



**FIRST NATION LAND MANAGEMENT RESOURCE CENTRE**  
**Training, Mentorship and Professional Development**  
**FOCUS GROUP – Records Management over First Nation Lands**

**July 24-25, 2018**

Ramada Hotel and Conference Centre – 2170 Harvey Ave. Kelowna, BC V1Y 6G8

**FOCUS GROUP Objectives:**

The FNLRC to seek and invite expert advice from First Nation governments over several areas of Records Management, including:

- The use of outside systems such as the federal lands registry
- The scope of documentation that should be maintained by individual First Nations
- Retention and disposal of original signed records
- Record maintenance and security

Through these sessions we will be developing best practices to be shared with other First Nations through Land Governance Manual, courselet development and other training materials.

**DAY 1 – TUE, JULY 24, 2018**

**DAY 2 – WED, JULY 25, 2018**

8:00 AM	Breakfast – <i>Perkins Restaurant &amp; Bakery</i>	8:00 AM	Breakfast – <i>Perkins Restaurant &amp; Bakery</i>
9:00 AM	<b>Welcoming &amp; Overview</b> Objectives & Scope	8:30 AM	<b>Freedom of Information &amp; Protection of Privacy Law(s)</b> <i>Presentation – Kevin Kingston, Westbank</i> <i>Questions &amp; Discussion</i>
9:30 AM	<b>Round Table</b> Successes, Challenges, Needs	10:30 AM	Health Break
10:30 AM	Health Break	10:30 AM	Health Break
10:45 AM	<b>Land Registry</b> Legal checklists, original documents repository, privacy act, 7-12 year cycle, or legal firm requirements <i>Facilitation exercise, Group Discussion</i>	10:45 AM	<b>Electronic Records Management</b> Freedom of information, privacy, encryption, etc. <i>Facilitation exercise, Group Discussion</i>
12:00 PM	Lunch Break	12:00 PM	Wrap Up of Session 1
1:00 PM	<b>Registry, FNLRS</b> Continued...		<b>FOCUS GROUP Preparation</b> Please bring your experience along with the following:
2:30 PM	Health Break		<input type="checkbox"/> <i>Success, Challenges, Needs</i>
2:45 PM	<b>Land Surveys</b> Digital requirements, maps & survey records, beyond official surveys (prov, internal GIS, etc.) <i>Facilitation exercise, Group Discussion</i>		<input type="checkbox"/> <i>Current practices, policy &amp; procedures, laws, etc.</i>
4:30 PM	Close of Day 1		<input type="checkbox"/> <i>Record System Information</i>
			<input type="checkbox"/> <i>Other Relevant Materials</i>
			<input type="checkbox"/> <i>Schedule for upcoming sessions</i>

*Agenda is subject to change*

Next Dates:	Oct 23-24, 2018	Saskatoon – TBD
	Nov-Dec, 2018	Location – TBD