



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Policy Cross-domain

Archival Legislation in Canada Provincial Government (Manitoba)

Compiled by Luke Meagher
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Legislation

Archives and Recordkeeping Act¹ (S.M. 2001)

Provides a framework to “ensure that electronic records will have the same authenticity and reliability as paper records” and “reaffirms the importance of recordkeeping and the shared responsibility of the Archives and government bodies that create and keep records.”

Policies, Standards, Guidelines

“The Archives and Recordkeeping Act requires the Archives to establish policies, standards and guidelines for recordkeeping, including the creation, identification, maintenance, retention, disposition, custody, and protection of records.

Best practices for recordkeeping are continually evolving. Records Advisory has identified a range of new policies and guidelines that are needed to respond to clients' needs in a rapidly changing environment, and these will be developed in consultation with stakeholders in government. Existing policies and procedures will be reviewed and updated as needed.

Nationally and internationally, a wide range of work is being undertaken to develop standards and best practices for recordkeeping. In particular, there is a recognized need for new strategies and tools to effectively manage electronic records. Records Advisory is following these developments and will advise government on accepted professional and industry standards, and their application in the Manitoba government.”

¹ <http://web2.gov.mb.ca/laws/statutes/2001/c03501e.php>.

Guidelines and Policies available on the Government Records Office (Manitoba) Web site:

- Guideline on Retention and Disposal of E-mail Messages and Electronic Documents²
- General Records Schedule 0001 - Duplicate and Transitory Electronic Documents³
- Government Records Policy: Office Paper Shredders⁴

The Government Records Office Web site also refers to the following related standards as guiding documents in the ongoing task of managing records (traditional and electronic):

- **ISO 15489.**⁵ Information and documentation - Records management. International Standards Organization, First edition 2001-09-15.
- **DoD 5015.2-STD.**⁶ Design Criteria Standard for Electronic Records Management Software Applications. United States Department of Defense, June 2001.

All information pertaining to Manitoba Government Records Management referred to in this document can be found at:

<http://www.gov.mb.ca/chc/archives/gro/recordkeeping/managing1.html>

² http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/e-mail_retention.pdf. [Editor's Note: this document no longer appears to be available as of 14 August 2007]

³ http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/records_schedule.pdf.

⁴ http://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/paper_shredders.pdf.

⁵ <http://www.iso.ch/iso/en/CombinedQueryResult.CombinedQueryResult?queryString=15489>.

⁶ <http://jitc.fhu.disa.mil/recmgt/index.html>.