

<b>Organization Name</b> Service Alberta ** All GoA **	<b>Org Code</b> SA **	Schedule Number/Status <b>2003/043-A001</b>  Approved
<b>Program/Service Name:</b> Backup Systems		

**SCHEDULE ADMINISTRATION**

<b>Type:</b> Continuing Schedule	<b>Organization Chart:</b> <b>External Documents:</b> <b>Comments:</b> N								
<b>Related Schedule(s):</b> 2012/011 Contract Claims 2014/029 Image Assets 2011/032 Legal Services - Civil Law - Social Enhancement Legal Team									
<b> Cancels/Replaces Schedule(s):</b>									
<b>Amendment History</b> <table border="1"> <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> <p><b>Reason for Amendment:</b> 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.</p>		Number	Amendment to	Date Approved	Item(s)	A001(Major)	2003/043	Aug 12, 2009	2
Number	Amendment to	Date Approved	Item(s)						
A001(Major)	2003/043	Aug 12, 2009	2						
<b>Schedule Transfer History</b> ----- None -----									
<b>Schedule Cancellation History</b> ----- None -----									

**SCHEDULE APPROVALS**

<b>Senior Program Manager:</b> , Approved	<b>Date:</b> Aug 11, 2009
<b>Senior Records Officer:</b> , Approved	<b>Date:</b> Aug 11, 2009
<b>ARMC Chair:</b> Frank, Laurel	<b>Date:</b> Aug 12, 2009
APPROVED IN ACCORDANCE WITH RECORDS MANAGEMENT REGULATION (A.R. 224/2001) AND GOVERNMENT ORGANIZATION ACT (R.S.A. 2000, Chapter G-10, Schedule 11)	

**PROGRAM/SERVICE INFORMATION**

<p><b><u>Purpose/Function</u></b></p> <p>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.</p> <p>This schedule provides a legal disposition authority to dispose of the records associated with the backup process, and the content of the backups.</p> <p>Backups are used for business recovery or disaster recovery in the event of a loss or failure.</p>
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**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.

**Date Range:**

**Media:** Electronic

**Other:** Or any other media or device used to backup data

**Legal Reference:**

**FOIP Ref :** may contain PIBs

<b>Closure Criteria:</b> Superseded or obsolete	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 0 Year(s)
<b>Concurrence Conditions:</b>	<b>Final Disposition:</b> 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

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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 :**

<b>Closure Criteria:</b> After user verification	<b>Retention On-site:</b> 30 Day(s)	<b>Retention Off-site:</b> 0 Day(s)
<b>Concurrence Conditions:</b>	<b>Final Disposition:</b> 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**