

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.