


Chapter:	Information Management	Classification:	Public Document
Subject:	Filing		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 Pursuant to the provisions of the *Government Records Act*, all written and electronic documentation is the property of the Government of Nova Scotia and cannot be destroyed or relocated without the expressed written permission of the jurisdiction possessing authority.
- 1.2 Staff will store, file, access, retain and destroy documentation according to the requirements of the Government of Nova Scotia's STAR and STOR manual and the procedures of the Department of Justice's Central Registry.

2. General Requirements

- 2.1 The Executive Director, superintendents and senior probation officers are responsible for maintaining an efficient, standard and secure filing system for offender and for administrative files in their respective workplaces.
- 2.2 The Executive Director, superintendents and senior probation officers will ensure that
 - 2.2.1 files are locked in cabinets or secure file rooms
 - 2.2.2 only authorized staff have access to files and secure file rooms
 - 2.2.3 staff who have retrieved files from cabinets or secure file rooms are responsible for the care and security of those files
 - 2.2.4 offenders and the public are not permitted access to files except as authorized by Policy and Procedures or by law
 - 2.2.5 files and related working documents are to be removed from the surfaces of desks and secured by staff in appropriate locked cabinets or secure file rooms during evenings and weekends

3. Electronic (Computer) Files

- 3.1 Staff may retain files in electronic form where permitted and appropriate. Copies of electronic files may be forwarded to Central Registry where the Registry requests electronic copies for their purposes. They should save such files in a manner to limit or eliminate the opportunity to modify the file subsequently.

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