

Recordkeeping Roles and Responsibilities for Departments and Agencies

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INTRODUCTION

Records and information are key strategic assets of government and are the evidence of government business. A well-managed information base is the foundation of responsible, accountable government.

To properly manage government records, Manitoba government departments and agencies are expected to have roles dedicated to recordkeeping to ensure strategic, analytic, and administrative recordkeeping activities are supported.

PURPOSE

This document outlines the roles, responsibilities, and competencies for the following records management positions: Executive Lead, Records Manager, and Records Coordinator. It also includes the procedure for completing designations.

Designation of the Executive Lead, Records Manager, and Records Coordinator ensures that the Government Records Office (GRO) has regular contact with departments/agencies regarding the full spectrum of recordkeeping activities.

Other recordkeeping positions such as file clerks, technicians, administrative staff, and digital records/data analysts have important roles to play in department/agency recordkeeping activities. These roles do not need to be submitted for designation to the GRO.

AUTHORITY

Guidance on recordkeeping roles and responsibilities is issued under section 8 (a) of [The Archives and Recordkeeping Act](#) (C.C.S.M. c. A132) which enables the Government Records Office, Archives of Manitoba to establish government-wide policies, standards, and guidelines for recordkeeping based on professional standards and best practices.

The [Recordkeeping Framework for Departments and Agencies: Policies and Requirements](#), Policy 1, states:

- 1.1 Recordkeeping is the responsibility of senior management
- 1.2 Recordkeeping must be directed by department-focused strategy and policy
- 1.3 Departments must have skilled records management professionals
- 1.7 Recordkeeping activities must be monitored and reviewed

SUMMARY OF DESIGNATED RECORDKEEPING ROLES

Executive Lead

Ultimate responsibility for recordkeeping lies with senior management. The Executive Lead will provide leadership, accountability, and advocacy for records management activities. Visible senior management commitment and support sets the expectation for staff to conduct business according to accepted standards of practice.

Records Manager

Records management professionals are responsible for working with the Executive Lead to carry out the recordkeeping priorities for the department and ensuring compliance with recordkeeping policies and requirements. Records Managers work with program managers to lead and support these priorities and assist the department with a wide range of recordkeeping activities, and work with other information management professionals to help achieve departmental goals.

Records Coordinator

Records Coordinators provide the administrative support for records management activities including the transfer of paper records.

Recordkeeping Role	Key Competency
Executive Lead	Engaged executive manager that recognizes the strategic value of information
Records Manager	Professional education in records management
Records Coordinator	Familiarity with or willingness to learn government processes

DETAILED ROLES AND RESPONSIBILITIES

Executive Lead

An Executive Lead (EL) provides senior oversight on behalf of the Deputy Minister. They provide leadership, accountability, and advocacy for records management activities. They also provide direction and support, and ensure recordkeeping meets legislative and business requirements in their department. An EL may fulfill these responsibilities by:

- assessing current recordkeeping capacity in the department/agency
- working with the Government Records Office to identify priorities
- developing and overseeing the implementation of strategic priorities
- advocating for recordkeeping capacity in order to achieve priorities
- delegating responsibilities for records management to appropriate staff
- communicating with other executives across government to advocate for good recordkeeping in government
- communicating with department staff on the importance of good recordkeeping to business operations
- authorizing assessments, evaluations, and records schedules
- providing leadership when recordkeeping issues arise

The Executive Lead should sit on the Executive Management Committee of the department/agency and be an Assistant Deputy Minister, Executive Director, or direct report to the Deputy Minister. A good fit would be a senior manager with other responsibilities related to information management, legal / compliance, risk management, and/or comptrollership.

Records Manager

The Records Manager is a new role in most departments/agencies. It is expected that departments/agencies will work towards staffing this professional role over time. Until staffed, it is unlikely that requirements laid out in the [Recordkeeping Framework for Departments and Agencies: Policies and Requirements](#) can be met. At minimum, Records Managers will:

- report to or maintain regular communication with the Executive Lead
- consult with the Government Records Office
- help to develop and manage the implementation of strategic recordkeeping activities
- work with program areas to ensure they have up-to-date and comprehensive recordkeeping requirements articulated
- ensure program areas are creating, capturing, organizing, and managing records by assisting with:
 - records classification systems
 - analysis of recordkeeping requirements in business processes
 - records schedule development and updates
 - role-specific training to staff in the department
 - management of litigation holds
- supervise the Records Coordinator(s)
- provide support to other recordkeeping roles in the department (e.g., file clerks, technicians, administrative staff)
- participate in a records management communities of practice

- work with other information management professionals such as access, privacy, security, and data management specialists

For more information about this position, contact the Government Records Office.

Records Coordinator

Records Coordinators are responsible for administrative records management activities and for coordinating the transfer of records to the Government Records Centre for storage and disposition.

They will assist the Records Manager with administrative tasks such as:

- establishing and maintaining records contacts in each office or program area
- maintaining and updating information about the organization and its functions and activities for records management purposes
- responding to routine inquiries about established policies, procedures, and practices that do not need to be referred to the Records Manager
- supporting program areas with the physical records transfer process
- assisting program areas and FIPPA coordinators with access to records

Note: Effective immediately, the role of Records Officer will be retired. All existing Records Officers will automatically be renamed Records Coordinators.

DESIGNATION OF ROLES

The Recordkeeping Executive Lead is designated by the Deputy Minister/CEO. Once selected, the Recordkeeping Executive Lead designation form (provided to the DMO) is to be sent to the Government Records Office.

The Records Manager and Records Coordinators are to be designated by the Executive Lead. The designation forms for those roles are here: [Forms | Government Recordkeeping | Archives of Manitoba](#)

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