

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Information Management / Information Technology
POLICY	5500 – Records Management

Objective To establish a framework for the consistent and systematic management of records by the Legislative Assembly Administration, to ensure they are created, stored, retained, and disposed of in a manner that protects their authenticity, accessibility, and confidentiality.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “**Legislative Assembly record**” means a record arising from work in the fulfilment of corporate and parliamentary mandates of Legislative Assembly Administration departments;

“**capture**” means to save a record into a recordkeeping system. For some activities, records are captured at the point they are created, in other cases capture will require a subsequent deliberate action to file or save a particular instance of a digital record;

“**control**” means the authority to regulate the use and disposition of a record;

“**custody**” means the physical possession of a record complemented by the right to use the record and responsibility to care for and protect the record;

“**disposition**” means the destruction or the transfer of records to archives for permanent preservation as determined by their appraisal;

“**record**” means digitally or physically recorded information created or received and maintained in the course of business;

“**recordkeeping system**” means a shared digital filing system, provided by the Legislative Assembly, capable of implementing rules to capture, protect, retain, and dispose of records or information about records (metadata).

1. General .01 Records serve as authoritative sources of evidence and information to support informed decision-making, corporate service delivery,

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accountability, and institutional memory. As such, records must be managed in a manner that ensures their authenticity, reliability, and accessibility over time. Management of records includes creation, storage, retention, and disposition.

- .02 All Legislative Assembly records, regardless of their format or location, are the property of the Legislative Assembly and must remain in the Legislative Assembly’s custody or control until disposed of in accordance with this policy.
- .03 Requirements and responsibilities related to the privacy and security of information contained in Legislative Assembly records are outlined in the following policies:
 - a) storage of information on Legislative Assembly IT resources is outlined in *Policy 5405 – Appropriate Use of Information Technology Resources*;
 - b) security measures implemented by the Information Technology Department are outlined in *Policy 5410 – Information Security*; and
 - c) requirements for managing personal and sensitive information are outlined in *Policy 5510 – Privacy Management*.
- .04 This policy does not apply to parliamentary documents produced or managed by the Office of the Clerk, the Office of the Law Clerk and Parliamentary Counsel, or the Parliamentary Committees Office that transpire from the conduct of, or in support of, parliamentary business.
- .05 Member records are records created or received by a Member of the Legislative Assembly in the course of the Member’s legislative, caucus, constituency office, personal, or political party activities. Responsibilities of Legislative Assembly Administration departments related to Member records are outlined in *Policy 7335 – Member Records*.
- .06 When a record is provided by a Member, a caucus, or the office of a Member to the Legislative Assembly Administration for a business purpose (e.g., expense reimbursement, payroll administration), it becomes a Legislative Assembly record.

2. Responsibilities

- .01 The Chief Information Officer is responsible for:

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- a) developing records management standards and procedures, providing guidance to departments and employees;
- b) approving recordkeeping systems for use by the Legislative Assembly Administration;
- c) overseeing the *Records Retention and Disposition Schedule*;
- d) establishing archival requirements for Legislative Assembly records; and
- e) establishing digital preservation management requirements for the long-term preservation of Legislative Assembly records.

.02 A department director (or equivalent) is responsible for:

- a) approving the disposition of records in their department in accordance with the *Records Retention and Disposition Schedule*;
- b) ensuring Legislative Assembly records remain in the custody of the Legislative Assembly upon employee departure;
- c) supporting the Information Technology Department to develop and update the *Records Retention and Disposition Schedule*;
- d) ensuring their department is compliant with this policy and with relevant information management directives from the Chief Information Officer; and
- e) developing and implementing operational processes and documentation to support their department in complying with this policy.

.03 The Director, Information Technology is responsible for ensuring:

- a) records stored on Legislative Assembly servers and in cloud data centres are regularly backed up;
- b) primary and backup records are protected through dispersed storage offsite or in multiple cloud data centres; and
- c) backup records are regularly tested to confirm record reliability.

.04 For records and specialized equipment managed by Hansard Services, the Director, Hansard Services is responsible for ensuring:

- a) records stored on Legislative Assembly servers and in cloud data centres are regularly backed up;
- b) primary and backup records are protected through dispersed storage offsite or in multiple cloud data centres;

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- c) backup records are regularly tested to confirm record reliability; and
- d) that Hansard audio, video, and transcript records are retained according to the *Records Retention and Disposition Schedule*.

.05 An employee is responsible for retaining and disposing of records according to the *Records Retention and Disposition Schedule* and *Record Disposition* procedure.

3. Records Retention and Disposition Schedule (RRDS)

.01 The *Records Retention and Disposition Schedule* (RRDS) describes and classifies Legislative Assembly records based on their business context and defines requirements for keeping and disposing of Legislative Assembly records.

For each record category, the *RRDS* must include the following information:

- a) functional description;
- b) series number;
- c) series title;
- d) series description;
- e) retention period;
- f) retention rationale; and
- g) disposition instructions and method.

.02 The *RRDS* includes a section for each Legislative Assembly Administration department. When a record is described under a department's section of the *RRDS*, that department has primary responsibility for managing that record. Other departments that hold copies of the record must refer to the *RRDS* and follow any applicable instructions (e.g., returning copies to the primary department).

.03 The *RRDS* is developed, amended, and reviewed according to the *RRDS Development and Approval* procedure.

.04 The Information Technology Department is responsible for developing the *RRDS* in collaboration with department directors and department subject matter experts. A department's section of the *RRDS* must be reviewed by the department director, Legal Services, and the member of the Clerk's Leadership Group responsible for the department. The *RRDS* is approved by the department director, the member of the Clerk's Leadership Group responsible for the department, and the Chief Information Officer.

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.05 The Information Technology Department, in collaboration with the respective department director, may make amendments to the *RRDS* to make minor editorial updates or to change a record's series number, description, title, functional description, retention rationale, disposition instructions, or disposition method.

Revisions to the *RRDS* must be reviewed by Legal Services and the member of the Clerk's Leadership Group responsible for the department and approved by the Chief Information Officer when:

- a) a new record is added to the *RRDS*;
- b) a record is removed from the *RRDS*; or
- c) there is a change to a record's retention period.

.06 The Information Technology Department must conduct a review of the *RRDS* at least every 5 years to assess whether any business or recordkeeping requirements have changed.

4. Creation and Capture

.01 Transitory information does not need to be captured into a recordkeeping system and should be regularly and routinely destroyed (e.g., deleted) as a part of normal administrative practice. Transitory information means temporary information of a facilitative nature including drafts, working materials, unnecessary duplicates, and copies of published materials compiled for reference purposes.

.02 Digital Legislative Assembly records must be created and captured into a recordkeeping system. Instant messaging and chat applications must not be used as recordkeeping systems for capturing and storing Legislative Assembly records.

5. Retention and Storage

.01 Legislative Assembly records must be retained for as long as they are required to meet the legal and operational requirements of the Legislative Assembly, as prescribed in the *RRDS*.

.02 Legislative Assembly records must be stored in a manner that preserves their context and protects them from unauthorized disclosure, inadvertent loss, or destruction.

.03 A department with Legislative Assembly records requiring ongoing retention must refresh or replicate records stored on digital media or in formats at risk of obsolescence to ensure the records remain accessible using new technology.

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.04 When records are migrated from one information system to another, the migration must produce authentic, complete, accessible, and useable records.

6. Disposition

.01 Legislative Assembly records must be disposed of according to the *RRDS* and *Record Disposition* procedure and may only be disposed once a *Records Disposition Form* has been approved. For Legislative Assembly records in the *RRDS*, a department director may approve disposition with review by the Information Technology Department.

.02 Legislative Assembly records that are not described in the *RRDS* may not be disposed of until a *Records Disposition Form* has been approved by the member of the Clerk’s Leadership Group responsible for the department and the Chief Information Officer. This process will determine whether the records are:

- a) added to the *RRDS*; or
- b) approved for disposition as a one-time disposal.

.03 Legislative Assembly records identified for permanent preservation as archives must be stored by the responsible department until a central archival program is established for the Legislative Assembly Administration.

.04 Records scheduled for destruction that contain personal, sensitive, privileged, or confidential information must be destroyed in a manner that protects the security of the information by rendering it unreadable or unrecoverable.

.05 Records due for destruction that are required or reasonably anticipated to be relevant to current or pending legal proceedings, investigation, or audit must not be destroyed until the legal proceeding, investigation, or audit is concluded. Upon conclusion of the matter including the exhaustion of all appeal periods for a legal proceeding, if the retention period has elapsed, the records may be immediately disposed.

7. Vital and Legacy Records

.01 Vital records and legacy records require special protection by duplication, dispersal, or physical protection. Suitable protections will depend on the record’s format and how quickly the record is required for the resumption of operations according to the department’s business impact analysis.

.02 A record is considered vital if it is:

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- a) immediately necessary to begin recovery of operations after a significant disruptive event; or
- b) necessary to protect the assets, obligations, or resources of the Legislative Assembly.

Vital records are identified in a department’s business continuity plan, as outlined in *Policy 6300 – Business Continuity Management*.

.03 A department director is responsible for identifying legacy records managed by their department. A legacy record is a record that holds long-term value for corporate operations or institutional history, such as records documenting governance decisions (e.g., Legislative Assembly Management Committee transcripts and decision materials, Speaker’s directives, policies, and interim directives).

- .04 Vital and legacy records must not be:
- a) saved on the local storage of a device;
 - b) saved on a personal user account on the Legislative Assembly’s cloud-based network; or
 - c) saved on a hard drive or removable storage device independent from the Legislative Assembly’s cloud-based network or server.

For clarity, copies of records may be saved on the locations identified in a), b), and c) for business continuity purposes.

Contact Questions regarding this policy may be directed to Information Technology Department at ServiceDesk@leg.bc.ca.

Procedures *Records Retention and Disposition Schedule*
RRDS Development and Approval
Record Disposition
Records Disposition Form

References *Policy 5405 – Appropriate Use of Information Technology Resources*
Policy 5410 – Information Security
Policy 5510 – Privacy Management
Policy 6300 – Business Continuity Management
Policy 7335 – Member Records

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Kate Ryan-Lloyd

February 23, 2026

Approved and authorized by Kate Ryan-Lloyd,
Clerk of the Legislative Assembly

Date

POLICY HISTORY

Version 1	February 23, 2026
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