

Recordkeeping for Committees

Introduction

Clear and established recordkeeping rules and procedures ensure that records needed as evidence of a committee's work are created and managed effectively. They allow committee members to understand what records must be created, what to do with these official records, and how duplicate copies should be managed.

Procedures may differ depending on whether the committee is an internal departmental committee, cross-governmental, or an external government committee; however, good recordkeeping rules are broadly the same for either type of committee.

Committee Secretariat

A secretariat responsible for committee records should be formally identified or assigned. If the committee is independent and will manage its own records, responsibility should be assigned to a committee member to act as Secretary. Alternatively, some committees will depend on the office of a related department to provide recordkeeping and other administrative support. In this case, the responsible office will act as the Committee Secretariat.

Recordkeeping Responsibilities

All committees are responsible for:

- creating records of each meeting that capture who attended, what was discussed, and the outcome of deliberations and decisions
- managing the master set of minutes, agendas, and supporting documents
- disposing of the master set of committee records, and any copies, according to the appropriate records schedule(s)

The Committee Secretariat (or designated Secretary) should identify the master set of committee 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 policy and procedures
- secured against alteration, unauthorized access, or unlawful deletion
- disposed of promptly in accordance with an authorized records schedule

The Committee/Secretariat should establish a file structure with file naming conventions to distinguish between the different types of records being created for the Committee, for example: agendas, minutes, supporting documents (e.g., research and reports), administration, and correspondence, etc. If the records are being managed with other non-Committee records,

the records documenting the Committee activities should remain an identifiable group of records within the file structure.

Retention and disposal of records must be carried out in accordance with an approved records schedule. The master set of committee records may be covered by an existing records schedule; if not, a new schedule should be prepared in consultation with the department and the Government Records Office, Archives of Manitoba.

Members of the committee should have only duplicate copies of the committee records. Duplicate copies can usually be disposed of as [transitory records](#), unless there is an operational need for the duplicate records. For example, the copies kept by a committee member representing a department or departmental program area would become part of the relevant program files of the department and should be filed and managed accordingly.

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