

**ELECTRONIC MAIL RECORDS
RECORDS RETENTION AND DISPOSAL AUTHORITY 1997-10
ON-GOING SCHEDULE**

GOVERNMENT OF THE NORTHWEST TERRITORIES.

RECORDS RETENTION AND DISPOSITION AUTHORITY.

1997-10

**ELECTRONIC MAIL RECORDS.
ON-GOING SCHEDULE.**

Schedule prepared by Records Management, PW&S in 1997. Schedule submitted to the
June 17, 1998. meeting of the Public Records Committee.

1. Schedule is approved by PRC.

DR Valpy

D. Richard Valpy
Chair, PRC

June 16, 1998.

Date

2. Schedule is not approved by PRC.

D. Richard Valpy
Chair, PRC

Date

3. Schedule is returned to Records Management for the following amendments:

D. Richard Valpy
Chair, PRC

Date

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Purpose of retention and disposal authority 1997-10

The purpose of this schedule is to authorize the deletion of electronic mail records by ensuring that retention and disposition is covered by an approved records schedule in accordance with the Archives Act and any other GNWT legislation, policies, directives and standards.

The retention and final disposition guidelines specified in the attached ongoing records schedule meet the creating agencies' information requirements, ensure fiscal and audit control, protect the government's legal rights and liabilities, and provide for effective management of the agencies' operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to the government.

Description and purpose of records

These records are created and received by users of electronic mail systems in offices of the Government of the Northwest Territories. Electronic mail messages contain information that may be either transitory or required for on-going purposes.

Electronic mail records - transitory records

If an electronic mail record meets the criteria for a transitory record under Transitory Records Schedule, 1997-02, it may be disposed of according to that schedule.

Electronic mail records - on-going value

Electronic mail records required for on-going legal, fiscal, audit, administrative or operational purposes should be transcribed to a storage medium suitable for retention (e.g. paper, microfiche, or an electronic system). They should then be classified according to the Administrative Records Classification System (ARCS) or the appropriate Operational Records Classification System\Schedule (ORCS).

Definitions

Non-record Copy

Non-record copy refers to duplicate copies of records.

Office of Primary Responsibility (OPR)

This refers to the division or program area of a department which has primary responsibility for a specific category of records or which holds the master of any records series. The OPR maintains

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the official master copy of the record in order to satisfy operational, financial, legal, audit and other requirements.

Records Management appraisal of the records

The records described in the ongoing authority covering voice mail records are created and received under the authority of the various enabling statutes of the Government of the Northwest Territories, subsequent legislation governing the administrative and operational responsibilities and functions of the creating agencies, and other statutes governing the administration of the Government of the Northwest Territories.

Records Classification/Retention Periods

The following codes have been used throughout this schedule:

A	Active record	These records are retained in the office of origin.
SA	Semi-active record	These records are retained in a GNWT records centre.
FD	Final Disposition	This refers to the final disposition of a record. Disposition may occur through transfer of records to the NWT Archives, physical destruction, transfer to another government department, board or agency, or transfer to a non-GNWT entity.
D	Destroy	Physical destruction.
AS/D	Archival Selection	Record is transferred to the NWT Archives for selection\permanent retention. Records not selected by the archives are then returned to Records Management and destroyed.
Nil	No assigned retention	These records can be destroyed. They are not required for legal, audit or fiscal purposes.

Type of records covered by schedule: Administrative/Operational

Effective date of records schedule: June 16, 1998

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Type of schedule: On-going

Schedule approved by Public Records Committee on: June 16, 1998

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ELECTRONIC MAIL RECORDS

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ELECTRONIC MAIL RECORDS		Office of Primary Responsibility			Non-record Copy		
		A	SA	FD	A	SA	FD
01	Electronic mail messages	S/O	nil	D	S/O	nil	D
02	Word processing and distribution	S/O	nil	D	S/O	nil	D

S/O Retain until all records required to document on-going legal, fiscal, audit, administrative or operational functions have been transferred to another storage medium and incorporated into an on-going ARCS or ORCS records system.