Library and Archives Canada
Recordkeeping Assessment Project
Project Charter

New storage Model

ADM version 2, January 4, 2008

1. Assessment Project Name

New Storage Model (NSM)

2. Objectives

❑ Develop a protocol for storage of government documents

❑ Rationalize accommodation costs related to storage of government documents

❑ Provide a regional presence for Library and Archives Canada (BAC) integrated services for Departments and Agencies (and Canadian citizens for the Programs and services part of LAC'S mandate).

3. Assessment Project Description

❑ LAC has embarked on a project to define a NSM to provide secure, accessible, and cost-effective storage in appropriate environmental conditions for Government of Canada records of business and archival value in all media, and to develop and initiate a phased implementation plan. LAC is also looking at the possibility to create a combined archival and federal records centre operation to improve single window services for government clients and Canadian citizens and improve integration of LAC-wide business processes, activities and services.

4. Assessment Projects' Scope

❑ The development of a protocol for storage of government documents will be based on the rationalisation of the volume actually needed to support government operations.

❑ The scope of the project extends to public options, partnerships with the private sector and public/private partnerships.

5. Project Champion, Team and Accountabilities

❑ Project Lead: Pat Burden, acting director, Regional Service Centre – NCR, LAC

❑ Team Members: To be determined

❑ Project Collaborators: Public Works and Government Services Canada (PWGSC), LAC Finance and Accommodation Division

❑ Project Advisors: Ron Mason (consultant), Jean-Louis Parent, André Gascon, LAC

6. Governance

- ❑ ADM Recordkeeping Taskforce
- ❑ Recordkeeping (RK) Assessment Project Advisory Committee
- ❑ Treasury Board Secretariat (program analyst)
- ❑ LAC: Government Records Branch based management structures
- ❑ PWGSC: To be determined

7. Project Deliverables

- ❑ A recommendation on the best option to implement a NSM amongst the following:

  - Private Sector

  - Public-Private Partnership

  - Regional Service Center

  - Public/Special Operating Agency

- ❑ The establishment of a protocol that will ultimately reduce legacy record holdings to the volume actually needed to support government operations and archival purposes.

8. Risks and Dependencies

- ❑ Risks: LAC has not properly sized the nature and the extent of the legacy "paper mountain;" decisions must be made in a timely manner; there are serious discrepancies in the existing RIMS that must be addressed now.
- ❑ Interdependencies: Recordkeeping regime documents, including Business Value Appraisal Methodology, Documentation Standards Guide, risk-based approach (RBA method) towards disposition, Recordkeeping Litigation Readiness Tool; negotiations with PWGSC on accommodation issues.

9. Expected Results

- ❑ Government records are stored in a more secure, environmentally acceptable, accessible, and cost-effective storage.
- ❑ The storage model encourages overall savings for the entire Government of Canada.