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### Alberta Records Management Committee

### ARMC Circular #: 2010-004

### Topic: Destruction of Purged Disciplinary Records

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(Rescinds Circular 2004-02)

#### Introduction

The purpose of this circular is to advise ministries of the procedure for arranging the destruction of purged employee disciplinary records in both hardcopy and electronic form.

#### Scope

This circular applies only to those departments and agencies governed by the [Public Service Act](#) and Article 28.03 of the Master Agreement (Employee Official Personal File) [www.pao.gov.ab.ca/agreements/master/disciplinary-action.htm](http://www.pao.gov.ab.ca/agreements/master/disciplinary-action.htm).

#### Process

All requests for the destruction of disciplinary records from departments and agencies subject to the *Public Service Act* should be forwarded to the Secretary of the Alberta Records Management Committee by the respective Human Resources area under confidential conditions for formal destruction. Confidential conditions consist of the following:

- Insert the items to be destroyed in a sealed envelope marked “Confidential”. For disciplinary records captured in the Employee Record Access (ERA) System, the Human Resource Consultant must follow the [Removal of Grievance or Disciplinary Documents Process](#) established by Service Alberta, Pay and Benefits. See Appendix A.
- Prepare a covering transmittal memorandum requesting the destruction of the purged disciplinary records; ensure none of the employee’s information such as name, employee number, etc. is included in this memorandum. Address the memorandum to the Secretary, Alberta Records Management Committee, Records and Information Management Branch, Alberta Government Services, 3rd Floor, Commerce Place, 10155 - 102 Street.
- Attach the memorandum to the sealed envelope.
- Place the memorandum and the sealed envelope in another envelope for mailing.

The Secretary of the Alberta Records Management Committee will immediately shred the documents under secure conditions and will send a destruction certificate back to the sender once destruction has taken place.

#### Conclusion

For further details or clarification of the contents of this circular, please contact the ARMC secretary at [sa.informationmanagement@gov.ab.ca](mailto:sa.informationmanagement@gov.ab.ca) or (780) 427-3884.

*Signed by:*

Ray Keroack

Chair

August 30, 2011

Date

**APPENDIX A****Service Alberta****Pay and Benefits****REMOVAL OF GRIEVANCE OR DISCIPLINARY DOCUMENTS PROCESS**

1. Human Resources Consultant will send a request to Pay and Benefits Team Lead for the removal of grievance or disciplinary documents. Included in the request would be the employee's information such as name, employee number, etc. and a list of the document(s) that need to be removed from the Employee Record Access (ERA) system.
2. Pay and Benefits Team Lead will verify that the document(s) requested to be removed have been scanned in ERA and that the document(s) are valid grievance or disciplinary document(s) that can be removed.
3. Pay and Benefits Team Lead will then forward the request to the ERA unit.
4. ERA unit will request the paper file from the Alberta Record Centre (ARC) and remove the original paper grievance or disciplinary document(s) from the file.
5. The scanned document image(s) will be deleted from the ERA system and the paper file will be returned to ARC.
6. ERA unit will forward the original paper grievance or disciplinary document(s) to the Pay and Benefits Team Lead and advise them that the scanned document image(s) has been deleted from the ERA system.
7. Pay and Benefits Team Lead will forward the original paper grievance or disciplinary document(s) to Human Resources Consultant advising that the scanned document image(s) have been deleted.
8. Human Resources Consultant will send original paper grievance or disciplinary document(s) to ARMC Secretary for disposal in accordance with ARMC Circular # 2010-04 Destruction of Purged Disciplinary Records.