### Government of Alberta

#### Service Alberta
Alberta Records Management Committee

### Records Retention and Disposition Schedule

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Org Code</th>
<th>Schedule Number/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Alberta</td>
<td>SA</td>
<td>2003/043-A001</td>
</tr>
</tbody>
</table>

**All GoA**

| Program/Service Name: | Backup Systems |

#### Organization Name

- **All GoA**

#### Schedule Number/Status

**2003/043-A001**

**Approved**

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### SCHEDULE ADMINISTRATION

#### Type:
- Continuing Schedule

#### Related Schedule(s):
- 2012/011 Contract Claims
- 2014/029 Image Assets
- 2011/032 Legal Services - Civil Law - Social Enhancement Legal Team

#### Cancels/Replaces Schedule(s):

- **2003/043** Aug 12, 2009

#### Amendment History

<table>
<thead>
<tr>
<th>Number</th>
<th>Amendment to</th>
<th>Date Approved</th>
<th>Item(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A001(Major)</td>
<td>2003/043</td>
<td>Aug 12, 2009</td>
<td>2</td>
</tr>
</tbody>
</table>

**Reason for Amendment:** An item has been added to this schedule to include data recovery and migration files created by Information Technology staff in the delivery of their service to support their users.

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### SCHEDULE APPROVALS

#### Senior Program Manager:
- Approved
  - Date: Aug 11, 2009

#### Senior Records Officer:
- Approved
  - Date: Aug 11, 2009

#### ARMC Chair:
- Frank, Laurel
  - Date: Aug 12, 2009


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### PROGRAM/SERVICE INFORMATION

**Purpose/Function**

The purpose of this schedule is to provide a common approach to backups for all departments, agencies, boards and commissions of the Government of Alberta.

This schedule provides a legal disposition authority to dispose of the records associated with the backup process, and the content of the backups.

Backups are used for business recovery or disaster recovery in the event of a loss or failure.
Brief History

The increased computerization within government has created a need to schedule what is now recognized as a common business activity of backing up data, information, applications, systems, servers, etc. Previously, each government organization scheduled their own backup records.

Mandate/Legal Authority

None.

APPRAISAL

Archivist: Stanton, Susan
Manager, Government Records: Murdoch, Wayne Date: Jul 08, 2009
Director, Provincial Archivist: Latta, Leslie Date: Aug 11, 2009

Organization Purpose:
Not Applicable.

Business Function
Not applicable.

Comments

Special Preservation/Conservation Factors

Special Storage Requirements

OPINIONS

No Opinions Requested.

SCHEDULE ITEMS

1 Routine Backups

Routine backup of incremental or complete data sets to a backup device or media, including, but not limited to, the following examples: magnetic tapes, CD's, storage area networks (SANs) or to another system.

Note: At final disposition, ensure that information on backup media has been completely destroyed by re-using, physically destroying the media; or rendering permanently inaccessible. Failure to completely destroy electronic information and its media at disposition time may lead to a privacy breach under the FOIP Act. Backups may contain PIBs and require secure and confidential protection.

| Media: Electronic |
| Other: Or any other media or device used to backup data |

Date Range:

| Legal Reference: FOIP Ref : may contain PIBs |
| Closure Criteria: Superseded or obsolete |
| Retention On-site: 0 Year(s) | Retention Off-site: 0 Year(s) |

Concurrence Conditions: Final Disposition: Destroy

Archival Appraisal:
Routine System Backups records are generated in the performance of an information security activity. These records are administrative in nature and are not intended to document primary functions of any given organization. It is recommended, due to the nature and use of Routine System Backups records, that these records are not retained by the Provincial Archives of Alberta.
Items to be cancelled:
1993/105 25.5 SET #4

2 *

Data Recovery and Migration Files
Information Technology staff use tools that may create residual files in the delivery of their support services. These files have a temporary value used for the restoration of data on to a hard drive (microcomputer or server). Once the restoration task has been completed, these residual files can be deleted. An example of these types of files is the Windows Imaging Format (WIM) file which is created when rebuilding the hard drive on replaced hardware.

These residual data recovery and migration files are typically only accessible by Information Technology staff. Users cannot see or access this file. Once the user has verified that the replacement hardware has been recreated appropriately, there is no business requirement to keep these files. Information Technology staff can remove it from the device.

Date Range: 2000 to date

Media: Electronic
Other:

Legal Reference: FOIP Ref :

<table>
<thead>
<tr>
<th>Closure Criteria:</th>
<th>Retention On-site:</th>
<th>Retention Off-site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>After user verification</td>
<td>30 Day(s)</td>
<td>0 Day(s)</td>
</tr>
</tbody>
</table>

Concurrence Conditions: Final Disposition: Destroy

Archival Appraisal:
RECOMMENDED FINAL DISPOSITION DESTROY.

Data Recovery and Migration Files are used in the process of salvaging and transferring electronic data. Once results have been verified and data quality is checked, these files can be destroyed. The records do not provide evidence of the primary functions of any Government of Alberta departments. The Provincial Archives of Alberta need not acquire these records.

Items to be cancelled:
None

Reason for Amendment A001: Provide the ability for Information Technology staff to delete data recovery and migration files.

COMMENTS