InterPARES 2 Project
International Research on Permanent Authentic Records in Electronic Systems

Policy Cross-domain

Archival Legislation in Canada
Provincial Government (British Columbia)

Compiled by Luke Meagher
June 2004

Interpretation Act (RSBC 1996, c. 238, s. 29)
Available from: http://www.mser.gov.bc.ca/crmb/policy/default.htm

Section 29's definition of RECORDS includes "books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise."

Document Disposal Act (RSBC 1996)
Available from: http://www.qp.gov.bc.ca/statreg/stat/D/96099_01.htm

Establishes competencies and procedures under which records are to be destroyed or retained. "Records:" includes "books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise" as defined in The Interpretation Act (RSBC 1996, c. 238, s. 29).

Core Policy and Procedures Manual
Available from: http://www.mser.gov.bc.ca/crmb/policy/default.htm

Most recently amended: March 2004
By Information Management and Information Technology Management

The main stated objectives of the manual are to:
- provide a policy framework within which ministries can derive the maximum benefits from the use of information and technology
- define authorities, responsibilities and accountabilities for information management and information technology management
- establish policies, technological standards and guidelines for the management of information and technology activities

Sections 12.3.2 I c, d, and e generally discuss preservation of and access to archival records, and the creation and preservation of electronic records and electronic mail respectively.

The Chief Information Office (CIO) *IM/IT Management Policy Manual Chapter 12* contains additional standards/ guidance, roles and responsibilities for managing information management and information technology. The CIO IM/IT Management Policy Manual is to be referred to in conjunction with the government's Core Policy Manual Chapter 12 (but it is essentially identical to the latter).

Recorded Information Management Manual (RIM)
Available from: http://www.mser.gov.bc.ca/crmb/policy/default.htm

RIM is the central agency manual administered by the Corporate Records Management Branch. This manual contains government-wide policies and procedures for recorded information management for ministries, agencies, commissions and Crown corporations subject to the Document Disposal Act. Several policies refer to the preservation of electronic records.

Standard ORCS Kit - 2001 Edition
Available from: http://www.mser.gov.bc.ca/crmb/policy/default.htm

Under the guidance of Records Officers, and in accordance with standards developed and maintained by the Corporate Records Management Branch, ministries and agencies of the BC government are required to develop Operational Records Classification Systems (ORCS) covering records created, captured and retained by their ministry/agency. The 2001 edition of the Standard ORCS Kit provides users with the CRM standards, together with explanatory overviews, examples, and formats. Chapter 4 addresses "Electronic Records and ISO."