Government of Alberta

Alberta Records Management Committee

Records Retention and Disposition Schedule

Organization Name Technology and Innovation ** All GoA **	**Org Code** TI **	Schedule Number/Status 2026/001 Approved
Program/Service Name: Communications		

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:** Oct 27, 2026
Senior Records Officer: Johnson, Maurine	**Date:** Oct 27, 2026
ARMC Committee: Committee, ARMC	**Date:** Oct 27, 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

Purpose/Function

The function of managing how the Government of Alberta (GoA) imparts or exchanges information.

Includes internal communications to GoA staff.

Includes routinely exchanging information with external entities, like other jurisdictions, or while representing the GoA.

Includes raising and maintaining the GoA's public profile through advertising, marketing, promotion, and handling public relations issues.

Includes organizing and holding events and coordinating official representation at functions and participation in community activities.

Includes receiving communications from the public and responding as needed.

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

King's Printer Act, RSA 2000 c.K-2
King's Printer Regulation, AR 44/1970

OPINIONS

No Opinions Requested.

SCHEDULE ITEMS

01 Advertising

Records created during the process of promoting Alberta, the Government of Alberta, or raising awareness of matters of broad interest through advertising campaigns.

Includes:

- creating, arranging, and sharing information about GoA programs, policies, initiatives, or activities.
- promoting and marketing through platforms and medium like commercials, print ads, social media posts, and GoA websites.
- translations of advertisements.
- audio and visual resources explicitly developed for and only used in a single advertising campaign.

See Item 03 for communicating routine announcements about GoA activities.

See Item 11 for developing speeches and other formal communications for delivery by GoA officials.

See HUMAN RESOURCES - Recruitment (2025/001 Item 09) for posting GoA job advertisements.

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

Excludes:

- posting procurement opportunities. Upcoming LEGAL SERVICES functional schedule.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Campaign concluded or cancelled	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 11 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives	

Items to be cancelled:
None

02 Advisories and Alerts

Records created during the process of notifying and informing the public and external organizations before, during, and after emergencies, disasters, and unexpected situations.

Includes

- communicating critical information about potentially life-threatening situations and the action that needs to be taken.
- advisories for health events, natural disasters, and public safety advisories on Crown land.
- sharing alerts issued on behalf of communities and police.

See Item 03 for communicating routine announcements about GoA activities.

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

Excludes:

- maintaining the emergency alert system. Upcoming PUBLIC SAFETY functional schedule.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Situation resolved or alert no longer active	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 11 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives	

Items to be cancelled:
None

03 Announcements

Records created during the process of creating, arranging for, and making announcements about GoA activities.

Includes:

- routine internal and external announcements like reminders of due dates for administrative tasks, seasonal service hours, email announcements from executives to GoA staff, electronic road signs, and other non-emergency notifications like road closures and special events, etc.

See Item 01 for advertising to promote Alberta, the Government of Alberta, or raise awareness of matters of broad interest.

See Item 02 for alerting and advising the public and external organizations before, during, and after emergencies, disasters, and other potentially life-threatening situations.

See Item 11 for announcements, speeches and other formal communications developed for or delivered by the Premier, Cabinet Ministers, Deputy Ministers, or other GoA officials.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Fiscal year end (Mar 31)	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 3 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 Audio and Visual Resources

Records created during the process of maintaining audio and/or visual materials in a repository for repeated, ongoing use in communications or promotional activities.

Includes:

- image banks, videos, and audio recordings.
- graphic design files, logos, slogans, jingles, and other branding created for the GoA.
- release forms associated with the resources.
- GoA-wide, department-specific and program-specific materials.

See Item 01 for audio and visual resources developed for and only used in a single advertising campaign.

See Item 02 for audio and visual resources developed for and only used in a single advisory or alert.

See Item 03 for audio and visual resources developed for and only used in a single announcement.

See Item 11 for audio and visual resources developed for and only used in a single news conference, interview, background or technical briefing, or other communication tool.

Excludes audio and visual resources developed or captured for only one specific activity, like training, investigations, or security monitoring, or for temporary use until the related textual records (like meeting minutes, interview notes, or transcripts) are finalized.

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

Excludes:

- managing materials where the GoA does not own the copyright. Upcoming LEGAL SERVICES functional schedule.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref : PIB

Closure Criteria: Rescinded, replaced, or business use ends	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 1 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives	

Items to be cancelled:
None

05 Event Coordination - Formal

Records created during the process of organizing and holding events with public relations, communications, employee engagement or ceremonial purposes when the Premier, Cabinet Minister, or Deputy Minister is officially representing the GoA.

Includes:

- swearing-in ceremonies for new Cabinet Ministers, Remembrance Day, opening of the Legislature, charitable fundraising campaigns, town halls, festivals, funerals, celebrations, employee events, etc.
- official visits, delegations, or tours for dignitaries, like royalty, heads of states/governments, foreign ministers, ambassadors, consul generals, and governors of Alberta's 'sister' states and provinces internationally, public figures, or other important individuals or groups and delegations.
- events that have been coordinated at a departmental level or higher within the GoA.
- planning events, issuing invitations, acquiring venues and supplies, briefings, itineraries, invitations, and RSVPs, seating plans, speaking notes, guest lists, monitoring the event, and reporting on outcomes.

See Item 04 for ongoing maintenance of audio and/or visual recordings of events for future promotional purposes.

See Item 06 for events coordinated at a divisional level or lower within the department.

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

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

Excludes:

- attending conferences or meetings. Upcoming GOVERNANCE functional schedule
- assessing security requirements and developing plans for the protection of high-profile individuals while traveling to and/or attending these events. Upcoming LAW ENFORCEMENT functional schedule.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Event concluded or cancelled	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 3 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives	

Items to be cancelled:
None

06 Event Coordination - Informal

Records created during the process of organizing and holding events with public relations, communications, employee engagement, or ceremonial purposes that are coordinated at a divisional level or lower within the GoA.

Includes:

- employee-coordinated activities, retirements, anniversaries, and team building initiatives.
- planning events, issuing invitations, acquiring venues and supplies, briefings, itineraries, invitations, and RSVPs, seating plans, speaking notes, guest lists, monitoring the event, and reporting on outcomes.

See Item 04 for ongoing maintenance of audio and/or visual recordings of events for future promotional purposes.

See Item 05 for events when the Premier, Cabinet Minister, or Deputy Minister is officially representing the GoA.

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

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

Excludes:

- attending conferences or meetings. Upcoming GOVERNANCE functional schedule

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Event concluded or cancelled	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 3 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and	**Final Disposition:** Destroy	

providing no outstanding access to information requests	

Items to be cancelled:
None

07 External Organization Participation

Records created during the process of routinely exchanging information with and/or representing the GoA as a member of non-GoA organizations and entities like associations, societies, federations, foundations, and other jurisdictions and levels of government in order to develop and maintain relationships with those entities.

Includes:

- copies of meeting agendas and minutes, presentations, and other records of the external organization.
- partnerships, collaborations, or operations for a specific purpose or to accomplish a specific task.
- sharing information with or without a formal information sharing agreement.

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

Excludes:

- providing expert guidance and advice, engaging stakeholders regarding GoA priorities and objectives, and cases where the GoA is the organizer. Upcoming GOVERNANCE functional schedule.
- developing negotiating, managing, and providing legal services for formal agreements. Upcoming LEGAL SERVICES functional schedule.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Fiscal year end (Mar 31)	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 3 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

08 Honours and Awards

Records created during the process of the GoA conferring honours or presenting awards to individuals or organizations in recognition of their accomplishments or contributions.

Includes:

- collecting and reviewing applications and submissions, determining recipients of honours or awards, notifying applicants of decisions, and presenting honours or awards to recipients.
- awards like the Alberta Order of Excellence and the Premier's Public Service Award.

See Item 05 for planning and carrying out awards ceremonies when the Premier, Cabinet Minister, or Deputy Minister is officially representing the GoA.

See Item 06 for planning and carrying out awards ceremonies coordinated at a divisional level or lower within the GoA

See Item 09 for applications or nominations that were rejected or withdrawn, or the issuance of the award was cancelled.

See HUMAN RESOURCES - Employee Development (2025/001 Item 05) for awards bestowed on employees by specific departments or program areas within the GoA and recognition of employees' years of service.

Excludes awards or honours gained by fulfilling any responsibilities from sitting on a board.

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

Excludes:

- making payments for financial awards like scholarships and bursaries. See upcoming FINANCE functional schedule amendment.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref : PIB

Closure Criteria: Honour or award issued	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 3 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives	

Items to be cancelled:
None

09 Honours and Awards - Rejected

Records created during the process of maintaining applications or nominations that were rejected or withdrawn.

Includes:

- cases where the issuance of the award was cancelled.

See Item 05 for planning and carrying out awards ceremonies when the Premier, Cabinet Minister, or Deputy Minister is officially representing the GoA.

See Item 06 for planning and carrying out awards ceremonies coordinated at a divisional level or lower within the department.

See HUMAN RESOURCES - Employee Development (2025/001 Item 05) for awards bestowed on employees by specific departments or program areas within the GoA and recognition of employees' years of service.

Excludes awards or honours gained by fulfilling any responsibilities from sitting on a board.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref : PIB

Closure Criteria: Decision rendered	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 3 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

10 Premier and Ministerial Correspondence

Records created during the process of coordinating and responding to inquiries received and for the Premier or Cabinet Ministers from Albertans or other external entities related to Government of Alberta programs and services, government business in general or the Premier's role.

Includes:

- sending acknowledgement letters to the senders, forwarding letters and submissions to the appropriate Ministers' offices for response on behalf of the Premier where applicable, and ensuring responses are prepared and signed as required.

See Item 13 for correspondence where no response is required.

Date Range: 1995 to date

Media:
Other: All media

Legal Reference:

POPA Ref : PIB

Closure Criteria: New Premier or Minister has been sworn in or the Cabinet position has been discontinued	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 1 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives	

Items to be cancelled:

None

11 Public Relations and Formal Addresses

Records created during the process of engaging and informing the media and the public through news conferences, interviews, background or technical briefings, and other communication tools.

Includes:

- promoting Alberta, the Government of Alberta, or raising awareness of matters of broad interest through communications delivered by the Premier, Cabinet Ministers, and Members of the Legislative Assembly (MLAs) speaking on behalf of Ministers, Deputy Ministers or other department representatives.
- developing communications products like announcement packages, speaking notes, speeches and accompanying presentations, statements, news response statements, media notices, key messages, and Questions and Answers.
- transcripts and translations of communications products.
- audio and visual resources explicitly developed for and only used in a single communication product like an announcement package, news release, technical briefing, etc.

See Item 01 for advertising to promote Alberta, the Government of Alberta, or raise awareness of matters of broad interest.

See Item 02 for alerting and advising the public and external organizations before, during, and after emergencies, disasters, and unexpected situations.

See Item 03 communicating routine announcements about GoA activities.

See Item 05 for arranging speaking engagements, events, and/or functions.

Date Range: 1995 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Approved or abandoned	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 11 Year(s)

Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives

Items to be cancelled:
None

12 Publishing

Records created during the process of making information readily accessible or distributing materials to a broad audience.

Includes:

- making minor changes to materials to meet publication requirements without substantially changing the informational content.
- publishing content on websites accessible to the public and to internal audiences.
- updating and removing content or pages on websites to ensure available information is accurate and current.
- requesting and approving the publication, modification, or removal of content.
- coordinating the distribution or sale of all government publications published in print or any other physical format (including priced publications).
- published versions or copies of information.

See Item 01 for creating, arranging and sharing advertising campaigns.

See Item 02 for alerting and advising the public and external organizations before, during, and after emergencies, disasters, and unexpected situations.

See Item 03 for creating, arranging and sharing routine announcements.

See Item 11 for developing speeches and other formal communications for delivery by GoA officials.

Excludes approved source materials and official master versions used to create published versions or copies.

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

Excludes:

- managing trademarks or copyrights. See upcoming LEGAL SERVICES functional schedule.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria: Fiscal year end (Mar 31)	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 11 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

13 Request and Inquiry Coordination

Records created during the process of receiving, assessing, and routing requests for services or information to the appropriate service provider.

Includes:

- coordinating intake and referral of requests and applications.
- providing information assets not readily available to the public but not subject to disclosure requirements.
- responding to general comments from internal and external clients.
- handling requests where no response or further service is required after information is provided.
- tracking and monitoring the routing and/or completion of requests.
- correspondence where no response is required.

See Item 10 for responding to comments and inquiries received or intended for the Premier or Cabinet Ministers.

See INFORMATION MANAGEMENT AND TECHNOLOGY – Application and Systems Maintenance (2026/002 Item 02) for resolving issues or completing requests related to GoA applications, systems, and services.

See INFORMATION MANAGEMENT AND TECHNOLOGY – Information Access Requests (2026/002 Item 05) for receiving and responding to requests for GoA information assets that are subject to disclosure requirements.

Excludes:

- matters specific to the correspondent, like a business owner’s corporate tax audit or an individual's access to information request.
- processing applications for income-tested programs and benefits where consent to access external data is required to verify eligibility.
- processing applications or maintaining records of delivering specific services and supports.

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

Excludes:

- seeking advice from subject matter experts or responses that require extensive research or significant analytical effort. Upcoming GOVERNANCE functional schedule.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref : PIB

Closure Criteria: Fiscal year end (Mar 31)	**Retention On-site:** 0 Year(s)	**Retention Off-site:** 1 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

98.01 Source Documents - Archival - Advertising

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)

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.

This item applies to source documents for item 01.

Date Range: 1905 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 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives	

Items to be cancelled:

None

98.02 Source Documents - Archival - Advisories and Alerts

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)

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.

This item applies to source documents for item 02.

Date Range: 1905 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 Year(s)
Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives	

Items to be cancelled:

None

98.03 Source Documents - Archival - Audio and Visual Resources

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)

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.

This item applies to source documents for item 04.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

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

Items to be cancelled:
None

98.04 Source Documents - Archival - Event Coordination - Formal

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)

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.

This item applies to source documents for item 05.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

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

Items to be cancelled:
None

98.05 Source Documents - Archival - Honours and Awards

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)

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.

This item applies to source documents for item 08.

Date Range: 1905 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

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

Items to be cancelled:

None

98.06 Source Documents - Archival - Premier and Ministerial Correspondence

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)

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.

This item applies to source documents for item 10.

Date Range: 1995 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria:	**Retention On-site:**	**Retention Off-site:**
After verification of image	30 Day(s)	0 Year(s)

Concurrence Conditions: Providing no outstanding access to information requests	**Final Disposition:** Archives

Items to be cancelled:
None

98.07 Source Documents - Archival - Public Relations and Formal Addresses

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)

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.

This item applies to source documents for item 11.

Date Range: 1995 to date

Media:
Other: All media

Legal Reference:

POPA Ref :

Closure Criteria:	**Retention On-site:**	**Retention Off-site:**
After verification of image	30 Day(s)	0 Year(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)

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.

This item applies to source documents for items 03, 06, 07, 09, 12, and 13.

Date Range: 1905 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 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

COMMENTS