

Records Management Checklists for New and Exiting Employees

This guide provides information on essential records management best practices for new staff, and a checklist of tasks all Manitoba government employees, including technical officers, should complete when exiting the Manitoba Public Service.

Introduction

Records are an integral part of government business. They are the product of every process in every government office – from the most routine administrative processes to unique program activities and services that government is mandated to perform.

When records are created or received, it is important to ensure that they provide adequate information to document the related activity, action, or decision. The goal is to create trustworthy, accessible, and reliable records that will be there when needed.

Every public servant is responsible for ensuring that records are created, captured, retained for as long as required, and disposed of in an authorized manner, as outlined in [The Archives and Recordkeeping Act](#) (ARA). These responsibilities are further described in the [Records and Information Management Framework](#) and other [guidance](#) published by the Government Records Office.

What are government records?

Government records are defined as recorded information in any form, created or received in the conduct of government business, and kept as evidence of activities and transactions. This definition covers records in all formats, including digital records. It is what they are *about* (the content) that makes them records, not the form.

Government creates a wide range of records, including:

- correspondence and emails
- briefing and advisory notes, treasury board submissions
- case files
- agendas, minutes, and meeting packages
- invoices, bills, estimates, and budgets
- maps and plans
- photographs, text messages, digital audio and video recordings
- any other documents created/received in the course of government work

See [Identifying Government Records](#) for a quick reference guide to assist staff on a day-to-day basis.

Ownership of government records

Records (digital and physical) created or received in the course of doing government business are the property of the Government of Manitoba. They must not be removed from government systems or offices and cannot be disposed of unless authorized by an approved records schedule according to the provisions of *The Archives and Recordkeeping Act*.

What do government employees need to do when entering the Public Service?

Employees should follow these best practices:

- Take the “Introduction to Records and Information Management in the Manitoba Government” training, available in the [Learning Management System](#) (LMS) and on the Archives of Manitoba’s [website](#). It is free, online, and interactive and takes approximately 30-40 minutes to complete.

The awareness-raising course introduces records and information management topics including identifying government records, creating and managing government records throughout their life cycle, and the roles and responsibilities of the various stakeholders. It has been designed to be relevant and applicable to staff of all levels with the goal of ensuring that public servants understand their duties and the importance of records and information management.

- Understand what records need to be kept. Follow Government Records Office guidelines and department/workgroup-specific procedures and practices for [creating and capturing government records](#).
- Understand what records are authorized for disposal. Consult with program management to identify applicable records schedules for records of the workgroup and ensure proper identification and disposal of [transitory records](#). This is a common area of misunderstanding and risk – awareness is critical. Employees are responsible to ensure there is no unauthorized destruction of government records.
- Keep personal materials separate from government accounts or systems.

What do government employees need to do when leaving the Public Service?

It is each employee’s responsibility to be proactive and to properly manage their records prior to departure.

- Plan ahead! Records management activities can take time to complete.

Employees should consult with their supervisor to determine if there is an exit process already in place in the department/agency. Possible responsibilities to be performed include ensuring records are appropriately identified and captured in a shared corporate recordkeeping system (file structure) from:

- email, social media, instant messaging accounts, and Teams channels;
- personal workspaces (digital and physical); and
- home or remote offices.

Employees must be aware that any removal of government records is prohibited under section 28(1) of the ARA. In addition, except as provided for in an approved records schedule, it is an offence with financial penalties, to willfully:

- destroy or damage a government record;
- erase or remove information from a government record or make a government record illegible;
- conceal a government record from the government, a government body, or the Archives; or
- direct, counsel, or cause any person in any manner to undertake any actions above.

If the employee is departing on short notice, email and personal directory files can be requested to be moved to the supervisor or manager. This request is available in the Digital and Technology Solutions (DTS) Service Catalogue.

The following checklists can be used by management to orient staff to recordkeeping duties and responsibilities, and confirm employees have completed all required tasks upon entry and exit from the Manitoba Public Service.

Records Management Entrance Checklist

This checklist describes important records management responsibilities you should understand as you begin public service. As a reminder, government business should be performed on government systems and accounts. Personal accounts should only be used in exceptional circumstances and not as a routine practice. More information about your responsibilities can be found on the [Government Recordkeeping](#) website. See also the [glossary of records and information management terms](#) for relevant definitions.

#	Question	Yes	No
1	Have you completed the “ Introduction to Records and Information Management in the Manitoba Government ” training?		
2	Do you know how to identify government records including digital and paper records?		
3	Are you aware of the kinds of records you will need to create and capture to support your duties?		
4	Do you know where records in your program area should be kept and how the shared recordkeeping system is organized?		
5	Have you established email management practices that will support filing messages with related records in the shared recordkeeping system?		
6	Have you set up procedures for maintaining personal materials separate from your government work so that personal and government records are not mixed together?		
7	Are you aware of the policies and standards outlining appropriate use of technology to conduct government business? These are available on the DTS Client Portal [note: internal link].		
8	If you are using a mobile device or Microsoft Teams to communicate, do you know how to capture the records in an authorized recordkeeping system?		
9	If you are working remotely , do you know how to manage your records?		
10	Do you understand the definition of transitory records and what you are authorized to dispose of as transitory?		
11	Do you know who to contact with questions about managing records and information?		
12	Do you understand that government records may not be removed from Government of Manitoba custody and cannot destroyed without an approved records schedule that authorizes their destruction? This includes both digital and physical records. Financial penalties under s. 28(3) of The Archives and Recordkeeping Act may be enforced for the unlawful removal or destruction of records, or counselling others to do so.		

Signature and position title

Date

Supervisor signature

Date

Records Management Exit Checklist

This checklist describes tasks you should complete to ensure your records are properly managed as you leave the Manitoba Public Service. More information about your responsibilities can be found on the [Government Recordkeeping](#) website. See also the [glossary of records and information management terms](#) for relevant definitions.

Note: depending on the length of service with the Government of Manitoba, it may take several business days to properly identify and [capture](#) all paper and digital records to the appropriate file system(s).

#	Question	Yes	No	N/A
1	Do you understand that government records may not be removed from Government of Manitoba custody and cannot be destroyed without an approved records schedule that authorizes their destruction? This includes both digital and physical records. Financial penalties under s. 28(3) of The Archives and Recordkeeping Act may be enforced for the unlawful removal or destruction of records, or counselling others to do so.			
2	Have you reviewed your email accounts, digital personal workspaces, and office to ensure that all records are captured/classified in your office recordkeeping systems and are available to those who require access after you leave?			
3	Have you ensured that any access controls on digital government records are removed or reassigned to another authorized staff person (e.g. encrypted files or restricted folders)?			
4	Have all records “checked out” to you been returned to the appropriate location (including digital records in collaborative workspaces and physical records retrieved from the Government Records Centre)?			
5	Have you returned all records stored at a remote work location?			
6	Have you ensured that there are no records on removable storage media (i.e. flash drives) in your office or at home?			
7	Have you passed on all necessary records and information used in your role? Have you notified workgroups and communities of practice of your departure to ensure continuity?			
8	Have you identified and notified your department/agency’s legal staff of all records in your care relating to litigation holds?			
9	Have you properly identified transitory records and disposed of/deleted them in an authorized way?			

Signature and position title

Date

Supervisor signature

Date

Reference sources

British Columbia, Government Records Service, Departing or Transferring Employees Guide, 2019. [rm_guide_departing_employees_and_exit_checklist_approved_30.pdf \(gov.bc.ca\)](#)

U.S. Department of Agriculture, Office of the General Counsel, [Departmental Records Management Entrance Quick Guide 2022 \(usda.gov\)](#)

U.S. Department of Agriculture, Office of the General Counsel, [Departmental Records Management Exit Procedures Quick Guide 2022 \(usda.gov\)](#)

U.S. National Archives and Records Administration (NARA), Documenting Your Public Service web page: [Documenting Your Public Service | National Archives](#)

U.S. National Archives and Records Administration (NARA), Model Federal Records and Information Management Entrance and Exit Checklists, c. 2016. <https://www.archives.gov/records-mgmt/publications/entrance-exit-checklists.docx>

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Visit our website to learn more about [Government Recordkeeping](#)