Library and Archives Canada
Recordkeeping Assessment Project
Project Charter

Test of the Recordkeeping Delegation Instrument

ADM version 2, January 4, 2008
1. **Assessment Project Name**

   Test of the Recordkeeping Delegation Instrument

2. **Objectives**

   - Develop a Recordkeeping Delegation Instrument that can be applied across the Government of Canada: the Recordkeeping Delegation Instrument will ensure that the appropriate controls are applied to the decision process related to the management of Government information.
   - Delineate clearly accountability for actions related to Recordkeeping: managers, supervisors and employees will be fully aware of their roles and responsibilities with regards to Recordkeeping.

3. **Assessment Project Description**

   - A properly functioning recordkeeping delegation instrument is crucial in order to enable Government agencies to have the proper instruments to make Recordkeeping policies operational. The Assessment project will include:
     - The design the Delegation Instrument
     - The testing of the Delegation Instrument
     - The evaluation of the Delegation Instrument

4. **Assessment Projects’ Scope**

   - The assessment project scope is to design, test and evaluate a Recordkeeping Delegation Instrument in two (yet to be determined) areas within Library and Archives Canada (LAC). The areas will have to test the delegation instrument in conjunction with a documentation standard and a records disposition authority.

5. **Project Champion, Team and Accountabilities**

   - Project Champion: Daniel J. Caron, Assistant Deputy Minister, Corporate Management and Government Records Sector, LAC
   - Project Lead: Fabio Onesi, Director, Recordkeeping and Federal Coordination Office, Government Records Branch (GRB), LAC
   - Project manager: Manon Nadeau Beaulieu, Manager, Recordkeeping and Liaison Centre, GRB, LAC
   - Team members: Jay Gilbert, Strategic Advisor, Recordkeeping Policy and Operations, GRB; Éric Robard, GRB, LAC
6. Governance

- ADM Recordkeeping Taskforce
- Interdepartmental Director General Assessment Projects Advisory Committee
- GRB: Fabio Onesi, Director, Recordkeeping and Federal Coordination Office
- Other areas at LAC

7. Project Deliverables

- A Recordkeeping Delegation Instrument that can be deployed government-wide to departments in Fall 2008.
- A complete implementation guide for government departments outlining roles, responsibilities and all components necessary for the implementation and use of the Recordkeeping Delegation Instrument.

8. Risks and Dependencies

- Risk: Effort and collaboration from LAC areas for testing of the Instrument.
- Risk: Unknown commitment of time and effort required for proper testing.
- Dependency: The recordkeeping delegation Instrument is dependant on the completion of the Documentation Standard and the success and results of other assessment projects relating to the Documentation Standard.

9. Expected Results

- The assessment project will allow the GRB to provide, once tested, a Recordkeeping Delegation Instrument for federal Government agencies and departments. The lessons learned will allow GRB to gain the capacity to properly advise and assist other agencies and departments.
- The assessment project will in sum:
  - Articulate how a delegation instrument will work in departments and agencies
  - Ensure that government records are properly managed across departments and agencies
  - Introduction and development of an accountability and compliance tool
  - Provide cost savings to GC institutions by providing a workable and reliable delegation instrument before it is implemented in various Government departments