



Records Management Working Group (RMWG) Terms of Reference - FINAL

1. **Purpose:** To review and advise on the current records management practices followed by the Board of the Association of Canadian Archivists and its Executive Director and Membership Services Coordinator in relation to records created through the activities of the association.
2. **Responsibilities:** The Records Management Working Group responsibilities include:
 - a. Review current ACA records management practices;
 - b. Review the ACA retention schedule;
 - c. Review and revise the ACA Records and Archives policy; and
 - d. Prepare records management processes in consultation with Executive Director.
3. **Composition:** The RMWG will consist of 3- 5 members approved by the ACA Board and will be chaired by the ACA Vice-President.
4. **Tasks:** The members of the RMWG shall serve until a finalized ACA Retention Schedule and Records Management Policy has been finalized and approved by the ACA Board of Directors, at which point the Working Group will be dissolved. The general timeline will be to have the RMWG outcomes accomplished by the AGM of 2025.
5. **Participation and attendance:** To be a Working Group member the individual shall be an ACA member in good standing, participate in assigned work in a timely completion of project tasks, and regularly attend Working Group meetings. Any individual who is absent for two consecutive meetings or misses an assigned task submission deadline without providing the Working Group with written or verbal notification and reason for such, shall be deemed to have resigned from the Working Group.
6. **Meetings:** The RMWG shall meet at the discretion of the working group Chair via Zoom and email correspondence.
7. **Compensation:** No compensation shall be made to members of the Working Group for their participation. However, reasonable authorized expenses will be reimbursed.
8. **Recordkeeping:** The RMWG will document their discussions and decisions and submit for retention by the ACA Secretariat.
9. **Reporting and Accountability:** the RMWG will report to the ACA Board via the Vice-President and will operate at the discretion of the ACA Board.



Association of
Canadian Archivists
Association canadienne
des archivistes

10. **Outcomes:** the RMWG will revise the ACA Retention Schedule and finalize a Records Management policy.