ARMC Circular #: 2016-005

Topic: Administrative Records Disposition Authority (ARDA)

Background

This amendment to ARDA addresses:
1. Clarifying that ARDA must not be used for operational records;
2. Removing references to operational records in the item descriptors;
3. Standardizing the retention period for copy set items;
4. Changing the closure criteria for accounts payable and receivable;
5. Changing the final disposition for disaster planning records;
6. Adding four new items to address records related to public interest disclosures, security surveillance, employee grievance hearings, and personnel complaints to legislative bodies; and
7. Expanding the scope of ARDA to all Government of Alberta organizations subject to the Records Management Regulation.

Amendment Details

1. Added a sentence for the following items to avoid inappropriate application of ARDA:
   “If records relate to the organization’s mandate or purpose, ARDA should not be used for these records. Use the appropriate program (operational) records schedule.”
   a. 0115 – Administration – Policy and Procedure
   b. 0175 – Committees
   c. 0225 – Legal Activities
   d. 0640 – Audits
   e. 0715 – Grants
   f. 0740.01 – Financial Reports and Statistics – Specific – General Ledgers

2. Removed the reference to “operational records” in the item descriptors since ARDA can only be used to dispose of administrative records for the following items:
   a. 0295 – Orders and Directives
   b. 0300 – Planning, Goals and Objectives

3. Standardized the retention period for copy set items to one year after file closure for consistency.
4. Changed closure criteria:
   “Final Payment” to “Fiscal Year (Mar 31)” for:
   a. 0626 – Accounts – Payable – Departmental Vendor
   b. 0627 – Accounts – Payable – Employee
   c. 0628 – Accounts – Payable – Regular Vendor
   “Receipt” to “Year End (Mar 31)” for:
   d. 0630 – Accounts – Receivable – Departmental Vendor

5. Changed the final disposition from “Review” to “Destroy” for item 0190 - Disaster Planning.

6. Added four new items to facilitate the final disposition for:
   a. 0320 – Public Interest Disclosure – Investigation Results
   b. 0405 – Security – Surveillance
   c. 1212 – Employee Relations – Grievances – Hearings
   d. 1120 – Personnel – Complaints to Legislative Bodies

7. Expanded the scope of ARDA to a government-wide schedule. All ministries subject to the Records Management Regulation no longer require ARMC approval to use the schedule.

Action Required

To ensure that the GoA is using standard retentions for its administrative records:
- SROs must cancel existing department specific administrative records retention schedule(s) by linking existing items to its counterpart in ARDA.
- The ARMC Secretary will cancel all remaining department specific administrative records retention schedules that have no records in storage.

Conclusion

For clarification, further details or assistance on the contents of this circular, please contact the ARMC secretary at sa.informationmanagement@gov.ab.ca.

Original Signed by:

Manon Plante
Chair
November 15, 2016

Date