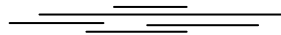




Recordkeeping for Committees

Every department in the Government of Manitoba has involvement with a range of committees that coordinate and facilitate a variety of functions undertaken by the department. This Recordkeeping Guidance provides advice for those in departments and/or on committees who have responsibility for the committee's functions and records.



Introduction

Good recordkeeping rules and procedures ensure that records needed as evidence of the committee's work are created and managed effectively. They allow committee members to have a clear understanding of what they need to do with records of the committee and how to manage duplicate copies of agendas, minutes, and meeting papers.

Recordkeeping rules for committees include making and keeping minutes of meetings, managing the master set of minutes, agendas and working papers of the committee, and managing the disposal of committee records. These rules should be incorporated into recordkeeping procedures for each committee that your department has an involvement with, so that the appropriate records are created and managed properly, and disposal is undertaken in an accountable way. The procedures may differ depending on whether the committee is an internal or external committee. The recordkeeping rules are broadly the same for either type of committee.

Committee secretariat

A secretariat responsible for committee records should be formally identified or assigned. If the committee itself will manage its records it should assign responsibility to a committee member to act as Secretary. Alternatively, some committees will depend on an office of the related department to provide recordkeeping and other administrative support. In this case that office will act as the Committee Secretariat.



Recordkeeping responsibilities

All committees (internal or external to a department or cross-departmental) are responsible for:

- recording the minutes of each meeting
- managing the master set of minutes, agendas and working papers
- capturing (filing) the records into a department's recordkeeping system, and
- disposing of the master set of committee records, and any copies, according to the appropriate records schedule(s).

The Committee Secretariat (or designated Secretary) should identify the master set of committee records and they should be filed into an official recordkeeping system in a timely manner. This ensures that records are:

- accessible to all who require them, subject to any restrictions that may apply
- controlled and managed in accordance with policy and procedures
- secured against alteration, unauthorized access or unlawful deletion, and
- disposed of promptly in accordance with an authorized records schedule.

The Committee Secretariat should establish a file structure with file naming conventions to distinguish between the different types of records being created, for example: agendas, minutes, working papers, administration and correspondence, etc.

If the records will be maintained and managed by the Committee itself, a separate recordkeeping (file) system will need to be established. Otherwise, the Committee Secretariat should ensure that the records are filed into the lead department's official recordkeeping system, while maintaining the integrity of the Committee records as an identifiable group or subseries of records.

Retention and disposal of records must be carried out in accordance with an approved records schedule. The master set of committee records may be covered by an existing records schedule; if not, a new schedule should be prepared in consultation with the department and the Government Records Office, Archives of Manitoba.



All other members of the committee should have only duplicate copies of the committee records. Duplicate copies can usually be disposed of as Transitory Records, unless there is an operational need for the duplicate records. In this case, the copies kept by a committee member representing a department or department program area would become part of the relevant program files of the department, and should be filed and managed accordingly.

Acknowledgement: Thanks to the State Records Authority of New South Wales for allowing the use and modification of their guidance on *Recordkeeping and committees*, available here:
http://www.records.nsw.gov.au/recordkeeping/resources/For%20committees/copy_of_recordkeeping-and-committees

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