

and procedures to his organization and promote records management. I note with interest that you have a session on the marketing of records management on your programme, and commend the conference organizers for their foresight in doing so.

Collectively, however, records managers through their professional association have broader responsibilities concerning the state of records management throughout the country. Some of those responsibilities are accomplished in seminars such as this, where information is provided and appropriate matters discussed. I suggest that ARMA might consider going further in its support for:

1. the concept of the "life cycle" of records with continuous control from origin to disposition and an integrated records management/archives system;
2. the concept of information management, with the emphasis on managing information regardless of the medium on which it is recorded;
3. the development of professional training which will equip records managers to perform effectively in the context of technological changes;
4. the promotion of relevant standards and procedures and a professional literature; and
5. the advocacy of good records management to achieve a higher public profile and persuade managers in the public and private sector, and the general public, of the benefits of good records management.

This is not a sermon on the mount and these proposals are not engraved in stone. My point is simply to emphasize the importance of ARMA as a professional association of records managers, to suggest that it has a significant role to play in the management of information, to wish you success in coping with the challenges and in capitalizing on the opportunities which you will encounter, and to assure you of my personal interest and appropriate cooperation.

**Wilfred Smith**  
Dominion Archivist

## ***New Records Management Policy for the Government of Canada***

The Treasury Board has approved a comprehensive records management policy for the federal government. The policy is intended to contribute to the improvement of administrative support for government programmes. It is also the first in a series of information policies aimed at assisting departments and agencies in implementing access and privacy legislation.

The new policy replaces the old Chapter 460 of the Treasury Board Administrative Policy Manual, dated December 1978. It also, in effect, replaces the Public Records Order of 1966. The objectives of the policy are to ensure the effective and efficient management of records of the government so that information contained in records is available to officials in support of decision-making, records are properly

protected, and records of archival or historical value are preserved; and to guarantee the quick retrieval of records to which access may be requested under the Access to Information Act and the Privacy Act.

The policy applies to all records of government institutions except for EDP records, which are to be covered in a new policy to be contained in Chapter 461. The policy does not apply to library collections or to museum artifacts.

Each government institution is to designate a single officer with a thorough knowledge of records management to be responsible for its records management function.

The records of each institution must be identified and described in an inventory. Records must be arranged for retrieval in a subject file classification system organized to reflect the programmes of the institution. Indexes are required to expedite retrieval. A reference service must be in place to make information in records available to officials whenever needed.

To facilitate required reference and at the same time to protect records from unauthorized access, disclosure, and alteration, and from deterioration and loss, a series of directives is prescribed. Frequently used records are as a rule to be managed by records management staff in records offices situated near the officials who refer to them. Records equipment is to be purchased or leased in accordance with material policies. Security-classified records must be managed in compliance with government security policy. Records which would be required in the event of an emergency are to be identified and a set of these records stored at secure sites administered by the Public Archives.

The vital role of mail and messenger services in endeavouring to ensure the accurate, timely, and economical transmission of records is emphasized.

Records retention and disposal directives protect records from unauthorized removal and destruction. Institutions must develop and regularly update schedules for their operational and programme records and must obtain the approval of the Dominion Archivist for all schedules. In accordance with the schedules, institutions are to retain and dispose of their records and transfer those records designated by the Dominion Archivist as archival or historical to the control of the Public Archives.

Institutions should automate aspects of their records management functions when doing so would support their work and help achieve the objectives of the policy.

Other directives and guidelines affecting institutions concern the management of certain categories of records. These include, among others, ministerial records, Cabinet confidences, records of commissions, records documenting the federal interest in activities undertaken with provincial governments and private sector organizations, and records relating to contracts, grants, and contributions.

Besides establishing the records management responsibilities of individual institutions, the policy sets out the role of the Public Archives in the management of records of the government. Among other responsibilities, the Archives, on behalf of the Treasury Board, is to evaluate periodically the records management function of each government institution, and the Dominion Archivist is to report annually to Treasury Board on the state of records management in the government. The

Archives also provides advice and training in records management and is required to produce and regularly revise handbooks containing recommended procedures and practices.

Copies may be obtained from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Quebec, K1A 0S9.