



Alberta Records Management Committee: Terms of Reference

Mission

The Alberta Records Management Committee (ARMC) is a decision-making committee whose purpose is to provide corporate oversight to the Government of Alberta (GoA) records and information management program for the Minister of Service Alberta.

Authority

The ARMC is established pursuant to Schedule 11, Section 14 of the *Government Organization Act* (Chapter G-10) and the Records Management Regulation 224/2001.

Mandate

In accordance with this regulation, the ARMC has the following authorities:

- provide advice to the Minister responsible for the records management program on the establishment, maintenance and promotion of policies, standards and procedures for the creation, handling, control, organization, retention, maintenance, security, preservation, disposition, alienation and destruction of records, regardless of format, in the custody or under the control of government organizations and for their transfer to the Provincial Archives of Alberta;
- approve Records Retention and Disposition Schedules (“schedules”) of government organizations and cross-government schedules developed by the Secretariat of the Committee before they can be implemented; and
- evaluate the implementation of the records and information management program in each government organization.

Committee Membership

Composition

The ARMC will consist of executive and senior management level individuals appointed by the Minister through an order in council and will include:

- three individuals from Service Alberta (Ministry responsible for the records and information management program). The Minister will designate the Chair, Vice-Chair and Secretary;
- one individual from the Provincial Archives of Alberta;
- one individual from the department of Justice and Solicitor General;
- one individual from the department of Treasury Board and Finance; and
- representatives from government organizations as deemed appropriate.

Responsibilities

ARMC members have a duty to provide advice to the committee on issues related to their area of expertise as it relates to records and information management. Specific members may also report on any records and information management issues.

Term of Office

The term of office for the Chair, Vice-Chair, Secretary, representatives from Provincial Archives of Alberta, Justice and Solicitor General and Treasury Board and Finance will not expire.

A full term for representatives from the other government organizations is four years and these representatives can serve multiple terms.

Committee Meetings

Frequency

The ARMC customarily meets monthly from January to November once a month. For November and December, one meeting will be scheduled. The Chair may convene additional meetings as required. The meeting schedule will be set out at the beginning of each calendar year. Meetings can be rescheduled as needed.

ARMC may conduct business electronically to facilitate decision making.

Quorum

At least sixty percent (60%) of committee members must be in attendance to have quorum for a meeting. One of the committee members must be either the Chair or the Vice-Chair. Alternates, with the exception of the legal representative from Justice, are not permitted to be counted as a committee member for the purpose of quorum.

Approval for schedules are by majority agreement by the Committee.

Preparation and Attendance by Members

The Chair shall set the agenda for all meetings. To enhance the effectiveness of the ARMC meetings, each member will:

- devote the time needed to prepare for and participate in each meeting by reading the background materials provided for the meeting; and
- maintain an excellent meeting attendance record.

Missing three consecutive meetings would result in a review of the appointment by the Chair.

Attendance by Non-Members

Subject matter experts may be invited to deliver a presentation or participate in discussions as needed.

Minutes of Meetings

Minutes of each meeting will be prepared by the ARMC Secretary. The minutes will contain a record of the persons present, schedules and circular approvals, decisions made, a high-level summary of the discussions and progress on action items.

Operations

Access

The ARMC members will have access to the Information Management Branch (ARMC Secretariat) documentation, information and resources necessary to fulfill their responsibilities.

Orientation, Training and Continuing Education

- ARMC members will have an understanding of records and information management and will have completed the GoA Managing Information @ Work course; and
- The Secretary of the ARMC will provide an orientation for new ARMC members.

Secretariat Support

Under direction of the Chair, the ARMC Secretary and Service Alberta Information Management Branch will provide secretariat support to the operation of the ARMC. The Information Management Branch provides support to investigate and develop recommendations on specific records and information management issues.

Communications

ARMC will communicate to the GoA within their mandate.

Responsibilities and Duties

The key areas of responsibility that shall be addressed by the ARMC are:

- Approve schedules.
OUTCOME: Schedules will exist for all records and will capture business, legal and enduring value. Legal and business risk will be mitigated.
- Provide advice to the Minister responsible for the corporate records and information management program on policies, standards and procedures for the program.
OUTCOME: The advice contributes to a consistent approach to corporate assets. Information and records will be managed. Information is treated as a corporate asset.
OUTCOME: Information assets are managed throughout their entire life-cycle regardless of the medium in which they are held.
- Evaluate the records and information management program in a department, agency, board or commission.
OUTCOME: Quality, factual information about the corporate records and information management program is available for analysis to provide advice and recommendations to the Minister for continued improvement of the corporate program.

Approved by:

Manon Plante
Chair, Alberta Records Management Committee

October 26, 2016
Date

Appendix A

ARMC Position	Position	Name
Chair	Assistant Deputy Minister, Open Government, Service Alberta	Manon Plante
Vice Chair	Executive Director, Information Management Branch, Open Government, Service Alberta	Maureen Towle
Secretary	Director, Information Management Branch, Open Government, Service Alberta	Deb Phillips
Legal Representative	Director, Central Services/Barrister and Solicitor, Justice and Solicitor General	Heather Innes
Archival Representative	Executive Director and Provincial Archivist, Provincial Archives of Alberta, Culture and Tourism	Leslie Latta
Financial Representative	Executive Director, Office of the Controller, Treasury Board and Finance	Diem Fernandez

Appendix B

Position	Responsibility
Chair, Service Alberta	<ul style="list-style-type: none"> • Chair committee meetings; • Sign approved schedules; • Correspond with government organizations to obtain Senior Records Officer designations; • Communicate recommendations to the Minister responsible for the Records and Information Management Program on policy issues; • Communicate records and information management program policy and procedure decisions to Senior Records Officers; • Correspond with government organizations that are not complying with Records Management Regulation requirements; • Advise the committee on access and privacy issues that affect the management of records; and • Review schedules to ensure that the access and privacy interest of the GoA and citizens of Alberta are protected.
Vice-Chair, Service Alberta	<ul style="list-style-type: none"> • Performs the Chair role when the appointed Chair is unable to attend the meeting; • Provide advice and direction as required; • Advise the committee on records and information issues; and • Review schedules to ensure that the interest of the GoA and citizens of Alberta are protected.

<p>Secretary, Service Alberta</p>	<ul style="list-style-type: none"> • Research records and information management issues and develop proposals and publications for the committee; • Coordination of the ARMC meeting packages; • Prepare and distribute agendas; • Take minutes at all meetings and distribute minutes to all committee members; • Maintain the official records of the committee; • Maintain an official list of all designated Senior Records Officers; • Approve minor amendments to schedules on behalf of the Committee; • Approve transfers, cancellations and expirations of Schedules on behalf of the committee; • Correspond with government organizations on specific issues and inform them of schedules that have been approved, deferred or rejected by the committee; and • Initiate and complete Action Items as required.
<p>Legal Representative, Justice and Solicitor General</p>	<ul style="list-style-type: none"> • Advise the committee on legal/policy issues that affect the management of information and records; • Review schedules to ensure that the legal interest of the GoA and the citizens of Alberta are protected; and • Provide advice on legal concerns as required.
<p>Archival Representative, Culture and Tourism</p>	<ul style="list-style-type: none"> • Ensure the completion of an archival appraisal of records on each Records Retention and Disposition Schedule submitted by government organizations to ensure that records of enduring value are identified; • Advise the committee on archival issues that affect the management of information and records; and • Provide advice on archival concerns as required.
<p>Risk/Audit/Financial Representative, Treasury Board and Finance</p>	<ul style="list-style-type: none"> • Advise the committee on risk management, audit and fiscal policies and issues that may affect the management of information and records; • Review schedules to ensure that financial, audit and risk management interests of the GoA are protected; and • Provide advice on financial concerns as required.