

Records Management in the PSC

The Financial and Administration Services branch in the Public Service Commission is the place to be, Records Management is a fun and exhilarating job that is the perfect fit for me!

What is managing records all about and why is it so important to have in place?

An effective organizational system that maintains accuracy saves everyone time, costs, and space!

I have become familiar with a lot of new and interesting lingo since starting out in this position, But no matter what task I am faced with, classifying your records correctly is my mission!

Working with the folks at Gemini storage facility helps us with easy retrieval of documents should citizens need,

Filling out Disposal Request Forms to send to Sask. Archives Board is a task we have mastered with great speed.

Learning about ARMS and ORS seemed like an overwhelming endeavor at first,

My goal was to absorb as much as I could before my brain felt like it would burst!

Months ago I may have struggled to tell you what the appropriate section for certain records was,

Ask me today, and I can find the info in minutes – that’s what immersing yourself into your work does!

Justice and Central Services are two of the Ministries I had the opportunity to learn more Records Management information from,

These individuals helped immensely with checking off several items on our to-do list as “done!”

Working in Records Management is an exemplary way to showcase our Commitment to Excellence,

By working collaboratively we support other branches and as One Team we always aim to do our best.

Innovative ideas are always encouraged and often lead to a more efficient outcome,

It’s always a proud moment knowing we achieved the goals we set, all while having fun!

Creative, intelligent, and hard-working are only a few words that describe my team,

I am proud of what we accomplish and working here is reason enough for me to beam!