Royal British Columbia Museum
FIPA Access Assessments

This organization was listed as an independent public body at the start of 2024 under British Columbia's _Freedom of Information and Protection of Privacy Act_ (FOIPPA) and the _Information Management Act_ (IMA).

FIPA conducts empirical research as part of its program activities. Its access assessment activities are meant to monitor freedom of information. https://fipa.bc.ca/research-resources/access-assessments/

This PDF contains the requests that were sent to this public body, as well as the records that were subsequently released.

These records were originally collected as data for a more in-depth study as part of FIPA's empirical research. That involved submitting focused freedom of information (FOI) requests to determine how this public body, which we classified as part of the broader public sector, was interpreting and applying FOIPPA and IMA legislation.

That project is called _Access Regimes: Social Studies of Recordkeeping, Bureaucracy, and Secrecy under Freedom of Information Law._ Further information about that study can be found on the Open Science Foundation's registration platform.

Distinct from the original study, FIPA has also assessed whether this public body meets expectations identified in an IPSOS poll we commissioned. That poll can be found on the FIPA website here. https://fipa.bc.ca/british-columbia-arts-council/

About FIPA

The BC Freedom of Information and Privacy Association (FIPA) is a non-partisan, non-profit society that was established in 1991 to promote and defend freedom of information and privacy rights in Canada. While we are based in BC, our membership extends across Canada, and we regularly partner with organizations throughout the country.

Our goal is to empower citizens by increasing their access to information and their control over their own personal information. We serve a wide variety of individuals and organizations through programs of public education, public assistance, research, and law reform. We are one of very few public interest groups in Canada devoted solely to the advancement of freedom of information and privacy rights.

Requests sent to broader public sector organizations

Request item 1

Current organizational charts that indicate freedom of information personnel and information management personnel.

Summary

Charts that outline where freedom of information personnel and information management personnel exist within an organization.

Rational

Organizational charts help identify who is responsible for fulfilling certain obligations.

Request item 2

Delegation of authority charts for the Freedom of Information and Protection of Privacy Act.

Summary

Charts that outline who has certain powers under the Freedom of Information and Protection of Privacy Act.

Rational

Delegation of authority charts are standard instruments across the implementation of any law with delegable and discretionary powers.

Request item 3

Policies or procedures regarding freedom of information (not privacy), including policies and procedures regarding the routine release of information and proactive disclosure.

Summary

Freedom of information policies.

Rational

Policies are the core of implementing any new public initiative.

Request item 4

Final reports regarding the public body's performance reporting, program evaluations, or project implementation plans or proposals with respect to freedom of information.

Summary

Internal reports about freedom of information.

Rational

How public bodies monitor their performance matters.

Request item 5

Delegation of authority charts for the Information Management Act, as applicable.

Summary

Charts that outline who has certain powers under the Information Management Act.

Rational

Delegation of authority charts are standard instruments across the implementation of any law with delegable and discretionary powers.

Request item 6

Interoffice memoranda about freedom of information and records/information management.

Summary

Memos about freedom of information and records/information management.

Rational

Internal communications can structure organizational activity.

Request item 7

Metadata Application Profiles and records disposition models, as well associated policies and procedures and implementation plans and reports.

Summary

Metadata schemas for records management systems.

Rational

Metadata is an essential part of establishing control over records.

Request item 8

Office of primary responsibility designations/matrices.

Summary

Lists of offices responsible for certain organizational records.

Rational

Lists like this are often a reflection of the classification logics used to manage records.

Request item 9

Technical manuals for records management systems.

Summary

User manuals for records management software.

Rational

Manuals contribute to how staff interact with technology.

Request item 10

Acceptable use of technology policy instruments (where "instrument" has the same meaning as in [Treasury Board Directive 1/23](#) and onboarding manuals.

Summary

Acceptable use of technology policies.

Rational

Acceptable Use Policies govern how employees may appropriately interact with technology over the course of their job.

Request item 11

File plans/lists/indexes and/or records management ontologies/thesauri.

Summary

Lists of regularly created files.

Rational

File lists are a prerequisite to an up-to-date file classification plan.

Request item 12

Public body self-assessments and audits/evaluations of records/information management.

Summary

Self-assessments conducted according to an internal government standard.

Rational

Regular reviews of records management is best practice in information governance.

Request item 13

Policy instruments regarding records or information management.

Summary

Records management policies.

Rational

Policies are the core of implementing any new public initiative.

Request item 14

Copies of record retention schedules.

Summary

Record retention schemas.

Rational

Retention schedules are the key instrument in asserting control over records classification and retention.

Request item 15

The public body's information resources/information asset plans/records management plans, as applicable.

Summary

Records management plans.

Rational

Records management is something that must be planned out carefully.

Request item 16

Licenses, contracts, or agreements between the public body and recordkeeping system service providers or contractors.

Summary

Contracts for recordkeeping systems.

Rational

Contracts detail roles and responsibilities with respect to system implementation and maintenance.

Request item 17

Final jobs description files for any employee who regularly performs a role or responsibility (1) in responding to a freedom of information request or (2) fulfilling public body's records/information management needs, including if those job descriptions do not explicitly mention FOI requests or records/information management.

Summary

Job descriptions for records management and freedom of information staff.

Rational

Job descriptions articulate the necessary skills and anticipated responsibilities of people charged with doing FOI or RM work.

Request item 18

Records confirming the appointment and responsibilities of subdivisional freedom of information (not privacy) or records management 'champions,' (i.e. an ambassador for records management or FOI within a particular unit, such as FOI Oversight Liaison Officers or Duty to Document Champions), if any. (If applicable roles exist, kindly include memorandums, plans, or reports issued by those persons).

Summary

Records concerning the appointment of employees responsible for promoting freedom of information and records management.

Rational

Internal promotion of FOI and RM contributes to effective implementation.

Request item 19

Organizational charts that include records/information management personnel (or the relevant organizational charts if your public body does not have dedicated RM/IM personal).

Summary

Charts that outline where freedom of information personnel and information management personnel exist within an organization.

Rational

Organizational charts help identify who is responsible for fulfilling certain obligations.

Request item 20

Final training packages (i.e. presentation slides, etc.) and training implementation history files (e.g. reports of completion, etc.) for freedom of information and records/information management, including initial training specific to FOI analysts/coordinators.

Summary

Training materials for freedom of information and records management.

Rational

Training is necessary for the successful implementation of FOIPPA and IMA.

Request item 21

internal surveys and the results of surveys concerning records/information management of freedom of information.

Summary

Surveys about records management and freedom of information.

Rational

Surveys of staff provide insight into the state of records management and freedom of information.

Request item 22

"Documenting government decisions" policy instruments (where "instrument" has the same meaning as in [Treasury Board Directive 1/23](#)).

Summary

Duty to document policies.

Rational

The Chief Records Officer has developed directives instructing public bodies to develop organization-specific policies for documenting government decisions.

Request item 23

Final Requests for Proposals concerning records management/freedom of information (not privacy).

Summary

Requests for proposals for freedom of information and records management projects.

Rational

RFPs document a public body's needs in order to identify the solutions they are seeking proposals to address.

Request item 24

Copies of checklists, forms, templates, guides and other tools used in relation to processing freedom of information requests.

Summary

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Rational

Workflow materials for freedom of information processing.

Request item 25

Contracts and statements of work for consultant services for freedom of information/records management work.

Summary

Contracts and statements of work for consultants' work related to freedom of information and records management.

Rational

Contracts and statements of work define the boundaries of what work the public body performs and what work it relies on others' to perform.

Request item 26

Case management procedures (i.e. how analysts are assigned, what data is to be logged, how to notify program areas, etc.) for freedom of information requests.

Summary

Procedures for managing request workflows.

Rational

Case management software helps public bodies keep track of requests and organize their responses.

Request item 27

Copies of any plans or assessments done in preparation for the application of the Information Management Act (e.g. Readiness Assessments for the provision relating to document government decisions).

Summary

Reports produced to prepare to implement duty to document.

Rational

These reports established the baseline position from which duty to document was purportedly implemented.

Request item 28

Any previously unrequested/undisclosed records that assist in understanding how (1) records management is practiced in your public body, or (2) how decisions about freedom of information requests are made and how they are processed (e.g. any document, including an intranet file or records of another public body, that an employee references in the course of processing a request or describes how to apply exceptions, search for records, etc.).

Summary

-

Rational

-

December 8, 2023

Spencer Izen
BC Freedom of Information and Privacy Association
AccessRequestFrom@fipa.bc.ca

Dear Spencer Izen:

Re: Request for Access to Records

I am responding to your e-mail of November 3, 2023 in which you requested copies of Royal BC Museum privacy documents and policies. The Royal BC Museum (RBCM) has two privacy units including one for the RBCM corporate records and one for the BC Archives. I am responding with information about the BC Archives. My colleague Dion Dhillon will respond with information about the corporate records.

I have attached two documents to my response. I have also answered some of your questions below.

- **current organizational charts that indicate freedom of information personnel and information management personnel**

Attached. There are two archives staff (the archives manager and an archivist) who are responsible for FOI requests. Both spend 50% of their time on FOI requests. Their positions are highlighted in yellow

- **delegation of authority charts for the *Freedom of Information and Protection of Privacy Act*;**

There is no current authority chart for the BC Archives.

- **policies or procedures regarding freedom of information (not privacy), including policies and procedures regarding the routine release of information and proactive disclosure.**

Many records in the archives do not have access restrictions. Researchers are free to visit the public reference room in the archives. Policies relating to the BC Archives and proactive disclosure and use of the archival records are

available to researchers at the following website
https://www.royalbcmuseum.bc.ca/bcarchives/visit

- **final reports regarding the public body's performance reporting,
  program evaluations, or project implementation plans or reviews with
  respect to freedom of information**

Very basic information about public access at the BC Archives is available in
BC Archives unit reports. I created a document that contains all of the
information about public access for the years 2020-2021, 2021-2022 and
2022-2023. I created this document because the BC Archives unit reports are
quite long and most of it is not relevant to your request.

Please contact me if you have any questions. You may reach me at
privacy@royalbcmuseum.bc.ca or by phone at 250-208-4610.

Sincerely,

Michael Carter
Government Records Manager

Enclosure

Public Access at the BC Archives for the years 2020-2023

2020-2021

Government Records archivists have uploaded the descriptions to the online collections management system which allows the public to view the holdings of the archives. Reference Room staff provide access to the archival records to onsite and offsite researchers. Researchers request a wide variety of records with court records, specifically divorce orders and probate files, being the most popular.

Public access to records was improved with an upload of 99 new series descriptions to the Royal BC Museum's public access database AtoM. There were also updates to 50 existing series in order to account for new government accruals. These series descriptions, and attached file lists, provide detailed descriptions of the records.

Researcher access to the Reference Room was limited this year due to COVID. The Reference Room was opened on an appointment susstem with a maximum of five researchers in the room at any one time. Even so, reference staff retrieved approximately 4032 items for clients in the past year. Staff also responded to 3043 written inquires.

There were also 171 FOI inquiries for government archival records in the past year. Government Records staff assisted with the processing of FOI requests during the year.

2021-2022

BC Archives archivists have uploaded the descriptions to the online collections management system which allows the public to view the holdings of the archives. Reference Room staff provide access to the archival records to onsite and offsite researchers. Researchers request a wide variety of

records with court records, specifically divorce orders and probate files, being the most popular.

Public access to records was improved with an upload of 132 new series descriptions to the Royal BC Museum's public access database AtoM. There were also updates to 114 existing series in order to account for new government accruals. These series descriptions, and attached file lists, provide detailed descriptions of the records.

Researcher access to the Reference Room was limited this year due to COVID. For most of the year, the Reference Room was opened on an appointment system with a maximum of five researchers in the room at any one time. 1895 researchers visited the archives in person over the past year. Even so, reference staff retrieved approximately 5340 items for clients in the past year. Staff also responded to 2988 written inquires.

There were also 161 FOI inquiries for government archival records in the past year. Government Records staff assisted with the processing of FOI requests during the year.

2022-2023

Archivists uploaded the series descriptions to the online collections management system which allows the public to view the holdings of the archives. These descriptions, and attached file lists, provide detailed descriptions of the records.

Reference Room staff provide access to onsite and offsite researchers. Researchers request a wide variety of records with court records, specifically divorce orders and probate files, being the most popular. 3053 researchers visited the BC Archives in person over the past year and reference staff retrieved 5479 items for clients in the past year. Staff also responded to 2361 written inquires.

Archivists conduct privacy reviews of records at the same time that they are describing and processing records. These are high-level reviews and document whether there are restricted records in a series or box. These reviews are then used by staff in the archives' reference room to ensure that researchers do not access restricted records. Researchers who wish to see restricted material must apply to the Privacy Office of the BC Archives.

There were 215 FOI inquiries for government archival records in the past year. Government Records program archivists assisted with the processing of FOI requests during the year.
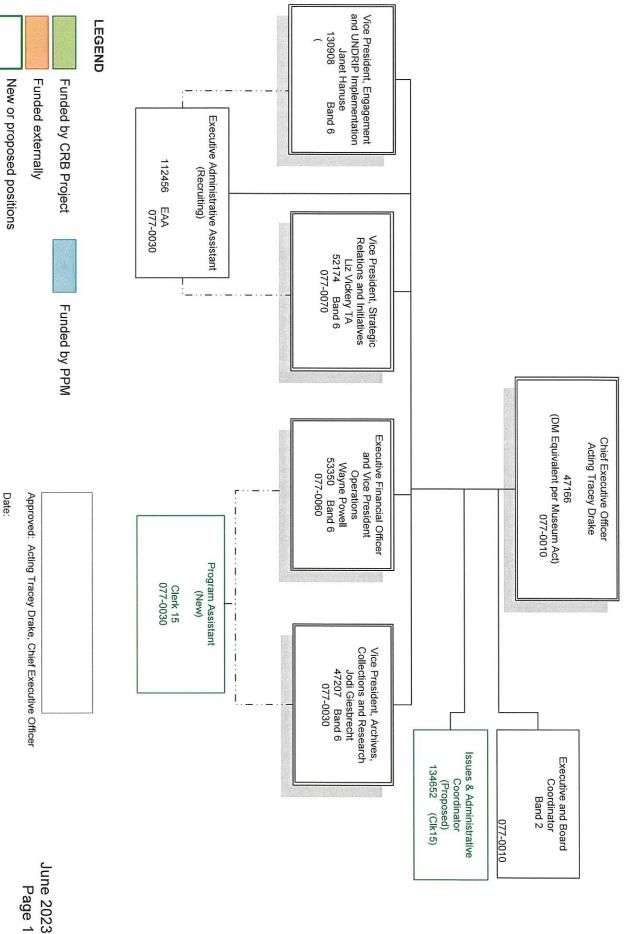
Royal BC Museum
CEO's Office

Chief Executive Officer
Acting Tracey Drake

47166
(DM Equivalent per Museum Act)
077-0010

Executive and Board Coordinator
Band 2

077-0010

Issues & Administrative Coordinator
(Proposed)
134652   (Clk15)

Vice President, Engagement and UNDRIP Implementation
Janet Hanuse
130908   Band 6
(

Vice President, Strategic Relations and Initiatives
Liz Vickery TA
52174   Band 6
077-0070

Executive Financial Officer and Vice President Operations
Wayne Powell
53350   Band 6
077-0060

Vice President, Archives, Collections and Research
Jodi Giesbrecht
47207   Band 6
077-0030

Executive Administrative Assistant
(Recruiting)

112456   EAA
077-0030

Program Assistant
(New)

Clerk 15
077-0030

LEGEND

Funded by CRB Project	
Funded externally	Funded by PPM
New or proposed positions	

Approved: Acting Tracey Drake, Chief Executive Officer

Date:

June 2023
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VP, Archives, Collections and Research
Jodi Giesbrecht
47207   Band 6
077-0030

Program Asst
(Proposed)

Museum Registry
Manager
(Proposed)

(Band 2 - TBD)

(see page: 7)

Director of Research and
Collections Management
(Vacant)

88705   Band 4
077-0021
(see page: 8)

Conservation Manager
(New)

(see page 10)

Director of Archives
Emma Wright
111117   Band 4
077-0027
(see page 11)

Royal BC Museum
Archives, Collections and Research Division
Archives Department

Director of Archives
Emma Wright
111175   Band 4
077-0027

Learning Program Developer

Archives Manager (Recruiting)
134277   ARCH 27

Archives Co-op
136783   Co-op Level 1

Preservation Manager
45506   HRO 24
077-0027

Reports to Preservation Manager:

- **Archival Conservator**
  45084   HRO 21
  077-0027
- **Digital Access Technician**
  45015   Clk 12
  077-0027
- **Collections Manager, Archives**
  45059   HRO 18
  077-0027
- **Collections Manager, PDP**
  54276   HRO 18
  077-0027
- **Collections Manager**
  127044   HRO 18
  077-0027
- **Collections Manager (Vacant)**
  HRO 18
  077-0027
  (Funded by PPM)
- **Collections Manager, AV (New position)**
  (Funded by PPM)

Reports to Archives Manager:

- **Archivist**
  44790   ARCH 24
  077-0027
  - **Access Specialist Reference Room**
    44782   Clk 12
    077-0027
  - **Access Specialist Reference Room**
    L 45574   Clk 12
    077-0027
  - **Access Specialist Reference Room**
    48368   Clk 12
    077-0027
- **Archivist (Vacant)**
  44780   ARCH 24
  077-0027
  - **Permissions/Licensing Officer**
    45251   AO 15
    077-0041
  - **Archivist (Recruiting)**
    (0.8 program; 0.2 Modernization)
    99712   ARCH 21
  - **Archivist**
    45042   ARCH 24
    077-0027
  - **Archivist**
    45362   ARCH 24
    077-0027
- **Archivist**
  44779   P/T 0.9   ARCH 24
  077-0027
- **Indigenous Archivist (Recruiting)**
  112164   ARCH 24
- **Archivist and Librarian**
  50874   ARCH 24
  077-0027

Indigenous Access (Funded externally):

- **Project Manager, Indigenous Access**
  New Position
  MIRR
- **Archivist**
  122196   ARCH 24
  077-0027   OMI
- **Archivist**
  122196   ARCH 24
  SSA
- **Digital Access Technician**
  134283   Clk 12
  MIRR
- **Digital Access Technician**
  134284   Clk 12
  MIRR
- **Indigenous Access Coordinator (New)**
  MIRR

Government Records:

- **Government Records Manager**
  Michael Carter
  111174   ARCH 27
  077-5106
- **Government Records Archivist**
  111178   ARCH 24
  077-5106
- **Government Records Archivist**
  113712   ARCH 24
  077-5106
- **Government Records Collections Manager (Vacant)**
  111176   HRO 18
  077-5106
- **Government Records Archivist**
  132215   ARCH 24
  077-5106

Legend:
- Funded by PPM
- Funded externally

June 2023
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