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Document Title

Integrated Records Management Tool Proposal

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3.2.1

Submitted by

Arctic Council Secretariat

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1

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Proposal

Integrated Records Management Tool Proposal

The Arctic Council archiving project has been a priority since the establishment of the standing Arctic Council Secretariat (ACS). One part of the project has been to establish a robust records management system for the Arctic Council. The system is managed by the ACS.

Since the start of the project, SAOs have approved four different guidelines and policy documents related to archiving:

- Policy on Records Management for the ACS (approved July 25, 2014)
- Guidelines for the Disposition of Records of the ACS (approved July 25, 2014)
- Guidelines on Access to Records Held by the ACS (approved Oct 22, 2014)
- Guidelines on the Release of Records Held by the ACS (approved October 22, 2014)

The Integrated Records Management Tool (IRMT) consolidates information from all four of these documents. It outlines the operational and administrative documents currently stored in the Arctic Council Secretariat archive, how they should be stored and who should have access to which types of documents. The IRMT will as such be used as a guide for the ACS to consistently categorize, securely file, and give access to documents.

In January 2015 the SAOs provisionally adopted the IRMT and agreed to give the ACS a trial period until October 2015 to implement the archiving software and make necessary adjustments to the IRMT before the tool was to be finally approved by SAOs. The IRMT was designed to include all the most common types of documents in the ACS repository. During the trial period, when the ACS has built the IRMT folder structure into the purchased archiving software, some necessary revisions to the IRMT have been discovered. These revisions are needed in order to accommodate new document categories (such as new Task Forces or Expert Groups, or more detailed sub-activities within an existing activity), or to improve the usability of the system. After a thorough review of the experiences during the trial period, the ACS recommends that the IRMT should be updated in order to fit the full variety of AC documents to the best extent possible.

An updated version of the IRMT, with all changes and additions marked in yellow, is submitted to SAOs for final approval. The ACS proposes that SAOs at the same time authorize the ACS Director to make future minor working-level or technical adjustments to the IRMT as necessary. These changes could for example include adding a new sub-activity in the archive if a new Expert Group is created, or if the ACS is given a new task. Larger, more substantial, or policy-related changes to the IRMT, such as changing retention periods or access levels, would still require, as described in the "Policy on Records Management for the Arctic Council Secretariat", SAO approval to be implemented.

Proposed decision:
SAOs adopt the IRMT with the suggested changes and additions as presented. SAOs also instruct the ACS Director to ensure that the IRMT is up to date at all times and relevant for archiving all the different kinds of documents at the ACS. Thus, minor or technical adjustments to the IRMT that the ACS Director deems necessary can be made without prior approval from the SAOs. When substantial changes to the IRMT become necessary, the ACS has to, as described in the "Policy on Records Management for the Arctic Council Secretariat", request permission to make such changes from the SAOs.