

ARMC Circular #: 2016-003

Topic: ARMC Secretary Delegation of Responsibility

(This Circular rescinds Circulars 2005-03 and 2005-04)

Background

Ministries frequently need to make revisions to maintain the accuracy and relevance of records retention and disposition schedules (Retention Schedules). The Records Management Regulation enables the Secretary of the Alberta Records Management Committee (ARMC) to approve the cancellations/expirations, transfers, and minor amendments to approved Retention Schedules.

Delegation to the Secretary

In accordance with the Records Management Regulation, the ARMC hereby assigns to the Secretary of the Committee responsibility for:

- Approving minor amendments to Retention Schedules;
- Approving the cancellation or expiration of Retention Schedules or specific items on a Retention Schedule;
- Acknowledging transfers of approved Retention Schedules and/or specific items between government organizations; and
- Acknowledging changes made by the Provincial Archives' appraisal for selection process.

Minor Amendments

Minor amendments can consist of:

- Schedule level amendments
 - Superficial changes such as formatting, spelling, and grammar;
 - Correction of entry errors made during data conversion (master paper into RSS);
 - Adjustments of Retention Schedule information to meet corporate applications' requirements;
 - Description updates to the Program/Service Name, Purpose/Function, Brief History, and Legal Mandate; and
 - Continuing Schedule changed to a One-time Schedule.
- Item level amendments
 - Numbering adjustments to Item Number;
 - Description updates to Item Title and Item Descriptions;

- Date range changes;
- Updating Legal references and FOIP references including the removal of outdated Access Restrictions;
- Addition or revision of Closure Criteria and Concurrence Conditions; and
- Adjustments in on-site or off-site Retention Periods, without changing the total retention period.

Conclusion

For further details or clarification of the contents of this circular, please contact the Alberta Records Management Committee Secretary at sa.informationmanagement@gov.ab.ca.

Original Signed by:

Cathryn Landreth

Chair

April 20, 2016

Date

Appendix A

Schedule Amendment Matrix

For minor amendments, the ARMC expects that ministries will proof-read the entire schedule and ensure that the points in “**Minor**” column are addressed. When dealing with minor amendments, the ARMC does not require ministries to make changes that involve anything more than minor revisions.

For major amendments, ministries will have to address points in **both columns**.

Amendment	Minor	Major
<ul style="list-style-type: none"> Data entry errors corrections (does not align with approved paper schedule) 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Spelling and grammar corrections 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Formatting changes 	<input checked="" type="checkbox"/>	
<i>Reason for Schedule Amendment</i>		
<ul style="list-style-type: none"> Provide a descriptive summary statement Terminated/transferred program 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Organization name</i>		
<ul style="list-style-type: none"> If changed and referenced in Purpose, History or Description fields, update where appropriate 	<input checked="" type="checkbox"/>	
<i>Program/Service Name</i>		
<ul style="list-style-type: none"> If changed, update where appropriate 	<input checked="" type="checkbox"/>	
<i>Related Schedules</i>		
<ul style="list-style-type: none"> If changed, update where appropriate, do not include this reference in any other fields (i.e. Purpose/Function or Brief History) If other schedules are mentioned in the appraisal, include it in the Schedule Relationships table. 	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
<i>Purpose/Function</i>		
<ul style="list-style-type: none"> If changed, update where appropriate If missing or outdated 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Brief History</i>		
<ul style="list-style-type: none"> If changed, update where appropriate 	<input checked="" type="checkbox"/>	
<i>Item</i>		
<ul style="list-style-type: none"> Adding new item 		<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Description <ul style="list-style-type: none"> Insignificant changes to existing items Missing or significantly outdated items and/or obsolete information (i.e. retaining an AT computer and DOS to enable access to a system, etc.) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Date Range - update where appropriate 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Media - update to identify all media in use where appropriate 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Legal/FOIP References - update where appropriate 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> Closure Criteria - update where appropriate and use the standard RSS pick list formats whenever possible 	<input checked="" type="checkbox"/>	

Amendment	Minor	Major
<ul style="list-style-type: none"> • Retention Period <ul style="list-style-type: none"> ○ Include Units of Time (e.g. years, months, etc.) ○ Changes to total retention 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Concurrence Condition – use the standard RSS pick list 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • Final Disposition - changes to final disposition (only Archives or Destroy) 		<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Amendment Reason - Provide a descriptive rationale for each amended item 	<input checked="" type="checkbox"/>	