



## Recorded Information Management & You

### Who owns the records you create?

Trick question! Technically speaking, the records of the province are vested in Her Majesty the Queen and her successors. That means that the records *you* create in the course of government business do not belong to you. They must not be destroyed or removed from the control of the Government of New Brunswick, unless such action is authorized under the *Archives Act*.

### GNB Records and exiting employees

Records are not to follow an exiting or transferring employee. If removed, they will no longer be available to the agency that is mandated to manage them. Moreover, making them available outside of GNB could place you and the organization at risk of possible breaches of security, access rights violations, or issues respecting their lifecycle and status as public records.



**REMEMBER, You can't take Public Records with you!**

### Employee Exit Checklist

Does your agency have procedures in place for identifying and handling the records that were the responsibility of an exiting employee?

An example of an [Employee Exit Checklist](#) is provided on PANB-RIM's website. It details the recommended actions to take and responsibilities concerning records. We suggest that the Records Management and Information Technology staff collaborate to determine the actions that should be outlined on the checklist for use in their department.

Issue 14



**Do you know where your agency's records are?**

A recent survey\* of six countries, including Canada, revealed that 50% of employees who leave their jobs take company information with them, most believing they are doing nothing wrong.

\*<http://www.cbc.ca/news/technology/story/2013/02/08/technology-employees-confidential-corporate-data.html>

Questions or comments? Email us at [records.centre@gnb.ca](mailto:records.centre@gnb.ca) or call 506-457-7249

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