

FAQs

Government Records Committee (GRC)

Frequently Asked Questions (FAQs)

1. What is the Government Records Committee (GRC)?

The GRC is established by the Management of Information Act (MOIA). The GRC establishes and revises schedules for the retention, disposal, destruction or transfer of records; makes recommendations to the minister respecting government records to be forwarded to the archives; establishes disposal and destruction standards and guidelines for the lawful disposal and destruction of government records; and makes recommendations to the minister regarding the removal, disposal and destruction of records.

2. Who sits on the GRC?

The GRC consists of the following members:

- 1) Director of The Rooms Provincial Archives;
- 2) Deputy Minister of Justice or designate;
- 3) Deputy Minister of Finance or designate;
- 4) Chief Information Officer or designate;
- 5) Other persons whom the minister, appointed under the Executive Council Act, may appoint.

The Chief Information Officer or designate is the chair of the GRC with the Office of the Chief Information Officer (OCIO) providing administrative support.

3. How do I know if I fall under the purview of the GRC?

Public bodies as defined by the MOIA, fall under the purview of the GRC. As defined in the MOIA, a public body is:

- i. a department created under the Executive Council Act or a branch of the executive government of the province,
- ii. a corporation, the ownership of which, or a majority of shares of which, is vested in the Crown,
- iii. a corporation, commission, board or other body, the majority of the members of which, or the majority of members of the board of directors of which, are appointed under an Act of the province, the Lieutenant-Governor in Council or a minister of the Crown,
- iv. a court established under an Act of the province, and
- v. the House of Assembly and committees of the House of Assembly. (Source: MOIA).

OCIO publishes a listing of public bodies that fall under the MOIA. This listing is reviewed annually.

4. Do I need GRC approval to dispose of government records?

With the exception of records defined as transitory, the approval of the GRC is required to dispose of government records.

5. How do I get approval to dispose of government records?

Approval is granted by the GRC to dispose of records using one of three disposition authorities: Corporate Records Information Standard (CRIMS), Records, Retention and Disposal Schedules (RRDS) or One Time Disposal Submissions (OTD). These Disposition authorities, along with instructions for use may be found at:

<https://www.gov.nl.ca/exec/ocio/im/policy-instruments/disposition/>

6. When does the committee meet?

Meetings are scheduled for the second Tuesday of the month. The Committee meets monthly from September to June inclusive.

7. What is the deadline for submissions to the monthly meeting of the GRC?

In order to be considered at the meeting, submissions must be received by GRC by the first Tuesday of the month – 1 week prior to the meeting, to allow processing and review of the submission.

8. What happens if I miss the deadline?

The department or other public body will be notified that they did not meet the deadline and the submission will go forward at the next scheduled GRC meeting.

9. Who do I direct submissions to?

Submissions must be forwarded electronically to the Government Records Lifecycle Management (GRLM) unit and the Government Records Archivist for review and appraisal prior to the department or other public body obtaining required signatures.

GRLM email: GRLM@gov.nl.ca
Government Records Archivist

Once reviewed the department or other public body must obtain required signatures and forward signed originals to the following mailing address. Note if signed electronically submit via email.

Government Records Committee
Office of the Chief Information Officer Provincial Records Centre
P.O. Box 8700
190 East White Hills Road Building 1050
Pleasantville St. John's, NL A1B 4J6

Telephone: 1-709-729-3628 Email: GRLM@gov.nl.ca

Supporting Materials

OCIO Website

<https://www.gov.nl.ca/exec/ocio>

Government Records Committee

<https://www.gov.nl.ca/exec/ocio/im/committee/>

Guideline – Developing Records Retention and Disposal Schedules for Operational Records

<https://www.gov.nl.ca/exec/ocio/files/guideline-developing-records-retention-and-disposal-schedules-for-operational-records.pdf>

Disposition

<https://www.gov.nl.ca/exec/ocio/im/policy instruments/disposition/>

Version History

Date (yyyy-mm-dd)	Version
2019-12-12	Version 1.0
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