

**Alberta Records Management Committee (ARMC)**

**ARMC Circular: 2009-01**

**Topic: Disposition of Imaged Source Records**

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**Background**

Scanning paper records is a common practice throughout the Government of Alberta (GoA). As ministries plan and implement electronic content management systems, opportunities for imaging paper records are often identified. Once imaged, the paper record becomes a “source record” that must still be managed. In order to dispose of the source records, an approved Records Retention and Disposition Schedule is required.

Disposition of records is the final stage of the information life cycle. Absent of a legal requirement to the contrary, such as the litigation requirement or an inquiry under the *Freedom of Information and Protection of Privacy Act*, the GoA may routinely dispose of electronic and other information in accordance with an approved Records Retention and Disposition Schedule.

In most cases, Records Retention and Disposition Schedules exist for the business area that is considering implementing an imaging process. The “source records” however, will retain their original retention which is based on the value of the records. Once imaging is implemented, the imaged records will also take on this value and the source record could be disposed of after the image has been verified and stored in a records keeping system. The Transitory Records Schedule must not be used to dispose of source records. Administrative Records Disposition Authority (ARDA) can not be used to dispose of program (or operational) source records. However, ARDA can be used to dispose of administrative source records, providing that appropriate business practices are in place.

**Scheduling Source Records**

Existing programs or operational Records Retention and Disposition Schedules will need to be amended to include source records. Each item on the Records Schedule should be evaluated separately to determine if there are legislation, policy or business requirements that require the source records to be kept for a longer period of time. If a Records Schedule does not exist for the program, a new one will need to be developed and must include an item for source records.

The Alberta Records Management Committee (ARMC) has endorsed the requirements for amending Records Retention and Disposition Schedules to include source records that are created during the imaging process in the *Preparation of Records Schedules for the Disposition of Source Records* guidance document.

**Conclusion**

For clarification, further details or assistance on the contents of this circular or guidance document, please contact the ARMC secretary at [SA.InformationManagement@gov.ab.ca](mailto:SA.InformationManagement@gov.ab.ca) or (780) 427-3884.

*Signed by:*

Laurel Frank

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Vice-Chair

November 10, 2009

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Date