

Alberta Records Management Committee

<b>Organization Name</b> Technology and Innovation ** All GoA **	<b>Org Code</b> TI **	Schedule Number/Status <b>2025/001</b> Approved
<b>Program/Service Name:</b> Human Resources		

**SCHEDULE ADMINISTRATION**

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

**SCHEDULE APPROVALS**

<b>Senior Program Manager:</b> Signed by, Senior Program Manager	<b>Date:</b> Jun 04, 2024
<b>Senior Records Officer:</b> Johnson, Maurine	<b>Date:</b> Jun 04, 2024
<b>ARMC Committee:</b> Committee, ARMC	<b>Date:</b> Oct 28, 2024
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 function of managing people employed by the Government of Alberta (GoA) throughout their employment lifecycle including recruitment, selection, development, advancement, discipline, and termination of the GoA's workforce. Includes the management of volunteers.</p> <p>Includes managing individual employee information related to employment history, and attendance and leaves.</p> <p>Includes fostering a diverse, inclusive, and respectful workplace by providing disability accommodations, and methods to handle disagreements such as employee complaints and grievances.</p> <p>This function applies to union employees (bargaining unit) and non-union employees (management, opted out, and excluded), and includes permanent, part-time, and temporary employees.</p> <p><b><u>Brief History</u></b></p>
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**Mandate/Legal Authority**

Public Service Act, RSA 2000, c. P-42  
Public Service Employee Relations Act, RSA 2000, c. P-43  
Employment Standards Code, RSA 2000, c. E-9  
Public Service Employment Regulation  
HR Directives  
Collective Agreement between GoA and AUPE

**OPINIONS**

No Opinions Requested.

**SCHEDULE ITEMS**

**01 Disability Accommodation**

Records created during the process of providing accommodations or supports to an employee with a physical or mental disability.

Includes requests for accommodation, medical information, and processing long-term disability benefits claims.

Excludes leaves related to health issues and resolving long-term disability claim disputes through arbitration or appealing decisions to an administrative tribunal.

See Item 11 for leaves relating to health issues.

**Date Range:** 1905 to date

**Media:**  
**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Disability accommodation ends	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 11 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

None

**02 Discipline**

Records created during the process of formally addressing an employee's behavioral or performance issue of both bargaining unit members and non-members.

Includes reprimand, suspension, disciplinary demotion, or dismissal from employment.

Excludes resolving disputes through arbitration or appealing decisions to an administrative tribunal.

See Item 07 for grievances related to disciplinary actions.

**Date Range:** 1905 to date

**Media:**  
**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> No reoccurrences of the same issue	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 3 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

None

### 03 Employee Benefits Selection

Records created during the process of an individual employee selecting benefit options such as health, dental, life insurance and any other employer-provided benefits.

Excludes the submission and reimbursement of claims.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> New benefits options selected or employment ends	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 2 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

None

### 04 Employee Compensation

Records created during the process of determining regular compensation for individual employees such as establishing and changing an employee's salary or hourly wage and other forms of regular compensation, like northern allowance.

Includes acting pay forms, salary and wage changes, and requests for corrections.

Excludes offer letters, terms of employment related to position changes, and processing of payments.

See Item 06 for offer letters and terms of employment.

See 2022/015 Item 01 for the processing of payroll and other recurring or one-time payments such as expense claims, relocation assistance payments, attraction bonuses, and separation payments.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Change to compensation	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 7 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

None

### 05 Employee Development

Records created during the process of developing, planning, assessing, and recognizing an individual employee's knowledge, skills, or competencies.

Includes performance agreements, career planning, performance assessments, developing performance improvement plans that have not proceeded to formal discipline, coaching, participation in training and mentoring programs, awards issued by specific departments or program areas and recognition of employees' years of service.

See Item 02 for disciplinary actions.

**Date Range:** 1905 to date

**Media:**  
**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Fiscal year end (Mar 31)	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 5 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

1986/050-A018                      1265                      HUMAN RESOURCES PLANNING - CAREER  
PLANNING - Master Set

## 06 Employment History

Records created during the process of establishing, modifying, ending, and resuming the relationship between the GoA and an employee.

Includes offer letters, official oath, transfers, secondments, terminations, and leaves that affect wages, salary, or benefits, like long-term disability.

Excludes interview records, reference checks, and health-related information, except to establish sick leave eligibility.

See Item 09 for interview records and reference checks.

See Item 11 for leaves that do not affect wages, salary, or benefits.

**Date Range:** 1905 to date

**Media:**  
**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Retirement or death, OR termination at age 70+, whichever is greater	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 10 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

1986/050-A018                      1110                      PERSONNEL - EMPLOYEE RECORDS - Master Set

## 07 Grievances

Records created during the process of addressing a matter that has been raised through the prescribed grievance process and resolved without recourse to an arbitration board and matters that were referred to arbitration or an administrative tribunal but were resolved before a decision could be issued.

Includes individual, group, and policy (union or employer) grievance submissions, advice to the Designated Officer, letter of hearing notice, agenda, grievance presentation, request for time extensions, hearing notes, evidence (supporting documentation), formal settlement agreement and notice of decision.

Excludes resolving disputes through arbitration or appealing decisions to an administrative tribunal.

**Date Range:** 1905 to date

**Media:**  
**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Grievance resolved, closed, withdrawn or abandoned prior to a board hearing	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 3 Year(s)

<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy
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**Items to be cancelled:**

1986/050-A018                      1212                      EMPLOYEE RELATIONS – GRIEVANCES – HEARINGS  
1999/025-A002                      014                      GRIEVANCES - RESOLVED LEVELS 1, 2, 3 (1530)

## 08 Position Development

Records created during the process of creating, describing, classifying, and amending individual positions, and defining competencies, knowledge requirements, skills, and expectations for positions.

Includes job description, classification decision, decision reviews, reclassification actions, position transfers, classification appeals, and changes in duties.

Excludes developing and maintaining classification plans, salary ranges, competency schemes, and classification appeals decided by review boards.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Position abolishment or date job description last updated	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 5 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

1986/050-A018                      1180                      CLASSIFICATION - POSITION DESCRIPTIONS - Master Set

## 09 Recruitment

Records created during the process of recruiting to fill vacant positions either through competitions or approved requests for exemption.

Includes requests to fill vacancies, interview questions, candidate ratings, eligibility lists, selection profiles, competition bulletins, candidate applications, copies of job descriptions, requests for exemption, and pre-employment checks.

Excludes material used to complete security checks and psychological assessments; and appointments or delegations made subsequent to or concurrently with filling a position.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Competition withdrawn, or closed and position(s) filled	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 3 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

1986/050-A018                      1235                      EMPLOYMENT AND STAFFING - COMPETITIONS - Master Set  
1999/028-A002                      012                      EXEMPTIONS FROM COMPETITION  
1999/028-A002                      013                      COMPETITIONS - EXECUTIVE

## 10 Recruitment – Candidate Profile

Records created during the process of creating a candidate profile for the purpose of applying for recruitment opportunities.

Includes resumes, cover letters, and other information added to the profile by the candidate.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Date of submission, one year after termination or profile update	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 3 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

None

## 11 Scheduling and Attendance

Records created during the process of establishing and tracking individual employees' hours of work.

Includes flexible hours arrangements, hours of work averaging agreements (HWAA), hybrid agreements, work from home agreements, timesheets, and general illness documentation.

Excludes leaves that affect employees' vacation entitlements, pensions, seniority, or other benefits.

See Item 06 for leaves that affect wages, salary, or benefits.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Fiscal year end (Mar 31)	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 7 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**

None

## 12 Volunteer Case Files

Records created during the process of managing individuals that perform or supply services without being paid.

Includes application forms, commencement and termination documentation, description of duties, and other related information.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Resignation, termination or death of volunteer	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 2 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or	<b>Final Disposition:</b> Destroy	

litigation that is reasonably anticipated and providing no outstanding FOIP requests	
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**Items to be cancelled:**

1996/037-A007	0052*	Natural Areas - Volunteer Steward Program - Individual
1996/037-A007	0052.1	Master: personal & administrative information.
1996/037-A007	0052.2	Copies: personal & administrative information
2001/031-A005	11	VOLUNTEER STAFF FILES
2001/032-A002	04.	VOLUNTEER STAFF FILES
2017/002	6.02	Volunteer Program – Human Resources
2017/045	05	Volunteer Staff Files
2020/014	6.02	Volunteer Program - Human Resources
2021/007-A001	0925-04	Volunteer Records

**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-72.34-2017) 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-72.34-2017 have been implemented to ensure the legal admissibility of records in court.

This item applies to source documents for all items in this schedule except Item 03.

**Date Range:** 1905 to date

**Media:**  
**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

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

**Items to be cancelled:**

None

**COMMENTS**