

Recordkeeping Requirements for Agencies, Boards and Commissions

Recordkeeping is a legislative responsibility for all agencies, boards, and commissions (ABCs) that are wholly appointed by an Act of the Legislature or by the Lieutenant Governor in Council.

Requirements are embodied in [The Archives and Recordkeeping Act](#) (ARA) and the [Recordkeeping Framework for Departments and Agencies: Policies and Requirements](#), as well as in [guidance](#) distributed by the Government Records Office.

Clear and established recordkeeping rules and procedures ensure that records needed as evidence of an ABC's activities are created and managed effectively. They allow members and staff to understand what records must be created and how these government records are to be managed. These rules must be embodied in approved [records schedules](#).

Governance records

ABCs can vary widely in size and complexity. ABCs are responsible for:

- creating records of governance/board meetings that capture who attended, what was discussed, and the outcome of deliberations and decisions
- managing the master set of minutes, agendas, and supporting documents

For the boards of agencies and stand-alone boards, commissions, and other government advisory bodies (such as committees and panels), a secretariat responsible for governance records should be formally identified or assigned. If the ABC is independent of a department and will manage its own records, responsibility should be assigned to a member to act as secretary. Alternatively, some ABCs depend on the office of a related department to provide recordkeeping and other administrative support. In these cases, the responsible government office will act as the secretariat.

The secretariat or designated secretary should identify the master set of governance/board records and they should be filed into an official [recordkeeping system](#) in a timely manner. This ensures that records are:

- accessible to all who require them, subject to any restrictions that may apply
- controlled and managed in accordance with policies and procedures
- secured against alteration, unauthorized access, or unlawful deletion
- disposed in an authorized manner and in accordance with approved records schedules

Operational and administrative records

ABCs with mandates more complex than an advisory role, and that are subject to the ARA, are responsible for managing all government records created in the course of ABC business (operational and administrative) in accordance with approved [records schedules](#). See the links below for more information on government recordkeeping.

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ABCs that are not subject to the ARA should ensure that they are meeting the recordkeeping expectations of their minister responsible. Please note that ABCs not subject to the ARA may still be subject to other acts, such as The Freedom of Information and Protection of Privacy Act. Transparent and accountable recordkeeping practices are always recommended.

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Contact the Executive Lead for Recordkeeping in the department responsible with questions or the Government Records Office, Archives of Manitoba.

For more information see:

[Identifying Government Records](#)

[Creating and Capturing Records](#)

[File Structures](#)

[Managing Records in the Manitoba Government](#)

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