



Recorded Information Management & You

What are Records?

No, they are not your personal LP vinyl collections!

Records are recorded information that provide evidence of business activities, decisions, and/or transactions related to the functions and operations of the government of New Brunswick, *regardless of format or media*.

Examples of records:

- Minutes of meetings
- An e-mail message of a decision or activity undertaken during government business
- A memo to staff regarding a change in procedure
- A report
- A PowerPoint training presentation
- A database containing client or accounting information

The Physical format of records is irrelevant. It is the CONTENT and CONTEXT in which they are created and for which they are used that determines whether information or documents are records.

Why are Records Important?

Records of the province are important because they are vital assets which form an important part of NB's history and administration. They provide evidence of business activities, decision-making, and legal processes. Records help protect citizens' rights and interests.

In general, records:

- Are required to support business activities and operations.
- Demonstrate that a business transaction took place.
- Are required to meet legislative requirements.
- Protect the rights of citizens and government.
- Provide evidence for accountability.
- Have on-going business, financial, historical, or research value.



Who Owns Records?

Records created for the NB government belong to the province and must be properly managed.

Issue 2



Physical Formats of Records Include:

- Electronic (discs, CD/DVD, hard drives) and other machine readable records
- Microforms (microfilm, microfiche)
- Tapes (cassette, video)
- Paper

Records must not be destroyed or removed from the control of the Government of New Brunswick, unless such action is authorized under the Archives Act.

Next Issue...

What is "records and information management" and what does it mean to me?

Questions or comments?
Email us at records centre@gnb.ca or call 506-457-7249