

Records Retention and Disposition Schedule

Organization Name Technology and Innovation ** All GoA **	Org Code TI **	Schedule Number/Status 2026/004 Approved
Program/Service Name: Asset Management		

SCHEDULE ADMINISTRATION

Type: Continuing Schedule	Organization Chart: External Documents: Comments: N
Related Schedule(s):	
Cancels/Replaces Schedule(s):	
Amendment History ----- None -----	
Schedule Transfer History ----- None -----	
Schedule Cancellation History ----- None -----	

SCHEDULE APPROVALS

Senior Program Manager: Signed by, Senior Program Manager	Date: Apr 06, 2026
Senior Records Officer: Johnson, Maurine	Date: Apr 06, 2026
ARMC Committee: Committee, ARMC	Date: Sep 16, 2026
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

<u>Purpose/Function</u> The function of managing tangible assets owned, developed, or leased by the GoA. <i>Note: parts of this function correspond with parts of IGX's Supply Chain Management (SCM).</i> Includes developing, disposing of, controlling, maintaining, and transporting equipment, goods, vehicles, information technology (IT) hardware, supplies, and other assets acquired or procured. Includes developing, disposing of, controlling, and maintaining real property like government, health, and learning facilities, land without buildings, and transportation infrastructure like roads, bridges, and water structures. Note: Functional Records Retention and Disposition Schedules (functional schedules) are being developed collaboratively using an agile approach, meaning they may change as other functional schedules are approved or amended.

Brief History

Mandate/Legal Authority

Bill of Lading and Conditions of Carriage Regulation, AR 313/2002
Building Code Regulation, AR 5/2024
Commercial Vehicle Safety Regulation, AR 121/2009
Crown Property Regulation, AR 125/1998
Disposition of Property Regulation, AR 86/2019
Environmental Protection and Enhancement Act, RSA 2000, c. E-12
Expropriation Act, RSA 2000 c. E-13
Highways Development and Protection Act, SA 2004 c. H-8.5
Highways Development and Protection Regulation, AR 326/2009
Immunization Regulation, AR 182/2018
Infrastructure Accountability Act, SA 2021 c.I-1.6
Land Titles Act, RSA 2000 c.L-4
Municipal Government Act, RSA 2000 c. M-26
Occupational Health and Safety Act, SA 2020 c. O-2.2
Occupational Health and Safety Code AR 191/2021
Public Lands Act, RSA 2000 P-40
Public Works Act, RSA 2000 c. P-46
Real Property Governance Act, SA 2024 c. R-5.3
Real Property Governance Regulation, AR 232/2025
Safety Codes Act, RSA 2000, c. S-1
Traffic Safety Act, RSA 2000 c. T-6
Water Act, RSA 2000 c. W-3
Water (Ministerial) Regulation, AR 205/1998
Weed Control Act, RSA 2000 c. W-5.1

OPINIONS

No Opinions Requested.

SCHEDULE ITEMS

01 Asset Development

Records created during the process of designing, building, assembling, or preparing assets like equipment, goods, supplies, and tools and/or making significant changes, updates or enhancements to existing assets to conduct business.

See Item 05 for developing lands, buildings, bridges, roadways, and other real property or infrastructure.

See INFORMATION MANAGEMENT AND TECHNOLOGY - Applications and Systems Development (2026/002 Item 01) for IT systems and infrastructure where development, enhancement, and disposal are carried out as one process.

See Item 03 and/or Item 09 for allocating and delivering assets.

See FINANCE - Accounts Payable (2022/015 Item 01) for paying for acquired assets.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- tendering, contracting, and other aspects of procurement. Upcoming LEGAL SERVICES functional schedule.

Date Range: 1905 to date

Media:

Other: All media

Legal Reference:**POPA Ref :**

Closure Criteria: Asset disposal completed	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding access to information requests	Final Disposition: Destroy	

Items to be cancelled:

None

02 Asset Disposal

Records created during the process of selling, auctioning, donating, and/or destroying assets.

Includes:

- disposing of assets by sales, public auctions, public tenders, donations, and other means.
- disposing of non-financial abandoned and unclaimed property.

See Item 06 for disposing of lands, buildings, bridges, roadways, and other real property or infrastructure.

See FINANCE - Accounts Receivable (2022/015 Item 02) for receiving income for disposed assets.

See Item 03 for transferring owned assets within the GoA.

See INFORMATION MANAGEMENT AND TECHNOLOGY - Information Disposition (2026/002 Item 08) for disposition of information assets like documents, files, and data.

See INFORMATION MANAGEMENT AND TECHNOLOGY - Applications and Systems Development (2026/002 Item 01) for decommissioning information technology systems and infrastructure.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- terminating leases for unowned assets. Upcoming LEGAL SERVICES functional schedule.

Date Range: 1905 to date

Media:

Other: All media

Legal Reference:**POPA Ref :**

Closure Criteria: Asset disposal completed or cancelled	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding access to information requests	Final Disposition: Destroy	

Items to be cancelled:

None

03 Asset Inventory Control

Records created during the process of tracking asset acquisition, ownership, allocation, transfer, deployment, and depreciation of assets acquired or procured.

Includes:

- the periodic verification and update of inventories of a particular asset type or in a specific location.

- assigning equipment, like vehicles and furniture, or allocating assets, like supplies or workspaces, to employees or organizational units.
- tracking the placement, connection, and adjustment of tangible assets for usage, like furnishings or machines.
- tracking the condition of assets like vaccines, food, or vehicles.

See Item 07 for tracking lands, buildings, bridges, roadways, and other real property or infrastructure.

See INFORMATION MANAGEMENT AND TECHNOLOGY - Capture and Indexing (2026/002 Item 03) for inventories of information assets, like documents, files, and data, and tracking software assignments.

See Item 04 for resolving issues, like damage or deficiencies, identified in assets.

See Item 09 for delivering and tracking the transportation of assets.

See FINANCE - Accounts Payable (2022/015 Item 01) for tracking assets' receipts for financial purposes.

See INFORMATION MANAGEMENT AND TECHNOLOGY - Applications and Systems Maintenance (2026/002 Item02) for installing software or IT hardware.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- intangible assets.
- responding to issues, like damage or deficiencies, identified in assets. Upcoming RISK MANAGEMENT functional schedule.
- allocating and assigning parking spaces and software licenses. Upcoming RISK MANAGEMENT functional schedule.

Date Range: 1905 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Rescinded, replaced, or business use ends	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding access to information requests	Final Disposition: Destroy	

Items to be cancelled:

None

04

Asset Maintenance

Records created during the process of routine repairing, cleaning, or servicing assets to keep them in acceptable condition without altering the purpose or function.

Includes:

- inspecting for defects and conditions that are hazardous or may create a hazard.

See Item 08 for maintaining lands, buildings, bridges, roadways, and other real property or infrastructure.

See INFORMATION MANAGEMENT AND TECHNOLOGY - Applications and Systems Maintenance (2026/002 Item02) for resolving minor interruptions or reductions in the quality of IT services and restoring software and hardware configurations.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- responding to incidents affecting GoA assets. Upcoming RISK MANAGEMENT functional schedule.
- establishing maintenance requirements and ensuring compliance. Upcoming GOVERNANCE and MONITORING AND COMPLIANCE functional schedules.
- reporting and investigating incidents of and insurance claims for lost, stolen, or damaged assets. Upcoming RISK MANAGEMENT and LEGAL SERVICES functional schedules.

Date Range: 1905 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Rescinded, replaced, business use ends, or asset disposal completed	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding access to information requests	Final Disposition: Destroy	

Items to be cancelled:

None

05 Real Property Development

Records created during the process of planning, designing, constructing, and enhancing real property owned or developed by the GoA.

Includes:

- developing lands, buildings, bridges, roadways, dams, canals, and other types of real property or infrastructure.
- records of appraisal, site assessments, and development plans.
- as-built and as-tendered drawings and plans.
- schematic designs, site plans, electrical and plumbing drawings, designs for interiors and exteriors, and designs for architectural, structural, and mechanical systems for existing or planned GoA real property.
- developing and rehabilitating transportation infrastructure.
- landscape planning and design.
- estimating construction costs.

See Item 07 for tracking the acquisition, ownership, allocation, transfer, condition, and depreciation of real property.

See FINANCE - Accounts Payable (2022/015 Item 01) for paying construction costs.

See Item 08 for routine repairing, cleaning or preventative servicing and care of real property.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- tendering, contracting, and other aspects of procurement. Upcoming LEGAL SERVICES functional schedule.

Date Range: 1882 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Real property disposal completed	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
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Concurrence Conditions: Providing no outstanding access to information requests	Final Disposition: Archives
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Items to be cancelled:

None

06 Real Property Disposal

Records created during the process of disposing of real property owned or developed by the GoA.

Includes:

- disposing of lands, buildings, bridges, roadways, dams, canals, and other types of real property or infrastructure.
- records of appraisal, approval, sale, or demolition of property.
- disposing of real property by sales, public tenders, and other means.

See Item 07 for transferring real property within the GoA.

See FINANCE - Accounts Receivable (2022/015 Item 02) for receiving income for disposed property.

See Item 02 for disposing of movable property.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- tendering, contracting, and other aspects of procurement. Upcoming LEGAL SERVICES functional schedule.

Date Range: 1882 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Real property disposal completed or cancelled	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	Final Disposition: Archives	

Items to be cancelled:

None

07 Real Property Inventory Control

Records created during the process of tracking acquisition, ownership, allocation, condition, and depreciation of real property.

Includes:

- tracking lands, buildings, bridges, roadways, dams, canals, and other types of real property or infrastructure.
- the periodic verification and update of inventories of a particular real property type or in a specific location.

See Item 03 for tracking tangible assets other than real property like workspaces, vehicles, and vaccines.

See INFORMATION MANAGEMENT AND TECHNOLOGY - Capture and Indexing (2026/002 Item 03) for inventories of information assets, like documents, files, and data.

See Item 08 for resolving issues, like damage or deficiencies, identified with real property.

Excludes responding to issues, like damage or deficiencies, identified with real property.

SEE RISK MANAGEMENT - Incident Response

See FINANCE - Accounts Payable (2022/015 Item 01) for tracking assets' receipts for financial purposes.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- tendering, contracting, and other aspects of procurement. Upcoming LEGAL SERVICES functional schedule.
- responding to issues, like damage or deficiencies, identified with real property. Upcoming RISK MANAGEMENT functional schedule.

Date Range: 1882 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Rescinded, replaced, or business use ends	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	Final Disposition: Archives	

Items to be cancelled:

None

08 Real Property Maintenance

Records created during the process of routine repairing, cleaning or servicing of buildings, infrastructure, and improvements owned or developed by the GoA without altering their purpose or function.

Includes:

- maintaining landscaping, hardscaping, and gardening.
- inspecting for defects and conditions that are hazardous or may create a hazard.
- maintaining electrical, mechanical, plumbing, and structural systems of facilities.
- estimating costs.

See FINANCE - Accounts Payable (2022/015 Item 01) for paying for construction costs.

See Item 05 for designing or making significant changes or enhancements to real property.

See Item 04 for routine cleaning, repairing, modifying, maintaining, and servicing of movable property.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- establishing requirements for maintenance and ensuring compliance. Upcoming GOVERNANCE and MONITORING AND COMPLIANCE functional schedules.
- tendering, contracting, and other aspects of procurement. Upcoming LEGAL SERVICES functional schedule.
- insurance claims for incidents that require significant changes or enhancements. Upcoming LEGAL SERVICES functional schedule.

Date Range: 1882 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Rescinded, replaced, business use ends, or	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
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real property disposal completed	
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding access to information requests	Final Disposition: Destroy

Items to be cancelled:

None

09 Shipping and Transfer

Records created during the process of transporting and tracking the movement of assets or arranging their transportation.

Includes:

- GoA internal mail and tangible assets like equipment and goods.
- arranging to use vehicles and equipment to transport assets.

See INFORMATION MANAGEMENT AND TECHNOLOGY - Information Disposition (2026/002 Item 08) for transferring or shipping records that have met their closure criteria.

Excludes

See Item 03 for allocating, reassigning, and placing assets after transportation.

Note: Functional schedules are being developed collaboratively using an agile approach. Cross-references below will be updated as corresponding functional schedules are approved.

Excludes:

- mailing or couriering items as part of specific business activities that require tracking, like serving court documents.
- reporting and investigating incidents of and insurance claims and refunds for assets lost, stolen, or damaged in transit. Upcoming RISK MANAGEMENT and LEGAL SERVICES functional schedules.

Date Range: 1905 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Confirmation of receipt or loss in transit	Retention On-site: 0 Year(s)	Retention Off-site: 7 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding access to information requests	Final Disposition: Destroy	

Items to be cancelled:

None

98 Source Documents - Archival - Real Property Development

Includes the source documents of records classified as Item 05 that have been successfully captured:

- electronically by scanning or imaging into an electronic records management repository, and/or
- scanned and stored on microfilm, microfiche or aperture cards (microform)

The process used to scan, image, and microfilm source records complies with an applicable standard as determined through a business risk assessment. Adherence to a standard is determined by the level of risk associated with the record series being scanned. The application of a specific standard (GoA Standard, and/or CAN/CGSB-72.34-2024) is implemented prior to commencement of scanning activities. A

predetermined ratio of scanned/imaged documents will be verified against the original source document as part of the required quality assurance procedures under the selected standard, to ensure that the image quality and scanning process are correct. The verified electronic or microform image is designated the master version and the original document constitutes a copy. All processes, including creation, capture, receipt, identification, management and protection of records through their lifecycle have been documented in a procedures manual as required by the selected standard.

If applicable, the requirements under the Canadian e-evidence standard CAN/CGSB-72.34-2024 have been implemented to ensure the legal admissibility of records in court.

Date Range: 1882 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: After verification of image	Retention On-site: 30 Day(s)	Retention Off-site: 0 Day(s)
Concurrence Conditions: Providing no outstanding access to information requests	Final Disposition: Archives	

Items to be cancelled:

None

99

Source Documents

Includes the source documents that have been successfully captured:

- electronically by scanning or imaging into an electronic records management repository, and/or
- scanned and stored on microfilm, microfiche or aperture cards (microform)

See Item 98 for records classified as Item 05

The process used to scan, image, and microfilm source records complies with an applicable standard as determined through a business risk assessment. Adherence to a standard is determined by the level of risk associated with the record series being scanned. The application of a specific standard (GoA Standard, and/or CAN/CGSB-72.34-2024) is implemented prior to commencement of scanning activities. A predetermined ratio of scanned/imaged documents will be verified against the original source document as part of the required quality assurance procedures under the selected standard, to ensure that the image quality and scanning process are correct. The verified electronic or microform image is designated the master version and the original document constitutes a copy. All processes, including creation, capture, receipt, identification, management and protection of records through their lifecycle have been documented in a procedures manual as required by the selected standard.

If applicable, the requirements under the Canadian e-evidence standard CAN/CGSB-72.34-2024 have been implemented to ensure the legal admissibility of records in court.

Date Range: 1882 to date

Media:

Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: After verification of image	Retention On-site: 30 Day(s)	Retention Off-site: 0 Day(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding access to information requests	Final Disposition: Destroy	

Items to be cancelled:

None

COMMENTS

