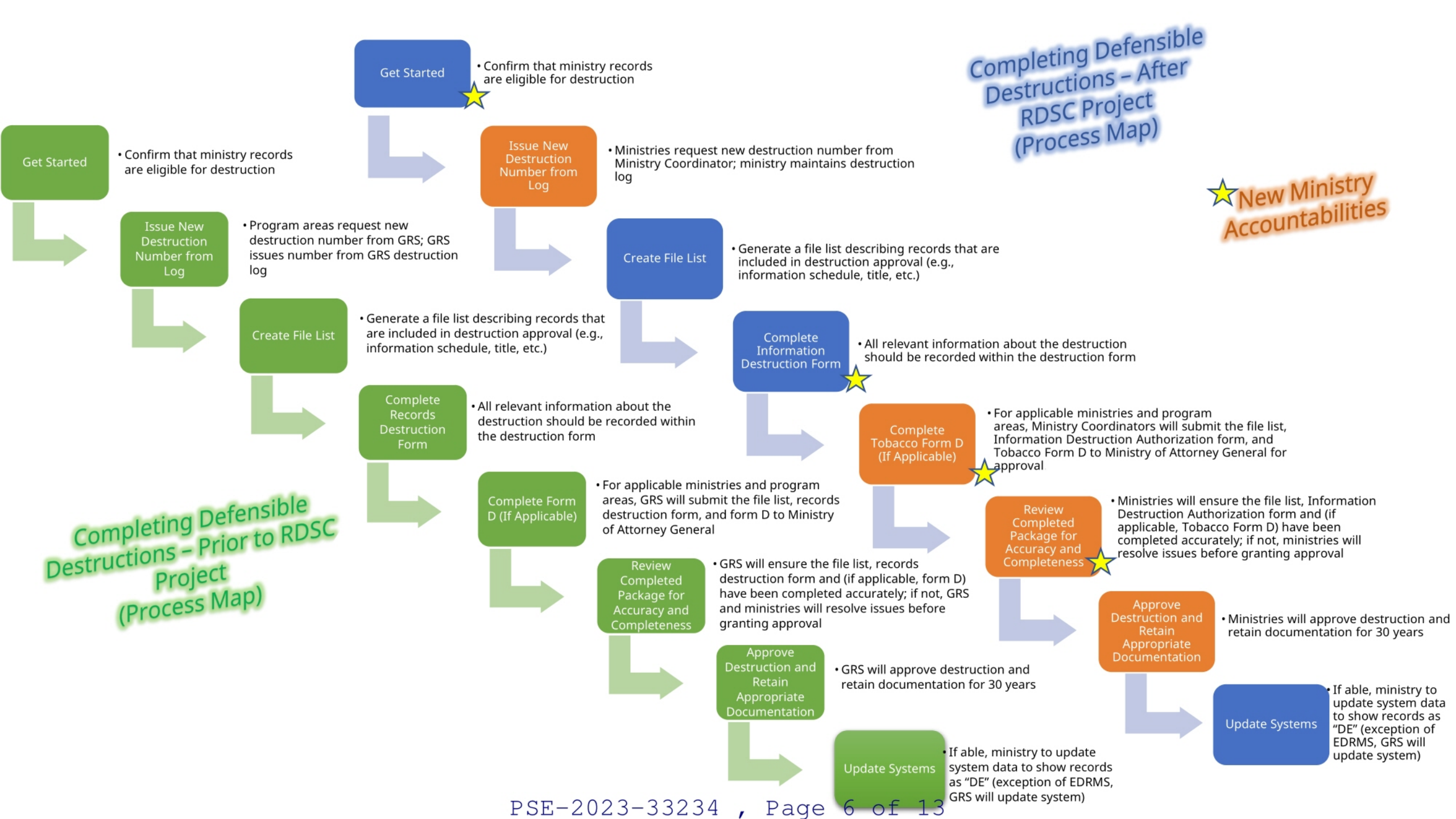
GRS Mandatory Training:

Records Management Administrative Practices Courses (File Maintenance and Records Disposal)
Learning Resources for Defensible Information Destruction

Process Changes:

1). Instead of using EDRMS Content Manager, Preparers will now create manual list of records to be destroyed by downloading the Manual Box Content List (ARS661) excel spreadsheet from the Physical Records Transfer & Offsite Storage website.

2). Instead of sending an online ARS653 form requesting a Records Destruction Authorization (RDS) directly from GRS, Preparers will now send a downloaded manual ARS661 excel spreadsheets along with an Information Destruction Authorization (ARS518) form (completing Section 1-3) to the Ministry Destruction Coordinator (Coordinator) . The Coordinator will verify the records are eligible for destruction and supply the Preparer with an Information Destruction Authorization (IDA) number on the returned ARS518 form.

3). Instead of receiving an ARS653 form with GRS approval for destruction to add to their Destruction Case File, the Preparers will now receive an IDA number via the ARS518 form from the Coordinator to add to the Preparer's Destruction Case File (ARCS 432-30) along with a copy of the ARS661 excel spreadsheet.

4). The Preparer must wait for the Ministry Approver (Approver) to send their approval via completing Section 4 of the ARS518 form to destroy their records.

5). Once the Preparer has destroyed their records, they complete Section 5 of the ARS518 form and send to the Coordinator.

New Ministry Accountabilities

Get Started
- Confirm that ministry records are eligible for destruction

Issue New Destruction Number from Log
- Ministries request new destruction number from Ministry Coordinator; ministry maintains destruction log

Create File List
- Generate a file list describing records that are included in destruction approval (e.g., information schedule, title, etc.)

Complete Information Destruction Form
- All relevant information about the destruction should be recorded within the destruction form

Complete Tobacco Form D (If Applicable)
- For applicable ministries and program areas, Ministry Coordinators will submit the file list, Information Destruction Authorization form, and Tobacco Form D to Ministry of Attorney General for approval

Review Completed Package for Accuracy and Completeness
- Ministries will ensure the file list, Information Destruction Authorization form and (if applicable, Tobacco Form D) have been completed accurately; if not, ministries will resolve issues before granting approval

Approve Destruction and Retain Appropriate Documentation
- Ministries will approve destruction and retain documentation for 30 years

Update Systems
- If able, ministry to update system data to show records as "DE" (exception of EDRMS, GRS will update system)

Completing Defensible Destructions – Prior to RDSC Project (Process Map)

Get Started
- Confirm that ministry records are eligible for destruction

Issue New Destruction Number from Log
- Program areas request new destruction number from GRS; GRS issues number from GRS destruction log

Create File List
- Generate a file list describing records that are included in destruction approval (e.g., information schedule, title, etc.)

Complete Records Destruction Form
- All relevant information about the destruction should be recorded within the destruction form

Complete Form D (If Applicable)
- For applicable ministries and program areas, GRS will submit the file list, records destruction form, and form D to Ministry of Attorney General

Review Completed Package for Accuracy and Completeness
- GRS will ensure the file list, records destruction form and (if applicable, form D) have been completed accurately; if not, GRS and ministries will resolve issues before granting approval

Approve Destruction and Retain Appropriate Documentation
- GRS will approve destruction and retain documentation for 30 years

Update Systems
- If able, ministry to update system data to show records as "DE" (exception of EDRMS, GRS will update system)

Ministry of Post-Secondary Education and Future Skills

Decision Note
Advice to Deputy Minister Bobbi Plecas

Date: January 3, 2023   **Cliff #:** 127179

Issue: Establishing an Information Destruction Authorization Model

Background / Facts:

- This note seeks approval of a new model to guide PSFS's destruction authorization process for government records.
- A new model is needed to align with changes being introduced by the Ministry of Citizens' Services (CITZ) under the *Information Management Act* (IMA), government's primary legislative framework for records management.
- Ministries are responsible for their own records disposition procedures as well as ensuring that destruction actions are authorized, carried out by authorized persons, and documented properly.
- Government records can be classified in two groups:
    - Transitory records have temporary usefulness and can be disposed of as soon as their use-case ends.
    - Non-transitory records, which are essential for understanding government business such as how a particular decision was reached, need to be retained for a prescribed period of time. Information Schedules dictate how long they need to be retained until they are to be disposed of.
- The IMA policy sets the framework for Information Schedules.
- Under the old authorization process, CITZ provided final approval before record could be destroyed.
- Under the new authorization process, approval authority is shifting to ministries.
- CITZ has outlined two models which ministries may adopt based on the needs of their organization:
    - s. 13
    - The Centralized Model.

Analysis:

- Under both models, three roles are suggested:
    - The Coordinator administers the model, is the primary liaison, and ensures the necessary tools and processes are in place to document the destruction of Ministry data.
    - The Approver ensures compliance with information schedules, is responsible for verifying the destruction is appropriate while confirming that records are not needed according to operational or administrative requirements.
    - The Preparer is responsible for destruction documentation based on records management principles and practices.

- s. 13

- The Centralized Model offers a Ministry-wide approach to document destruction, promoting consistency, streamlined practices and greater oversight for smaller ministries via a Ministry Destruction Coordinator.

- Due to PSFS's relatively small number of approvals to be managed, the Centralized Model offers the strongest alternative for efficient operations as PSFS's Destruction Authorization Model.
- The adoption of the Centralized Model would introduce some minor new duties for branch administrative staff as Preparers; however, the additional workload would be negligible and are in line with standard branch administrative functions.
- If a model for PSFS is not approved and implemented before January 2023, PSFS will need to halt the destruction of records until a model is approved and implemented.
  - Such a delay would have a negligible impact on PSFS's operations initially, but with the passage of time the impact will increase as a growing volume of records will exceed their scheduled disposal dates as required under the IMA.

Options:
- Option 1: Centralized Model
  - Pros:
    - Promotes consistency and streamlining of practices, single approach for PSFS,
    - Enhances autonomy and compliance with applicable legislation,
    - Greater oversight of destruction process than decentralized model,
    - Reduces duplication.
  - Cons:
    - Potential for minor increase in workload and responsibilities for Coordinator and Approver Roles.

- Option 2: s. 13
  - Pros:
    - s. 13
  - Cons:
    - s. 13

Recommendation / Next Steps:

- Option 1 is recommended.
- Once approval is provided, the Corporate Planning and Projects unit will work with divisions to ensure roles, responsibilities and documentation standards are clearly defined, and determine training as necessary.

RECOMMENDED OPTION: Option 1
Approved

_____   March 3, 2023
Deputy Minister Bobbi Plecas   Date
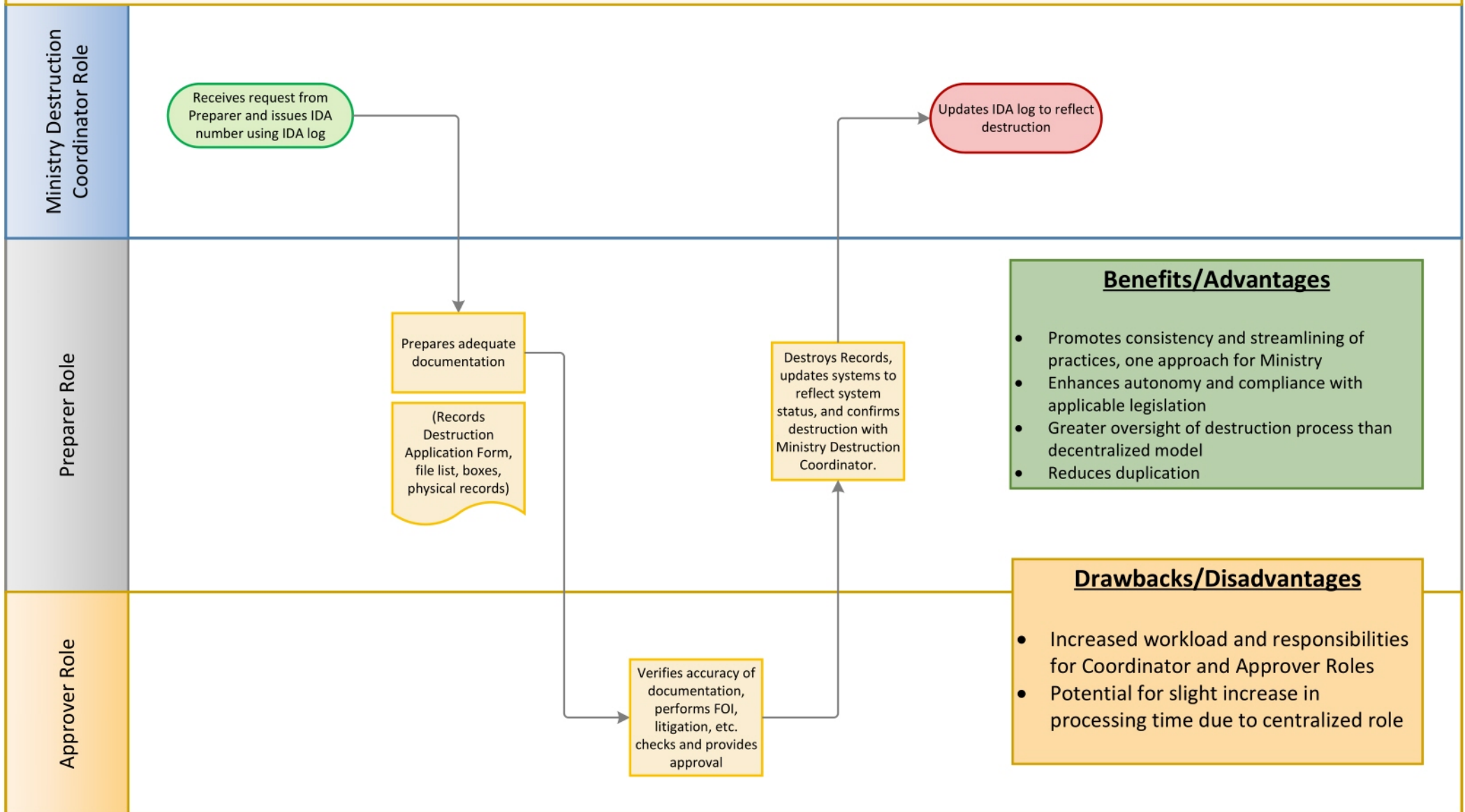

Attachment(s): Appendix 1. Ministry Destruction Authorization Model: Centralized Model
                              s. 13
Contact: Tony Loughran, Executive Lead, 250-387-8871

Ministry Destruction Authorization Model: Centralized Model

Ministry Destruction Coordinator Role

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Office of primary responsibility designations/matrices (ARCS 432-12)

 Every branch administrative and executive administrative staff are the office of primary responsibility for their branches'/ADMO office designations/matrices (ARCS 432-12).

- Policies and procedures regarding eDiscovery/Legal Requests for Records (ARCS 352-00)

 We defer this bullet to MAG for all eDiscovery policy and procedures documents. Legal Requests for Records are also managed in SABC. Recently emailed SABC the procedures regarding Legal Requests for Records.

From: Stone, Marlowe J AEST:EX (Marlowe.Stone@gov.bc.ca)
To: AEST Ministry All (AETTMINA@Victoria1.gov.bc.ca)
Subject: New Core Policy and Procedures Manual Chapter 12
Sent: 06/27/2022 17:36:19
Message Body:

Good morning!

The Government Chief Information Officer (GCIO) has announced that an updated Core Policy and Procedures Manual Policy (CPPM) Chapter 12: Information Management and Information Technology Management was released on May 5, 2022. Chapter 12 sets a policy framework for the best use of information and technology resources in government. Updates to this chapter were needed since the IM IT landscape has changed considerably since it was created in 2006.

This new CPPM Chapter 12 aligns with government's Digital Framework and benefits our organizations in a few of exciting ways:

· It removes the requirement to outsource technology development to the private sector. **This will reduce the dependence on vendors and support greater investment in our digital workforce.**

· It sets the expectation that ministries will use common components when building products and services. **This will help avoid duplication of functionality across government's 1800+ applications.**

· Aligning with Agile development principles, the amended policy removes the expectation that system requirements for major IM IT projects be defined and committed to up front. Instead, products and services should be built iteratively based on user feedback. **This will reduce the risk of major IM IT project failures**

· Also, CPPM Chapter 12 now sets the expectation that products and services should be designed, built, and tested with users. **This will result in products and services that better meet peoples' needs.**

While the CPPM applies directly to all core government organizations, broader public sector (BPS) organizations need only follow the spirit and intent of CPPM.

Questions on Chapter 12 can be directed to IM.ITPolicy@gov.bc.ca.

General questions about Core Policy, can be directed to ocgmanuals@gov.bc.ca.

Marlowe Stone

(250) 514-4192
Executive Director & Chief Information Officer
Ministry of Advanced Education and Skills Training
Grateful to live and work on the traditional territory of the Ləkʷə??ən peoples