

1 DIRECTIVE

- 1.01 The Provincial Archives is responsible for government-wide records management under the [Archives Act](#). Public bodies must manage records according to standards, guidelines, policies and procedures as issued by the Provincial Archives.

2 PURPOSE

- 2.01 The purpose of Directive is to ensure that Government information assets created or stored in the MS Teams environment are managed according to standards, guidelines policies and procedures as issued by the Provincial Archives.

3 SCOPE

- 3.01 This Directive applies to public bodies as defined in the [Archives Act](#).

4 RESPONSIBILITY

- 4.01 *Senior Management* are accountable for the identification, creation, management and disposition of all official records created and held by their program area, as detailed in [Information Management Policy \(AD-7114\)](#).
- 4.02 *MS Team Owners* are responsible to work with Records Managers or equivalent specialist(s) to identify records created or stored in the Teams environment, or to assign that role to another Team member, and to ensure that MS Team Members are aware of applicable procedures and policies pertaining to information management.
All GNB Employees who collaborate on or create records of business using any feature of the MS Teams environment are responsible to follow applicable information management procedures and policies.
- 4.03 *Records Managers or equivalent specialist(s)* are responsible for providing recordkeeping advice and maintaining a central location for records, including records created and/or temporarily stored in the Teams environment.
- 4.04 The *Corporate Information Management* unit is responsible for providing advice and support to the government bodies regarding their information management programs.

5 RECORDS RETENTION SCHEDULES

- 5.01 Records Managers will work with MS Teams owners to establish what records series are present within the Teams, and to apply applicable records retention schedules.
- 5.02 GNB may activate retention features in the Teams environment, such as scheduled deletion of Chats or the deletion of dormant Teams, after a specified period of time. It is the responsibility of the Team Owners and all GNB employees who create records using any feature of the Teams environment to ensure that records are captured and managed in a sustainable recordkeeping

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system according to the terms of applicable GNB records retention schedules.

6 RELATED DIRECTIVE(S)

[Identifying and Handling Records and Non-Records - Directives](#)

[Electronic Information Management - Directives](#)

CSD IT 5.04 – Database Management

CSD IT 5.01 – Data Processing Integrity and Validation