
Alberta Records Management Committee (ARMC)

ARMC Circular: 2006-03

Topic: Mixed Box Conditions Resulting from ARDA Amendments – Update

(This Circular rescinds Circular 2005-01)

Background

In 2002, the ARMC approved Amendment No. 011 to Schedule 1986/050, the Administrative Records Disposition Authority (ARDA). This amendment resulted from the Archival Appraisal of ARDA, to update all items that have a final disposition of Selective Retention, which the Provincial Archives of Alberta (PAA) had discontinued using.

These changes created a situation in which thousands of boxes of records, stored both at the Alberta Records Centre (ARC) and in ministries, contained records with mixed final disposition of Archives and Destroy. These all would previously have had a final disposition of Selective Retention. As such, these boxes could not be processed for final disposition without the contents being resorted and re-boxed.

In 2004, the ARMC and the Administrative Services Council (ASC) sponsored a project to address the backlog of these boxes at the ARC. With two FTEs working fulltime on this project, the backlog (including boxes eligible for disposition to the end of fiscal year 2002/03) was completed, with the records separated into correct categories for disposition. Boxes eligible for disposition from 2003/04 to March 2007 remain outstanding; approximately 64,000 boxes need to be reviewed for this time period. This would take approximately two years to complete.

In July 2006, the ARMC requested a review of this project and a reassessment of the options available to address the backlog situation. The Provincial Archives of Alberta conducted a reappraisal of the records series in ARDA with a final disposition of Archives. (See Appendix 1 for the list of items). They determined that the final disposition for most of these records series could be changed to Destroy.

As a result of the re-appraisal, ARDA has been revised by Amendment # 012 to a “Destroy only” disposition schedule for common administrative records (with only a few exceptions).

ARDA Appraisal Reassessment

Items with a final disposition of Archives have been amended to a final disposition of Destroy. For consistency, the changes will be applied to legacy collections of administrative records currently in Provincial Archives’ custody and control.

During the re-appraisal however, Provincial Archives identified six records series that might have been used to schedule both common administrative records and program-specific or operational records. These are:

- 0110 – Administration – Organization - Master
- 0115 – Administration – Policy and Procedures - Master
- 0175 – Committees – Master
- 0225 – Legal Activities – Master
- 0295 – Orders and Directives – Master
- 0715 – Grants – Master

For the six records series listed above, the final disposition has been changed to Review, as a further assessment is required. Also, the Information Management Branch is undertaking a project to redevelop ARDA. The retention and disposition requirements will be re-evaluated at this time.

Implementation of ARDA Appraisal

Provincial Archives will apply the new final disposition to current collections of administrative records currently in Provincial Archives' custody and control. The specific records related to the six items above will be extracted from their collections and sampling information will be collected. These records will be held until the final decision is made by ARMC later this fiscal year.

The Alberta Records Centre will, as stored boxes become eligible for final disposition, separate records related to the six items above. Sampling information will be collected on these six items. These records will be held until the final decision is made by ARMC later this fiscal year.

Ministries will need to evaluate their records management practices to determine if they:

- are using these six items in ARDA to schedule their operational records, and
- have operational records currently boxed together with administrative records in their on-site storage facilities. Some ministries combine inactive administrative and operational records with the same final disposition in the same box. As a result of ARDA becoming a destroy-only schedule, boxes designated as Archives now may become boxes with mixed final disposition.

Conclusion

For further details or clarification of the contents of this circular, please contact the ARMC secretary at SA.InformationManagement@gov.ab.ca or (780) 427-3884.

Original signed by:

December 18, 2006

Tom Thackeray, Chair

Date

Appendix 1

List of ARDA Items with Changed Final Disposition (FD) in 1986/050-A012

Item #	Item Title	Final Disposition	Revised Disposition
0110	Administration – Organization – Master	A	*Review
0115	Administration – Policy & Procedures – Master	A	*Review
0175	Committees – Master	A	*Review
0225	Legal Activities – Master	A	*Review
0295	Orders & Directives – Master	A	*Review
0330	Public Relations – General	A	D
0340	Public Relations – Publicity – Master	A	D
0345	Public Relations – Special Events – Master	A	D
0350	Public Relations – Visits & Tours – Master	A	D
0505	Buildings & Properties – Policy & Procedures – Master	A	D
0605	Finance – Policy & Procedures – Master	A	D
0640	Audits – Master	A	D
0715	Grants – Master	A	*Review
0740.01	Financial Reports and Statistics – Specific - General Ledgers	A	D
0805	Information – Policy & Procedures – Master	A	D
0815.02.1	Reading or Chronological Files – Executives	A	D
0835	Information Technology – Departmental Systems – Master	A	D
0845	Information Technology – Communications Networks – Master	A	D
0886	Freedom of Information & Protection of Privacy – Administration – General – Master	A	D
0887	Freedom of Information & Protection of Privacy Administration – Freedom of Information – Master	A	D
0888	Freedom of Information & Protection of Privacy – Administration – Protection of Privacy - Master	A	D
1005	Materials & Equipment – Policy & Procedures – Master	A	D
1105	Personnel – Policy & Procedures – Master	A	D

*Review – Sampling will be done on these records by PAA and at the ARC to determine the volume of operational records. This information will be brought forward to a future 2007 ARMC Meeting for deliberation. An appropriate action plan and final disposition will be determined at that time.