



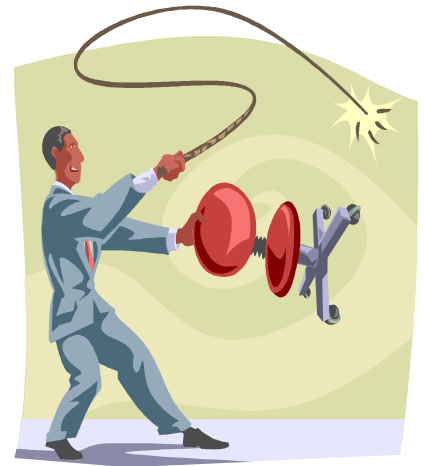
Recorded Information Management & You

Who is my Departmental Records Manager?

Your departmental records manager is the records expert for your department or public body. No one knows the “ins and outs” of your department’s records better than they do. They are responsible for establishing a departmental records program by:

- Developing and implementing department-specific policies and guidelines;
- Conducting records inventories;
- Creating file classification plans;
- Drafting retention and disposition schedules;
- Ensuring appropriate disposition of records; and
- Advising and training departmental employees in records management practices.

Issue 5



Why does my Department Need a Records Manager?

In order to comply with the **Records Management Policy (AD-1508)**, all departments, agencies, commissions, and corporations must “*assign responsibility for the management of all departmental information resources to a records manager who reports to senior management...*”

The departmental records manager ensures the department or public body fulfills the following responsibilities as required by the policy:



- Manage recorded information efficiently as a resource;
- Assign necessary resources;
- Ensure timely access to reliable information;
- Reduce storage costs through conversion and use of Record Centre storage;
- Dispose of valueless records in a timely and secure manner; and
- Ensure records with archival value are identified, preserved, and transferred to the Provincial Archives according to retention and disposition schedules

How do I get in touch with my Records Manager?

Your departmental records manager is your first resource for records management. If your department doesn’t have a records manager or you are unaware of whom this person is, contact the PANB RIM unit at records.centre@qnb.ca for assistance.



Next Issue...

Lifecycle of Recorded Information

Questions or comments? Email us at records.centre@qnb.ca

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