

Pre-Congres Seminar 12 November 2007

Archival management of government information: the Canadian Experience

With this seminar, the Organizing Committee wishes to offer to participants a practical and theoretical glance at the Canadian contribution to records and archives management with departments and government organizations. To do so, experts from Library and Archives Canada (LAC) and Bibliothèque et Archives nationales du Québec (BAnQ) will present their recent findings. Each organization has prepared two 90-minute sessions.

Library and Archives Canada

Session one will focus on efforts to renew record-keeping in the Government of Canada. Participants will learn how institutional and external factors led Library and Archives Canada to hold Deputy Minister Roundtable sessions on Record-keeping and Information Management. As a result of these sessions, an Assistant Deputy Minister Level Taskforce on Record-keeping was created to approve an action plan on record-keeping for the entire Government of Canada.

Session two will focus on selected tools currently being developed to provide multi-tiered solutions to record-keeping issues. These initiatives include:

- The development of regulatory instruments on record-keeping.
- The implementation of the Multi-Institutional Disposition Authorities (MIDA), a tool that facilitates the disposition of the majority of case file records created by the Government of Canada, which possess little or no archival value, while safeguarding the archival records.
- The strategy for the evaluation of the Condition of Archival Records in Federal Institutions (CARFI) project, a survey that is currently being conducted to assess the state of record-keeping in the Government of Canada.

Bibliothèque et Archives nationales du Québec

With BAnQ, the presentations will be on the design and the implementation of the integrated records management system within the Quebec provincial government.

The first session will focus on the legal acts and regulations which govern records management in Quebec as well as the governance structure put in place by the Quebec government to achieve a healthy management of its information.

In the second session, the BAnQ's experts will present the methodology and the common management tools, which have enabled the Quebec government to integrate their records management system:

- Terms of reference for the integrated management of all document media
- Web portal and software for records management
- Compilation of common retention rules for the documents of public agencies
- The institutional registration of documents with completed governmental metadata profiles, including the appropriate key