Digitization Plan Template

INSTRUCTIONS - To create an editable version of this PDF file.

- Save the PDF to the LAN;
- Start MS-Word and select File, Open to choose the saved PDF file;
- MS-Word will convert the PDF to an MS-Word document;
- The Digitization Template is now ready for use.

The purpose of the Digitization Plan is to ensure that the integrity of the source records is retained. Digitization Plans are registered and approved by the program area and the Information Management and Records team to document that legislative and policy requirements are being met.

Note: on March 31, 2019 provisions of the *Information Management Act* came into force and new requirements for Documenting Government Decisions were issued to ensure that government information is preserved and accessible.

Forward the completed form to the IMR office at MTIRIM@gov.bc.ca for review and approval.

Authorities

- *Information Management Act (IMA)*
- Documenting Government Decisions Directive
- Digitization Standard and Guide
- Administrative Records Classification Schedule (ARCS)
- Operational Records Classification Schedule (ORCS)
- Redundant Source Records Schedule

Contact Information

Name of Program Area		
Executive Director		Phone:
Email:		
Project Lead:		Phone:
Email:		

Scanning Process

<table>
<tr><td>Start Date</td><td></td><td>Existing Project (Y/N):</td></tr>
<tr><td>Estimated End Date</td><td colspan="2"></td></tr>
<tr><td>Volume</td><td colspan="2"></td></tr>
<tr><td>Work to be done by</td><td colspan="2">Estimated volume of materials to be scanned.</td></tr>
<tr><td>Describe the records being scanned.</td><td colspan="2">Contractor or In-House.
If scanned by a contractor how are the records being protected throughout the scanning process.</td></tr>
<tr><td>Source Records
(See the Digitization Standard for guidance on scanning resolutions)</td><td colspan="2">Identify each file type (e.g., documents, drawings, architectural plans), the volume of records to be scanned, and the scanning resolution.
If there are any special considerations (e.g., oversize documents) describe how the documents will be handled.
For example:
<table>
<tr><th>Record Type</th><th>Volume /Size</th><th>Resolution/Format</th></tr>
<tr><td>Meeting Notes</td><td>10K pages, text, $8^{1}/_{2}$X11</td><td>>= 300dpi PDF/A</td></tr>
<tr><td>Text, no drawings</td><td>230 boxes, text, $8^{1}/_{2}$X11</td><td>400 dpi, PDF/A</td></tr>
</table></td></tr>
<tr><td>Source Record Classification
(Contact the Information Management and Records team and see the appropriate schedules)</td><td colspan="2">How are the source records currently classified? (e.g., ARCS, Approved ORCS, Draft ORCS, Special Schedule)
Are the source records originals or are copies being scanned for convenience? Research the source records to confirm that they are the originals and should be entered into TRIM with your program area as the Legal Custodian. Confirm with the Information Management and Records team.
Review Process – will the source records be reviewed to identify transitory records prior to scanning? (Yes/No)
What is the process to ensure that government decisions are retained?</td></tr>
</table>

Scanned File Disposition	Where will the scanned files be stored – e.g., LAN, TRIM (EDRMS CM9)?
Naming Conventions	How will the scanned files be named to facilitate the findability of government information. Note: someone NOT familiar with the subject matter should be able to quickly find the document.
Metadata	What additional metadata will be used to describe the scanned files. **For example**: The metadata for scanning project XX is: ○ Title – accurately reflecting the content of the document ○ Version – adding terms as current, draft, review etc. ○ Identifier – case number ○ Date –document date
	○ Creator (name of ministry and branch), creation dates – this metadata element is captured when the file is created and saved in TRIM

Quality Control Plan

- What is the process for the business area to confirm that the scanned records are true, accurate and complete in comparison to the source records?

Source Record Disposition

- How will source records be handled after they are scanned and the quality of the scans have been verified?
- What is the disposition plan for the source records? Note: Records may be retained by the BC Archives for cultural and historical purposes.

CURRENT LITIGATION PROCESS FOR HIGHWAYS HQ

Our records unit receives the litigation summary and Notice of Civil Claim (NOCC) from TRAN Litigation within the PCRMS Branch.

A primary document search coordinator is designated by the litigation group. These are usually area managers where the incident/dispute has taken place and are the subject matter experts.

Our role is to assist and support the primary search coordinator when called upon with document production and to keep the litigation moving along. Our unit can provide guidance to the regions to search their files, but it must be done by them as we do not have access to view them in EDRMS or to call in their offsite files.

The scope of the litigation also determines if we are needed to look for records as our unit supports the HRS Division based at HQ only.

Sometimes litigations are for a recent motor vehicle accident or incident and more recent, operational records are going to be needed which will be found in the district/regional offices. AG will let us know what files they are still needing if the district/region cannot produce them and we will check HQ.

For example, here are two different scopes of litigations we deal with frequently.

MVA on a section of highway owned or maintained by MOTI:

What we can provide from headquarters, if requested, are:

- Drawings, such as as-builts, design, bridge, etc. if they aren't found in the region
- Weather reports
- CHRIS reports
- Historical correspondence relating to the area if relevant (to see if there were complaints in the past)

Land Title Claims:

These are the big litigations as we need to search potentially from the start of MOTI's record keeping to present day. Our unit has records dating from around the early 1900's to the late 1980's. AG will typically want the correspondence files for these types of litigations to get a background of what was going on at the time. The primary will direct us on the documents needed and which ones fit the scope of the litigation.

We search in:

- Accession list. This lists offsite accessions for highways and houses thousands of boxes. We can whittle it down by filtering out accessions that aren't relevant to the scope of the litigation. This process is slow and time consuming.
- Digital box lists. For the historical files, these are handwritten and aren't searchable by Adobe so they must be read line by line. Depending on what we filtered through the accession list, we can end up going through hundreds of these box content lists. They are also titled very generally which requires us to pull in a lot of boxes to manually search through the files in them to make sure they are relevant. Again, very slow and time consuming.

- EDRMS to check if there are digital copies of documents. This also gives us an idea of who else may have relevant records and their location at HQ.
- We will send out a request via a template to specific branches to see if they have any newer records on either their LAN or outlook that could be useful for AG to have possession of (similar to our FOI call for records template).

Ministry of Transportation and Infrastructure

Information Destruction Authorization Model

Purpose

The Information Destruction Authorization (IDA) Model documents the process for onsite destruction of physical and digital information in the custody of the Ministry of Transportation and Infrastructure.

Review Cycle

The IDA Model is to be reviewed **annually** (at the end of each Calendar Year) by the Ministry Information Management and Records (IMR) Unit to assess effectiveness and identify areas for process improvement.

Roles and Responsibilities

The following roles and defined responsibilities are required to lawfully dispose of government information:

Role	Description
Preparer Business unit staff person processing the destruction.	• Identifies information eligible for destruction as per approved information schedules. • Confirms that information is not needed to meet operational or administrative requirements, related litigation, requests made under FOIPPA, or investigations that are underway or forthcoming. • Prepares and maintains documentation pertaining to the destruction of government information. Retains documentation in an ARCS-432-30 non-OPR file. This includes the CHEFS Information Destruction Request (IDR) form. • Liaises with IMR Unit to receive and confirm authorization to destroy government information.
Approver IMR Manager, Ministry Records Officer or delegate in the IMR Unit.	• Reviews documentation provided by Preparer to verify the destruction is appropriate and confirm the IDR form is completed correctly. • Ensures government information is destroyed in accordance with approved information schedules.
Administrator Administrative person or equivalent in the IMR Unit.	• Issues information destruction number(s), process instructions, and link to CHEFS IDR form to Preparer. • Follows up with Preparer to verify the actual destruction of information via written confirmation (email). • Exports form submissions from CHEFS to create DE packages and maintain a tracking log. • Maintains destruction documentation in an ARCS-432-30 OPR file.
Coordinator Business/project analyst or equivalent in the IMR Unit.	• Ensures necessary resources, tools, and forms are available to process and document the destruction of government information. • Leads annual reviews on the Model's effectiveness.

Process Overview

1	**REQUEST**		
	Preparer Request destruction by emailing the IMR Unit at MTIRIM@gov.bc.ca.	**Administrator** Provide Preparer with process instructions via email. Include: 1. DE number. 2. Link to CHEFS IDR form.	**Tools &Resources** Instructions email template: LAN. App. 1: CHEFS Instruction Guide
2	**CHEFS FORM**		
	Preparer Complete and submit CHEFS IDR form. To be provided via form: 1. DE number. 2. Searchable file list. 3. Email confirmation from business unit approver.	**Approver** Review form submission to: 1. Ensure information is appropriately classified and eligible for DE. 2. Confirm file lists are provided in a searchable format. 3. Ensure the form is completed correctly. If appropriate, authorize destruction. Notify Preparer and provide instructions on next steps via CHEFS. If Redundant Source Information Schedule (RSIS) applies, send Digitization Template to Preparer.	**Tools & Resources** App. 1: CHEFS Instruction Guide MOTI Digitization Plan Template
3	**CONFIRM DESTRUCTION**		
	Preparer If DE is approved: 1. See instructions in CHEFS IDR form (Tab 2: Authorization of DE, Section 2: Next Steps Confirmation of DE). 2. Dispose of information. 3. Send IMR unit confirmation of destruction via email.	**Administrator** Verify destruction of information via written confirmation (email) from Preparer. Notify Approver of destruction. If EDRMS records, contact EDRMS Help to update disposition. In CHEFS, update status of IDR form to COMPLETED.	**Tools & Resources** App. 1: CHEFS Instruction Guide
4	**DOCUMENT**		
	Preparer File DE package received from IMR unit in OPR DE Case File, classified as ARCS-432-30.	**Administrator** Provide DE package to Preparer. Includes: 1. PDF CHEFS form 2. File lists 3. Email confirmations File package in ARCS-432-30 OPR file.	**Tools & Resources** App. 1: CHEFS Instruction Guide DE Package email template: LAN.

IMR Unit Staff Documentation Standards

Tracking Log

1. Use the View Submission section in CHEFS to track the status of submissions.
2. Annually (at the end of each Calendar Year) export submissions into the Tracking Log saved on the LAN under: O:\IMB\Information Management\Records Management (432)\Destruction\-00 P&P.
3. See Appendix 1: CHEFS Instruction Guide.

Naming Convention - Information Destruction Number

To ensure compatibility with the Enterprise Document and Record Management System (EDRMS) Content Manager 9, the recommended naming convention for the Information Destruction Number is:

DEYY-###-TR

DE Destruction
YY Two-digit calendar year (CY)
Information destruction number (starting at 001 at the start of each CY)
TR Alphabetical EDRMS ministry code

Recordkeeping - Destruction Case File

Information destruction documentation and authorization is to be retained and managed in EDRMS under ARCS-432-30 (Destruction Case Files – Authorized Internally). This file will provide evidence of defensible destruction and long-term reference for future accountability.

The LAN is a temporary location used to assemble DE packages. At the end of each Calendar Year (CY):

1. Remove all DE packages from the LAN and transfer to EDRMS.
2. Add an EDRMS reference of the EDRMS CY DE Case Files to the LAN.

Learning Materials

Learning resources (courses and guides) that support information destructions:

IM Courses	• IM 117 Information Management: Access, Information Security, Privacy and Records Management (access through PSA Learning System) • IM 112: Records Management Foundations • Information Disposal Module in Records Management: Administrative Practices
Information Schedules	• Administrative Records Classification System (ARCS) • Operational Records Classification System (ORCS): Transportation Infrastructure Projects and Development • Redundant Source Information Schedule (RSIS) and other Special Schedules
RSIS Guides	• Redundant Source Information Quick Tips • MOTI Digitizing Government Information and MOTI Digitization Plan Template
EDRMS	• Onsite Destruction Procedures Module of the EDRMS Content Manager Disposition Processes Course (ITEM-1288) • EDRMS Content Manager Guides
Onsite Disposal	• Specifications for Destroying Records Onsite

Appendix 1: CHEFS Instruction Guide (IMR Unit Staff)

1

REQUEST

1.1 How to share a link to the CHEFS IDR form

1. Login to CHEFS with your IDIR: https://submit.digital.gov.bc.ca/app/
2. Once logged in, go to the top of the page, and click on My Forms.
3. Find the IDR form. To the right of the form title, click on MANAGE
4. On the Manage Form page, at the top-right hand corner, click to open the Share Link window.
5. In the window, select to copy the URL to your clipboard.
6. Paste the link in an email to share the IDR form.

2

CHEFS FORM

2.1 How to review form submissions

To show a list of all submissions:

1. From the My Forms page, find the IDR form. To the right of the form title, click on SUBMISSIONS

   OR
2. From the Manage Form page, at the top-right hand corner, click:

To view details of one submission:

1. From the Submission page (listing all submissions) find the one to review.
2. To the right of the form title, click on to open submission.
3. Click on each Panel title to expand and review contents.

2.2 How to view and export form attachments (file lists and email confirmations)

1. While the submission is open, go to attachment. Click on the uploaded file name (this is a downloadable link).
2. Open File Explorer, select Downloads.
3. Save attachment to the ARCS-432-30 OPR file in the IMR recordkeeping system.

File lists found under Tab 1: Information to be Destroyed, Section 4. Summary of Information to be Destroyed.

Email confirmations found under Tab 1: Information to be Destroyed, Section 5. Business Unit Confirmation.

2.3 How to notify Preparer via CHEFS

1. On the individual submission page, on the right-hand side under Notes, click:
2. Add instructions on next steps in the Note text field. Click Add Note to send the notification to the Preparer.

If DE is approved, direct Preparer to Tab 2, Section 2 for next steps.
For example: *This request to destroy government information is APPROVED. You may proceed with the destruction. See Tab 2 Authorization of Destruction, Section 2. Next Steps – Confirmation of Destruction.*

CONFIRM DESTRUCTION

3

3.1 How to update status of the CHEFS form

1. On the individual submission page, on the right-hand side under Status, go to Assign or Update Status.
2. From the drop-down menu, select COMPLETED. Click Update.
3. This will notify the Preparer that the submission is complete and will update the status of the form in CHEFS.

4

DOCUMENT

4.1 How to export the CHEFS form as a PDF

CHEFS will only export one tab at a time. For each tab:

1. On the individual submission page, in the top right-hand corner, select:
2. In the Download Options window, click Browser Print.
3. In the Destination field, ensure Save as PDF is selected.
4. Save PDF to a temporary location (e.g., your desktop).

Use Adobe Pro to combine the separate PDFs into one complete PDF form.

Save the form, file lists, and email confirmations (from business unit and IMR unit) to the ARCS-432-30 OPR DE Case File in the IMR recordkeeping system.

See **2.2 How to view and export form attachments (file lists and email confirmations).**

5

TRACKING

5.1 How to view status of submissions

1. To view the list of submissions, see: **2.1 How to review form submissions.**
2. Go to the Status field to view the current status of each submission.
3. Status definitions:
   a. **SUBMITTED**: Preparer submitted form. IMR unit is to review.
   b. **ASSIGNED**: IMR staff person assigned to review.
   c. **REVISING**: IMR unit actioning (updating, reviewing, etc.).
   d. **COMPLETED**: DE approved and information is destroyed.

5.2 How to export submission list from CHEFS

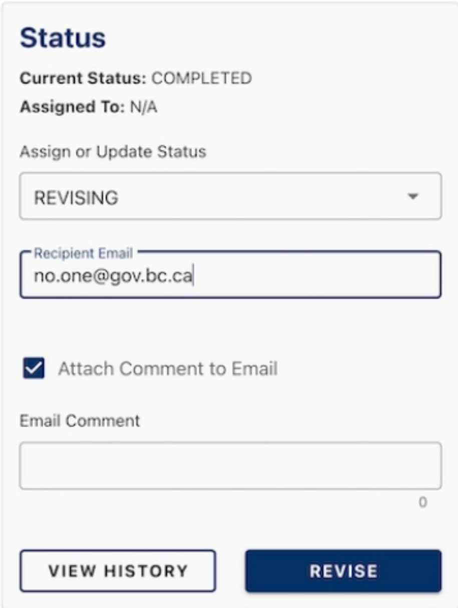
1. From the Submissions page (listing each submission), in the top right-hand corner, select:
2. In the Export Submission to File window under:
   a. **Select the submission date (1)**: click All data/fields.
   b. **Select the submission date (2)**: click Select date range to specify the date range required.
   c. **Select your export options**: choose CSV.
   d. **Select the submission version**: choose the most current version.
   e. **Select the export template**: choose Template 1.
3. Click Export.

5.3 How to open export and add to Tracking Log

1. Go to File Explorer, select Downloads.
2. Open CSV file most recently exported from CHEFS.
3. Copy/paste relevant CSV fields to Tracking Log.
   a. See Tracking Log on LAN for instructions on which fields to retain for tracking.

From: Mitchell, Lisa TRAN:EX(Lisa.Mitchell@gov.bc.ca)
To: Bruneski, Michelle TRAN:EX (Michelle.Bruneski@gov.bc.ca)
Subject: CHEFS Backend Instructions
Sent: 05/31/2023 17:40:34

Setting a form to "Revising" allows you to send it back to the submitter to make changes before finalizing their submission.



If you choose "Revising" from the drop-down, the submitter's email will already be in the "Recipient Email" field. You can change it to another email address. However, they will have to be able to log into CHEFS with either their IDIR or BCeID - depending on how you have set up your form.

You also can send a message to the reviewer by clicking on the "Attach Comment to Email" box and adding a message in the text field that appears.

When you click on the "Revising" button, the reviewer will receive an email notification with a link to the submission and any message you included.

Any attached messages will appear in the "Notes" section, so you have a log of all communications.

https://github.com/bcgov/common-hosted-form-service/wiki/Workflows-and-Statuses

Lisa Mitchell | Records Analyst
Corporate Initiatives & Business Excellence | Strategic & Corporate Priorities Division
Ministry of Transportation and Infrastructure
5A-940 Blanshard Street | Victoria BC V8W 9T5
Lisa.Mitchell@gov.bc.ca | 778-974-4860

C · I · B · E
CORPORATE INITIATIVES & BUSINESS EXCELLENCE

From:
Subject: Information Destruction Instructions (DE23-00-TR)
Sent:

Hello,

Thank you for your email requesting the destruction of government information.

Next Steps:
Please prepare your boxes for on-site destruction as you typically would. Instructions on how to do so can be found in the Information Disposal Module in Records Management: Administrative Practices (Note: where the video refers to the ARS518 form, TRAN uses CHEFS)

To complete the destruction process, please fill in the Information Destruction Request form on OCIO's Commonly Hosted Electronic Forms (CHEFS). All instructions are included on the form itself.
Note: your IDIR login credentials are needed to access CHEFS.

Once submitted a member of the IMR unit will review your request as soon as possible.

For Your Records:
Your Information Destruction Number (or destruction case file number) is **DE23-XXX-TR**.

To document this destruction, please retain the destruction case file in your recordkeeping system under the classification **ARCS-00432-30**.

- Examples of approved recordkeeping systems are EDRMS or a LAN where folders are classified with appropriate information schedules.
- The recommended naming convention for the destruction case file is: DE23-005-TR (ARCS-00432-30).

If you have any questions, please contact me at MTIRIM@gov.bc.ca.

Thank you,

From:
Subject: FYR: DE23-004-TR Final Package for retention
Sent:

Hello

This email is to document the completed destruction of **DE23-004-TR (CHEFS ID).**

Please find attached:

1. The completed Information Destruction Request form (ARS517)
2. File list,
3. Email confirmations for the destruction from the Business Unit and the IMR Unit, and
4. The email with the confirmation statement that the identified information has been destroyed.

These documents provide the complete record for the defensible destruction of the government information identified in **DE23-00-TR**

Please retain the destruction case file in your recordkeeping system under the classification **ARCS-00432-30**.

- Examples of approved recordkeeping systems are EDRMS or a LAN where folders are classified with appropriate information schedules.
- The recommended naming convention for the destruction case file is: DEYY-###-TR (ARCS-00432-30).

Note: the retention of these documents is a legislative requirement.

If you have any questions, please contact me at MTIRIM@gov.bc.ca.

BRITISH COLUMBIA

Ministry of Transportation and Infrastructure

Office of the Assistant Deputy Minister
Finance and Risk Management Division

M E M O R A N D U M

Date: May 31, 2023

To: 940 Blanshard All Staff
MoTI

Reference: 317825

Re: Guidelines/Best Practices for Use of Storage at Headquarters

The recent flood event in the P-level of 940 Blanshard Street, Victoria caused significant damage to stored boxes, files and equipment. The emergency response and ongoing clean-up efforts have created a significant financial impact for the Ministry. Unfortunately, there is an increased risk of recurrent water damage due to the aging infrastructure of the building.

To reduce potential damage, Facilities Services is recommending the following Storage Guidelines/Best practices for the use of the lower (P-level) storage areas at 940 Blanshard Street.

Facility Services Coordinator's Responsibilities:

- Stewardship of the area.
- Management of storage room access and assignment of caged areas.
- Maintaining an active branch Storage Coordinator contact list (reviewed yearly).
- Respond to inquiries about the use of the storage levels.

Branch Responsibilities:

- Identify a Storage Coordinator and provide updated contact information to Facility Services annually.
- Each branch will clearly label their storage area with contact name, number, and branch/division name.
- Storage Coordinators will:
    - Maintain an active list of all items in storage, including date stored and contact name for items.
    - Ensure no garbage or food waste is left in their area.
    - Practice safe storage i.e. No leaning objects against the cage or stacking boxes over 6 feet unless secured.
    - Report any damage or concerns within their storage area location to Facilities Services.
    - Ensure no files are stored in the area.
    - Respond to inquiries about the Branch use of the storage levels.

- Manage disposal of surplus assets through the Asset Investment Recovery (AIR) branch. Common asset categories include:
    - IT equipment
    - Office furniture and equipment
    - Heavy equipment

Storage of Government Information Guidance:

- Active records (files) will not be stored on the parking garage storage levels. Records can be transferred to an offsite storage facility for secure storage and quickly retrieved back to the office when/if needed.
- Short term use (<6 months) of the storage area can be made to prepare records/boxes for off-site storage. Boxes and records must be placed on file shelves and/or palettes to prevent water damage.

Please contact the Information Management and Records Unit (MTIRIM@gov.bc.ca) for records management questions and Facilities Services Unit (TRAN.FacilitiesManagementUnit@gov.bc.ca) for facilities related inquiries.

Resource Links:

The following are links to some common use resources related to asset management.
Personal Property Disposal Handbook (gov.bc.ca)
Asset Disposal Process - Province of British Columbia (gov.bc.ca)
Prepare ADR - Originator Contact Information (gov.bc.ca)
CPPM Policy Chapter 15: Security - Province of British Columbia (gov.bc.ca)
CPPM Policy Chapter 20: Loss Management - Province of British Columbia (gov.bc.ca)

Sincerely,

Heather Hill

Heather Hill
Assistant Deputy Minister and Executive Financial Officer
Finance and Risk Management Division

Copy To: Brent Grover,
Manager, Information Management and Records
Strategic and Corporate Priorities Division

James Lee,
Director of Client Relations
Real Property Division,
Ministry of Citizen's Services'

Checklist for Program Areas
When providing FOI Records & Harms Assessments

✓	Task
	Ensure a thorough search for responsive records has been completed based on the request wording and date range (i.e. email, LAN, EDRMS, etc)
	Ensure that **all records being provided are responsive to the Request Wording and Date Range** • If there are records that are not responsive, remove them from the package prior to submitting to MTI FOI • Ensure all records that were requested in the request wording are being provided – if portions of records are not being provided, include an explanation as to why they are note being provided
	Combine all records into a single pdf document. • This is the "clean copy" of the records. Do not add harms comments to this copy.
	Ensure all **blank pages have been removed from the pdf copy & rotate pages that display as upside down or sideways.**
	Search for and **remove any records that are duplicates.**
	Provide the actual search and prep time (only required if a fee was issued to the applicant) • **Note:** Do not include time spent doing the harms assessment as the applicant cannot be charged for that. •
	Make a copy of the clean records and name it "Harms – [FOI#] (with FOI #) • **Highlight specific harms in Adobe and add a Comment in Adobe with background information on why the information is harmful if released** (based on FOIPPA exceptions to disclosure) • TIP: **Refer to the MoTI Harms Information Sheet** which can be found here • **FOI Coordinator** - If harms are unclear or if no background is provided, get clarification/background from the Program Area(s) and add it to the harms document before sending harms to MTI FOI. • If there are still questions regarding harms, reach out to MTI FOI for support/guidance.
	Submit the clean records and harms copy of the records to MTI FOI along with the actual search and preparation time (not including time spent doing the harms assessment) by the due date. • **Note:** if the records package is too large to email, they can be saved on the ministry share drive under the "FOIs" sub-folder in a new sub-folder named with the FOI request number. Provide a link to the records on the share drive in your email to MTI FOI.

Overview: MoTI FOI Process At a Glance

STEP 1
New Request / Tran for Fee Estimate

- ❑ IAO sends New FOI Request to MTI FOI
- ❑ MTI FOI forwards request to appropriate Department / Region and provides a fee estimate due date and a records due date
- ❑ Department / Region advises MTI FOI if they hold responsive records and provide an estimate of time to search and approximate number of pages

STEP 2
Fee Estimate with IAO

NOTE: If there is no fee (i.e. 3 hours or less to search), go to STEP 3 and provide responsive records by records due date provided in the new FOI request

- ❑ MTI FOI sends fee estimate to IAO
- ❑ IAO sends fee estimate to applicant and puts the request ON HOLD until the fee deposit is paid or applicant applies for fee waiver, narrows request, or abandons request

STEP 3
Gather Records & Provide Harms

- ❑ IAO advises MTI FOI that applicant has paid the fee deposit
- ❑ MTI FOI advises Department / Region that fee deposit paid and to proceed with gathering records and providing a harms assessment – a new records due date is provided
- ❑ Department / Region sends responsive records and harms to MTI FOI

STEP 4
IAO Harms Review

- ❑ MTI FOI reviews records and sends them (with ministry harms assessment) to IAO
- ❑ IAO applies severing and provides recommendations regarding FOIPPA and returns the redlined records and approval form to MTI FOI
- ❑ MTI FOI reviews the redlined records

STEP 5
Final Review & Sign Off

- ❑ MTI FOI sends the redlined records and approval form to the Department / Region (and DM for sensitive issues) for final review and sign off
- ❑ The Department / Region (and DM approval for sensitive issues) reviews redlined records and signs approval form and returns form to MTI FOI
- ❑ MTI FOI sends signed approval form to IAO - IAO forwards final records package to applicant

From: Grover, Brent TRAN:EX(Brent.Grover@gov.bc.ca)
To: MOTI ALL STAFF (THAMOTHS@Victoria1.gov.bc.ca)
Subject: Newletter: Info Mgmt & Records, CIBE
Sent: 03/14/2023 22:48:36
Attachments: IMR CIBE March 2023.pdf

Recent updates from the Information Management and Records team, Corporate Initiatives and Business Excellence.

In this issue:

- New FOI Tracking System
- Phase 1 ORCS Approved
- Splish, Splash – Storage level flooding (940 Blanshard, Victoria)
- Records Destruction CHEFS

Thanks

Brent Grover
Manager, Information Management and Records
CIBE | Strategic and Corporate Priorities | Ministry of Transportation and Infrastructure
5th Floor 940 Blanshard Street, Victoria BC
Ph: 778-698-4992

I would like to acknowledge that land on which I work and live is within the territories of the Lkwungen (Esquimalt and Songhees) and W̱SÁNEĆ (Pauquachin, Tsartlip, Tsawout, Tseycum) peoples.

The dogmas of the quiet past are inadequate to the stormy present - Lincoln

Corporate Initiatives and Business Excellence Branch

Moving and connecting British Columbia for a strong and sustainable future

In this Issue

NEW - FOI Tracking System

APPROVED - Phase 1 ORCS

Splish, Splash – Storage Level Flooding

UPDATE – Records Destruction Process

CIBE CORE SERVICES

Corporate Safety

Business Continuity Management

Freedom of Information

SCPD Financial Management

Provision of Diversity and Equity Tools

Information Management and Records

Business Service Excellence

Disaster Financial Assistance Arrangements (DFAA)

March 2023

This newsletter highlights updates from the Information Management and Records (IMR) team about:

- Freedom of Information (FOI) requests; and
- Managing government information.

New FOI Tracking System

At any one time, the Ministry is handling about 40 FOI requests involving 15,000+ pages of material. This is a labour intensive process involving the central agency, Ministry Executive and staff from across the Ministry.

Until recently, it was also a process managed by spreadsheets and email.

What is Changing?

The MOTI FOI team is an early adopter of the **FOI Modernization (MOD) system.**

Immediate Benefits

- Significantly better tracking and reporting of FOI processing. Information that can be used to improve and streamline the process.
- Key performance indicators like **pages processed**, percentage on-time tracking **by Division/Region**.

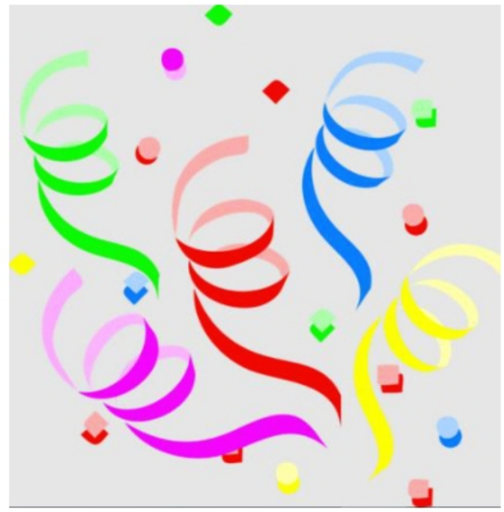
Future Benefits

- Drag and drop Word, Excel and other files into MOD to automatically convert to PDF format and remove duplicate pages.
- Improved Artificial Intelligence engine to rapidly identify and remove duplicates.

Approved — Phase 1 ORCS

On February 1, 2023 government's Chief Records Officer approved the information schedules for Phase 1 of the Ministry's Operational Records Classification System (ORCS) Development Project.

This is the first approved ORCS update for these program areas in 30 years.



Approved ORCS information schedules are an essential component of an appropriate record keeping system enabling the lawful transfer or destruction of government information. (*Information Management Act)*.

Now What?

Phase 1 ORCS is being introduced into new systems (e.g., Integrated Project Services) to automatically apply to new records. Records classification transparent to users streamlines the records process and promotes consistency.

Planning for the implementation of Phase 1 ORCS and the conversion of existing records will begin next fiscal year. Implementation is unique to each business area and will be phased in over several years.

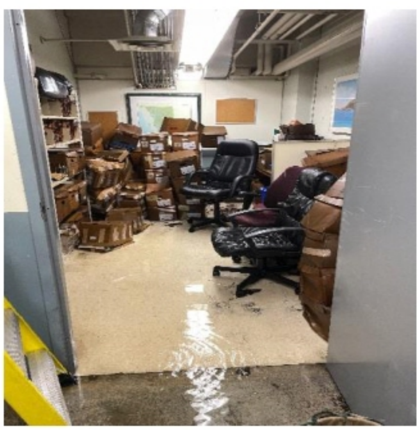
In Progress — Phase 2 ORCS Development

Work continues on the much larger effort to update the ORCS for the remainder of the Ministry (Phase 2).

An Archivist is developing the Phase 2 ORCS in consultation with the Ministry — over 40 interviews have been conducted with business areas— and has conducted a detailed examination of the boxes files stored by the Ministry over the last 100 years.

To learn more, visit us on TRANnet.

Splish, Splash - Storage Level Flooding



Key Take-Aways

Following the flooding in September 2022, the Policy, Programs and Partnerships Divisional newsletter expressed it best (P3 Pulse, October 2022):

1. Basements are not safe or reasonable places for file storage;
2. P3's cage and file room will be emptied and vacated;
3. If we have files that are no longer in use, P3 teams will need to work with the Ministry records team to off-site files appropriately.

The vendor has not provided an ETA for the return of the boxes to the Ministry but planning is underway.

Background

The contents of an estimated 700-900 boxes were reboxed and frozen following last Fall's flooding of the parking storage levels.

Freezing prevents mould growth after which the boxes are freeze dried to dehydrate them.

Update – Records Destruction Process

What has Changed?

Government Records Services (GRS) transferred responsibility for destroying government information to Ministries on January 1, 2023.

This is a legislated process where the approval forms and content lists are retained for 30 years after destruction.

Approval of Phase 1 ORCS means that the Ministry can lawfully destroy government information that it has stored for decades.

Destruction CHEFS!

The IMR team is testing an updated destruction/disposal process using OCIO's Commonly Hosted Electronic Forms (CHEFS).

The CHEFS form reduces duplicate data entry, automates work flows and facilitates records retention.

Want to be part of the test group for the Destruction CHEFS?
Contact Lisa Mitchell at
MTIRIM@gov.bc.ca

Have Questions?

Contact:
Brent Grover
Brent.Grover@gov.bc.ca
Manager, Information Management and Records
Corporate Initiatives and Business Excellence

FOI

Freedom of Information (FOI) Request Process

The Ministry of Citizens' Services, Information Access Operations (IAO) is the provincial government's central agency for all FOI request intake.

Information Management Branch (IMB) manages the Ministry of Transportation and Infrastructure's Freedom of Information (FOI) process.

- IAO opens new requests and sends to the ministry's FOI team at IMB.
- The IMB FOI team reviews the request and determines which division holds responsive records.
- The FOI team contacts the relevant key FOI co-ordinator for a response.

Find out how to Respond to a FOI Request

Key FOI Coordinators by Division:

- Executive, Minister's Office, and Deputy Minister's Office: Clementine Hiltner
- Associate Deputy Minister's Office: Courtney Hayre
- Finance and Risk Management: Julie Charlton
- Highways and Regional Services:
    - Headquarters: Nelly Ginoux
    - South Coast Region: Anupam Sandhu
    - Southern Interior Region: Lisa Mahaffey
    - Northern Region: Ramya Mukund
    - Commercial Vehicle Safety Enforcement: Risa Zeinstra
    - Field Services: Shawn Grant
- Integrated Transportation and Infrastructure Services: Vicki Hunter
- Policy, Programs and Partnerships: Kathleen Merry
- Strategic and Corporate Initiatives: Kellie O'Brien

Related FOI Resources

Links

- Freedom of Information and Protection of Privacy Act
- Information Management Act
- Office of the Privacy Commissioner
- Open Data/Data BC

- Open Information
- Proactive Disclosure Directives
- Submit a Personal FOI request
- Contractor's Guide to FOIPPA

Tools - FOI Process

  - FOI Harms Information Sheet (PDF, 225KB)
  - Checklist for Providing FOI Records and Harms (PDF, 125KB)
  - MoTI FOI Process: Full Chart (PDF, 44KB)
  - MoTI FOI Process at a Glance (PDF, 80KB)
  - MoTI FOI Process: Roles and Responsibilities Timeline Chart (PDF, 138KB)
  - Quick Reference Guide for FOI Process (PDF, 160KB)
  - Checklist for FOI Coordinators and Program Areas when Providing Records & Harms

MoTI FOI Training Presentation (PDF, 2.4MB)

Loukidelis Report (PDF, 864KB)

Mandatory & Foundational Courses

As a BC Public Service Employee, there's a lot to learn. Whether you're new, looking for refreshers, looking to learn new skills, or are interested in growing in your career, these are the foundational courses recommended for all.

Take advantage of these learning opportunities, and check with your supervisor about specific training offered by your ministry.

Mandatory Courses

There are four mandatory courses for all BC Public Service Employees:

- **Annual review of the Standards of Conduct and Oath** of Employment (every year)
  A note that if you're in the Corrections Branch, or Sheriffs' Division you have your own Annual Review of the Standards of Conduct and Oath. Please connect with your supervisor.
- **Information Management: Access, Information Security, Privacy and Records Management (IM 117)** (every two years, latest refresh 2023)
- **Diversity and Inclusion Essentials** (one time minimum)
- **Fraud Awareness and Prevention** (one time minimum)

The Foundations

These courses and resources are recommended, but not mandatory:

- Welcome to the BC Public Service
- Virtual Oath of Employment Ceremony
- Ethics for Everyone
- Addressing Discrimination, Bullying and Harassment in the Workplace
- Parliamentary Procedure Workshops
- Gender-Based Analysis Plus (GBA+): Introduction to Intersectional Analysis
- Building Respectful and Inclusive Workplaces
- Indigenous and Canadian Histories 101
- Building Capacity in Indigenous Relations: We are all here to stay
- The Impact of Bias and Assumption on Workplace Inclusion
- Innovation Hub Framework For Change
- Lean 101
- PCMP: Procurement Foundations
- Project Foundations (PM 100)
- Policy Essentials in the BC Public Service
- Records Management Foundations (IM 112)