

Records Management System - Principles

Records Management & Data Governance Considerations under Land Code

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1. Policies & Procedures

Policies and procedures set the standard for a compliant Records Management System (RMS). They should include the management of all records and media types, including email. Your First Nation may have separate policies for procurement, implementation, records management, records retention, active files, unused files, emails, and several other areas of information management. Refer to the [Canadian Standards Association \(CSA\) guidelines](#) and the [Canada Evidence Act](#) along with Provincial Legislation to enable the documents to be used in a court of law.



2. Management & Oversight

Management and oversight provides timely and consistent entries, approvals and file completion.



3. Strategic Planning

Strategic planning supports the ability for quick retrieval of information and producing detailed reports for Council, stakeholders, economic development and assists in determining trends in operations.



4. Operational Workflow

When developing an RMS looking at the workflow and data entry requirements to minimize the entry time. The RMS should be able to work with other systems already in place and not duplicate information but to consolidate data entry.



5. Staff Records Management & Responsibilities

Supports staff by providing procedures for data entry and maintenance requirements



6. Communications and Reporting

If using an RMS software, it should have the ability to communicate from within the platform to all staff and employees with access and the ability to monitor tasks assigned by the manager or administrator. Even without a platform, it is important to have clear communication and system updates between departments of the band administration. Interdepartmental examples include:



- Property, Lease & Transfer Record (change of land ownership)
- Research system and how to connect Lands (Housing, Public Works, Finance & Tax Systems)
- Review GIS system, Asset Management & Referral interfaces
- Inventory - Outstanding issues and ESA Phase 1-3 workplan, Estates, Traditional Land Holdings, Family Homes (samples)