



Arctic Council Archiving Project

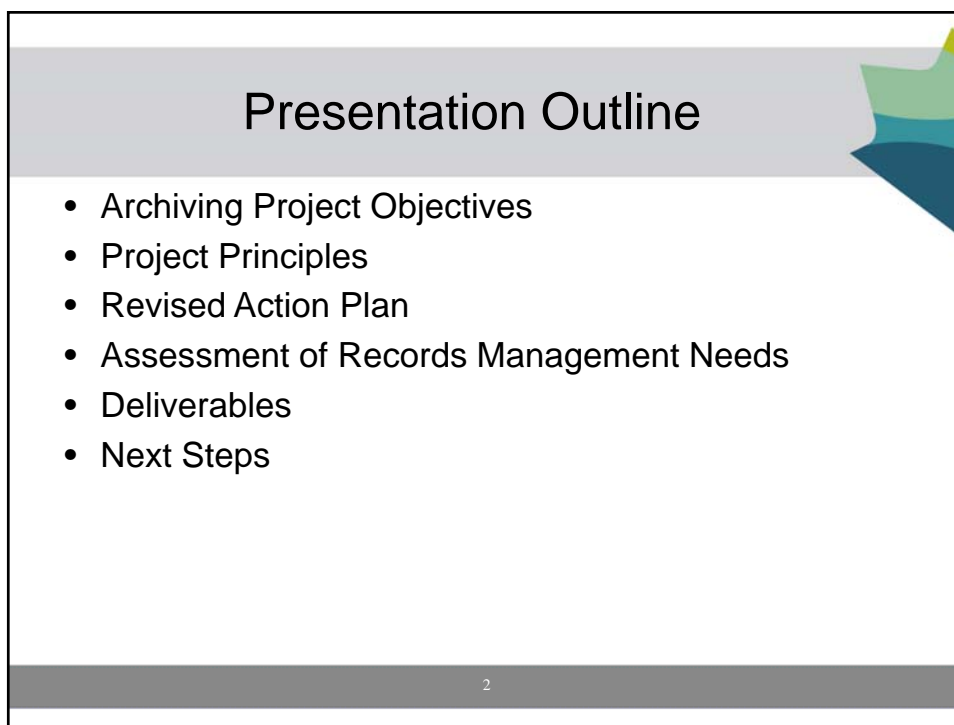
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Bibliothèque et Archives Canada

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Presentation Outline

- Archiving Project Objectives
- Project Principles
- Revised Action Plan
- Assessment of Records Management Needs
- Deliverables
- Next Steps

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Archiving Project Objectives

- In collaboration with the University of Tromsø:
 - Make scientific, technical and official reports more easily accessible
- **In collaboration with Library and Archives Canada:**
 - **Create records management policies, procedures and tools**
 - **Procure and implement a records management system for Arctic Council documents**
 - **Make Arctic Council records available through the website**
- In collaboration with the national archives of Arctic Council Member States and Permanent Participants:
 - Identify and digitize records of early chairmanships in order to fill the gaps in the records kept at AC secretariat

Project principles

- To ensure that Arctic Council information is managed in a transparent, systematic and sustainable way
- To consider the international rotational nature of the chairmanship of the Arctic Council
- To make information an asset that serves as the foundation of effective collaboration between the Arctic Council and its stakeholders
- To leverage the best practices both in the Arctic Council and its working groups
- To apply the International Standards on Records Management (ISO 15489, ISO 30300 series)

Revisions to SAO-approved Work Plan

Phase 1: Planning (October 2013 – April 2014)

- Develop a detailed project plan based on assessment of Arctic Council records management and archival needs
- Present overview of project plan at the Senior Arctic Officials meeting in Spring 2014

Phase 2: Implementation (May – December 2014)

- Develop and adopt a records management policy and procedures for Arctic Council records (June 2014)
- Develop and adopt a disclosure policy (June 2014)
- Establish requirements for, procure and configure a Records Management system (July - October 2014)

Phase 3: Long-term sustainability (January – March 2015, and ongoing).

- Training and engagement of staff and stakeholders
- Systems maintenance and update

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Assessment of Records Management Needs

- Since its creation, the Arctic Council Secretariat has managed its records capably and efficiently
- The development of a records management system is required in order to cope with the volume of information created and acquired by the AC Secretariat

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Deliverables

1. Records management policies and tools
2. Technical solution (records management system) to increase efficiency and ensure sustainability
3. Policy on disclosure of information

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Records Management Policy and Tools

- A policy to establish **roles and responsibilities** for the management of AC records
- General procedures to ensure AC records are reliably maintained, accessible to authorised users for as long as required
- A series of record management tools
 - Flexible **classification system** to ensure the records are maintained and preserved in the right place
 - Broadly defined **retention periods** that ensure records are kept only for as long as required
 - Identification of historical records to be preserved permanently
 - Identification records that can be destroyed after a fixed period of time

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Technical Solution

Procurement and implementation of a records management software system that would allow:

- Efficient management of Arctic Council Secretariat records through automated processes
- Timely, systematic and auditable destruction of records without value
- Preservation and maintenance of historical records
- Simple and flexible mechanism for web publication

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Integrated Records Management tool An example

Activity	Classification Structure	Document (Type)	Retention Schedule (Including length of Retention Period & Trigger)	Disclosure policy	Repository
SAO meeting Whitehorse October 2013	SAO Meeting / Whitehorse, Yukon / October 2013/Report	Final Report	Permanent	Online X weeks after meeting	Arctic Council website
SAO meeting Whitehorse October 2013	SAO Meeting / Whitehorse, Yukon / October 2013/Logistics	Draft Menu for Lunch	Destroy at the end of the Chairmanship	Disclose upon request	Arctic Council Shared Drive
Activities	What records are created as a result of carrying out the business	Controls → Required controls for managing the records			

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Next Steps

- LAC experts to provide guidance to Arctic Council in formalizing its record management practices through adequate policies, guidelines and procedures
- Arctic Council Secretariat to assess technological solutions to meet their record management needs
- Further collaboration and engagement with Working Groups to be carried out in order to ensure that policy development accounts for all stakeholders in the Arctic Council.

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