



Records Officer Role and Responsibilities

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**Government Records Office
Archives of Manitoba**

PURPOSE

Manitoba government departments and agencies designate a Records Officer to assist with supporting some records management activities. This document provides an updated statement of the role and responsibilities of the Records Officer, and replaces all previous descriptions of the Records Officer role. It also provides information on the procedure for designating the Records Officer.

BACKGROUND

Since the inception of a government records program in the 1980s, the Government of Manitoba recordkeeping environment has increased in complexity. The original role of the designated department/agency Records Officer was to be the main person with assigned responsibility to work with the Government Records Office (GRO) and the Government Records Centre (GRC) to manage the department's paper records. The primary focus was on providing information on paper records management procedures to department staff, coordinating records scheduling work and tracking the scheduled transfer, retention and disposal of records through the GRC.

The key administrative aspects of this work continue to be needed in departments and agencies, and these are the focus of the Records Officer role described in this document.

However, departments should be aware that the scope of government recordkeeping goes far beyond the storage and disposal of paper-based files. Current ISO records management standards and the Government of Manitoba [Records and Information Management Framework](#) recognize that effective recordkeeping in an organization requires a variety of roles and expertise at different levels: to provide direction and oversight; to integrate records management policies and practices into business processes; and to plan and carry out a wide range of records management activities.

Important roles for records management have not been formally defined in the Manitoba government job classification program but the Government Records Office can provide advice to departments on other key roles and responsibilities.

Related Resources:

Government Recordkeeping [website](#)

Procedure GRO 2 [Transferring Government Records](#)

Procedure GRO 3 [Retrieving Records](#)

Government and Private Sector Archives website: [Accessing Government Archival Records](#)

RECORDS OFFICER RESPONSIBILITIES

Designated **Records Officers** are responsible for **communicating** Government Records procedures to their department or agency, and for **coordinating** the transfer of records to the Records Centre for semi-active storage and disposition.

1. Communication

- Communicating Government Records Office (GRO) procedures to department/agency staff.
- Acting as the first point of contact and directing staff to appropriate GRO resources.
- Participating in Government Records led initiatives (meetings, surveys, special projects).
- Establishing and maintaining records contacts in each office or program area for communication purposes.

Note: The Records Officer role is an administrative, not a professional records management role and should not be expected to provide guidance and advice on records management issues or practices. Requests for advice and guidance should be directed to the GRO or to a professional Records Manager in your organization.

2. Coordination of Records Transfers

- Instructing staff on records transfer procedures and providing advice when required.
- Reviewing Records Transfer Lists to ensure accuracy and completeness, before signing and transmitting the lists to the Government Records Centre.
- Returning Lists to the transferring office for correction when required.
- Sending complete and accurate lists to the Government Records Centre.
- Assisting in resolving problems with the transfer process by communicating with responsible staff in program areas and with the Government Records Centre and/or Government Records Office.
- Receiving copies of Transfer Lists after the records have been transferred and distributing to the appropriate department office so that location and retrieval information is readily available to staff.
- Assisting in tracking, locating and retrieving records by maintaining a central set of Transfer Lists or data.
- Instructing department/agency staff on procedures for retrieval of records from the Government Records Centre, and for accessing records held by the Archives of Manitoba.

3. Records Schedule support

- Communicating records scheduling procedures to department/agency staff assigned with responsibility (see note on Preparing Records Schedules).
- Maintaining a central copy of approved records schedules for the department.
- Ensuring that all department/agency program areas have up-to-date copies of approved records schedules for their records.
- Assisting the department/agency with minor changes (amendments) to records schedules.
- Ensuring records schedules are amended or transferred to newly responsible departments/agencies when organizational change causes movement of functions.

Note: Preparing records schedules requires program knowledge, analytical and writing skills, and decision-making authority. A professional records manager, an experienced program manager or analyst should be assigned to lead and carry out this work, and the work is best done on a project basis.

In this process the Records Officer has the administrative support role only.

DESIGNATION OF RECORDS OFFICER

Records Officers are designated by the Executive Director of Finance and Administration (EFO) or the CEO/CAO of an agency.

Prior to designation, the department/agency should contact the Government Records Office to discuss the proposed appointment.

Once the appropriate candidate has been selected, the [Records Officer designation form](#) should be sent to the Government Records Office. Departments/agencies may wish to designate an alternate as a back-up to the position.

Records Officers are expected to review the Related Resources identified on p.2 and should contact the Government Records Office with any questions.

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