

# 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](mailto:sa.informationmanagement@gov.ab.ca).

Original Signed by:

Manon Plante

Chair

November 15, 2016

Date