IM Aware

ATIA and POPA Overview
Records Management in the Age of AI

Thank you for tuning in.
The Town Hall event will begin shortly!

Ask questions using the Q&A function.
Your cameras and microphones will not be in use.
Turn your audio up to ensure you can hear the presenter.

Enterprise Content Management Branch

Classification: Public

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ECM Directors Updates

IM Aware September 9, 2025

Sue Dion, A/Director Content Management Operations
Maurine Johnson, Director IM Partner Services
Riza Gallerde-Aryee, A/Director Records and Storage

Enterprise Content Management Branch
Data and Content Management Division

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Content Management Operations

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CMO Updates

FORMS
- RFQ for AEM Forms licensing has been awarded
- Working with the AI Maximalist team to use AI for form transition and creation
- Update Central Forms Repository (CFR) to eliminate EXTERN accounts for law enforcement

RETENTION SCHEDULES
- IMT Schedule approved and in RSS
- Continuing with Sprint 1 and 2 functional schedules. New timelines have been posted on the ECM SharePoint site
- RSS FOIP references in schedules changing to Protection of Privacy Act (POPA)
- Starting a review of the circulars on the Alberta.ca site

deepai.org

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CMO Updates

FCT

- AI Legislative Analysis Testing CoPilot: 90% Complete
- Updates completed for the FCT WIKI (in alignment with IMT Functional Schedule
- Language Model updates to the FCT Chatbot completed

TECHNICAL TEAM

- Interim Disposition Process completed
- Testing adding retention schedules to M365
    - IMT schedule in SharePoint Online (Testing in Sept)

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Information Management Programs

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BERNIE Stats

2025	Opened	Closed	Net
April	81	81	0
May	85	80	5
June	94	100	-6
July	105	101	4
August	72	75	-3
April to August Total	437	437	0

	Open % change from previous year	Closed % change from previous year
April	-11%	0%
May	-24%	-23%
June	-25%	-28%
July	17%	22%
August	-26%	-7%
April to August	-15%	-10%

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Business Activity Registry (BAR) and Content Inventories (CIs)

CI Data

- 805 CIs created during the CI project transformed and imported into BAR – **completed Jun**
- Data quality assessment and action plan – **ETA Nov**

BAR Launch

- [Digital Advisor article announcing the BAR](#) – **Jul 3**
- Previous articles discussed [the importance of CIs](#) and [how to create and update them](#)
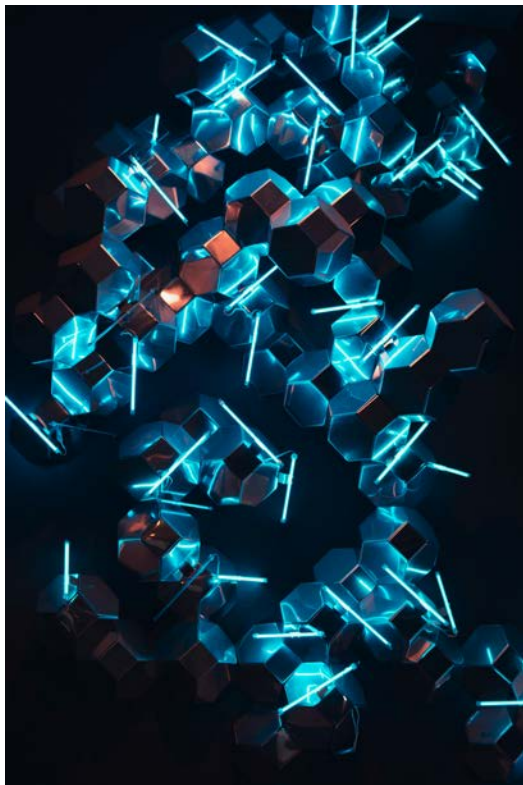
New BAR features

- Government Restructuring and Historical Data reporting – **Aug 8**
- Mass update data – **ETA Sep**

Deferred CI project - **78% complete**

- 11 CIs are in progress
- Six CIs have not started; business area commitment end of fiscal
- Deferred CIs are imported into BAR as they are completed
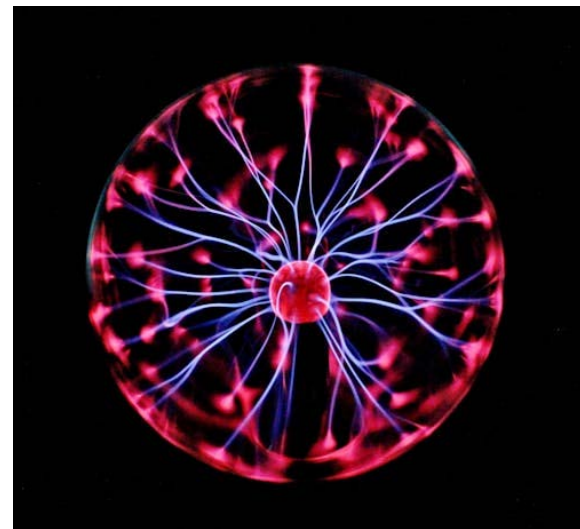
Current Initiatives

BAM! (Business Architecture Model)

- Collaborating with the Data Centre of Excellence unit to develop an AI-driven approach to using BAR data, with the goal of using AI and OneData Alberta to navigate multiple interconnected data sources that will make up the BAM.

SharePoint Online Self-Help

- More videos and resources have been added and will be undergoing final testing in September.

Records and Storage

Records and Storage

External Accounts Decommission:

- ORRS- Sept 25, 2025
- IRIS- Dec. 31, 2025

- Need access to ORRS & IRIS?
- Alberta.ca account is required

1GX eDiscovery Training:

- Introduction to Litigation Response

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Thanks

Access to Information Act and Protection of Privacy Act

Legislation replacing the Freedom of Information and Protection of Privacy (FOIP) Act, effective June 11, 2025.

Breanne McEachren (Director, Access Policy and Privacy) and Meghan Smith (Manager, Access and Privacy Policy)
Technology and Innovation

September 9, 2025

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Legislative Transformation

1 **FOIP Act Repealed**

On June 11, 2025, Alberta replaced the FOIP Act with two distinct pieces of legislation.

2 **Protection of Privacy Act**

Under Technology and Innovation, includes two regulations: Protection of Privacy Regulation and Protection of Privacy (Ministerial) Regulation.

3 **Access to Information Act**

Under Service Alberta and Red Tape Reduction, includes Access to Information Regulation and Designated Public Bodies Regulation.

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Access to Information Act (ATIA): Overview

Principle-Based Legislation

Provides the right to access records held by Alberta public bodies.

Balanced Access Rights

Access is subject to limited and specific exceptions.
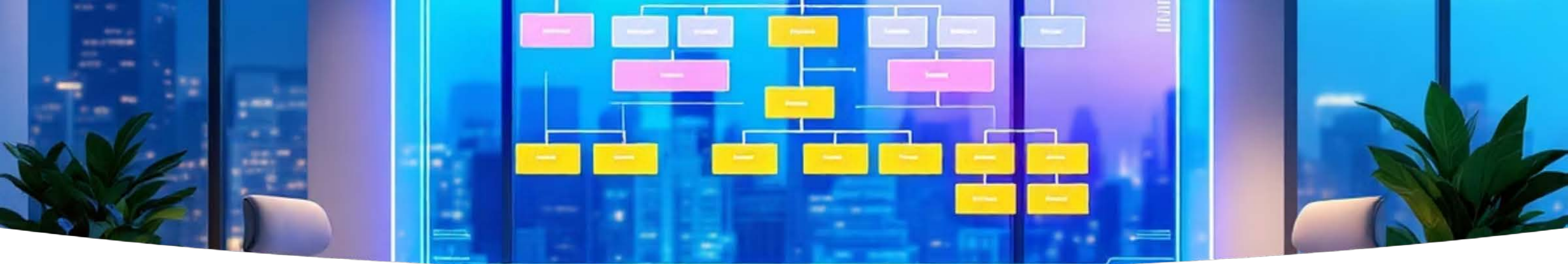
Personal Information Access

Allows individuals to access their own personal information.

Independent Reviews

Information and Privacy Commissioner provides oversight.

ATIA: Key Changes

- Procedures and timelines for processing requests.

- Clarified exceptions related to advice to officials, Cabinet Confidence, and other types of privileged information.

- Updated application of the Act.

- Updated Information and Privacy Commissioner powers.

- Regular reviews of the Act.

- Clarified records available without a request – proactive disclosure.

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Protection of Privacy Act (POPA): Overview

Authority -based legislation

Controls collection, use and disclosure of personal information.

Personal information protection

Governs protection of personal information in custody of Alberta public bodies.

Independent reviews

Provides for independent reviews of decisions and resolution of complaints.

Individual Rights

Provides right to request corrections to personal information.

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POPA: Key Highlights

- Updated collection notices and requirement to notify if information is used in an automated system.

- Ability to create and use non-personal data.

- Increased fines and fines for data misuse.

- Updated Information and Privacy Commissioner powers.

- Establish clear rules for when and how public bodies share information.

- Regular reviews of the Act.

POPA: Key Provisions

Privacy Management Programs

- Requires public bodies to establish and implement a privacy management program within one year.

Privacy Impact Assessment

- Public bodies must prepare a privacy impact assessment in prescribed circumstances and submit it to the Commissioner, if required by and in accordance with the regulations.

Privacy Incident Reporting

- Public bodies must notify the Minister, the OIPC and impacted individuals of any breach of personal information, where there could be a real risk of significant harm.

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POPA: Key Provisions

Data Matching

- Allows public bodies to carry out data matching to create data derived from personal information only for specific purposes, as outlined in the Act.

Non-personal Data

- Sets specific authorities and limits on when public bodies can use personal information to create non-personal data.

Common and Integrated Programs

- Enable the sharing of personal information for collaborative programs and services.

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Resources and Support

📘 **eCourses**

- 1GX ATIA and POPA eCourses available to all government employees.

🌐 **Websites**

- ATIA: www.alberta.ca/access-to-information-act

- POPA: www.alberta.ca/protection-of-privacy-act

- TRANSPARENCY: www.alberta.ca/transparency-alberta

✉️ **Contact Information**

- ATIA questions: goa.ati-program@gov.ab.ca

- POPA questions: privacy@gov.ab.ca

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Records Management in the Age of AI

From Unstructured Content to Strategic Knowledge

Dan Arnold – Director of IM Programs

Sept 2025

Agenda

1. AIM Overview

2. Understanding AI Models

3. Implications for Records Management

4. Dan's AIM Takeaways

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What is AIM

AI Maximalist Teams (Cohort) for 4 months

- Rapid AI Innovation for Government
- Safe and Responsible Adoption of AI tools
- Pioneering an AI-Enabled Alberta

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Why this mattered to me

- 15+ years in Records Management in the GoA

- I've seen challenges for connecting the right information to the right people

- Information has been "locked" inside unstructured content.

  - Databases don't show the strategic plan for a ministry, or the requirments for an application, or the background and considerations needed to develop a new policy.
    It's all stored in various forms of unstructured content.

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Generative AI and Documents

How does it all work

How Generative AI Thinks

- AI doesn't know things – it uses vast amounts of data to train predictions on what word to generate next.

- However, every query is an independent, unconnected event.

- The only input to that prediction model is what is given to it in a "context window".

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What is a context window

Token Sizes for various models

- GPT-4o: 128k Tokens (~96k words or 300 pages)
- Claude 3.5: 200k Tokens (~150k words or 500 pages)
- Gemini 1.5: 1M tokens (~750k words or thousands of pages)
- GPT-5: 400k Tokens (~300k words or 1000 pages)
- But bigger isn't always better

1 Token = ¾ of a word

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Conflicting and overloaded contexts
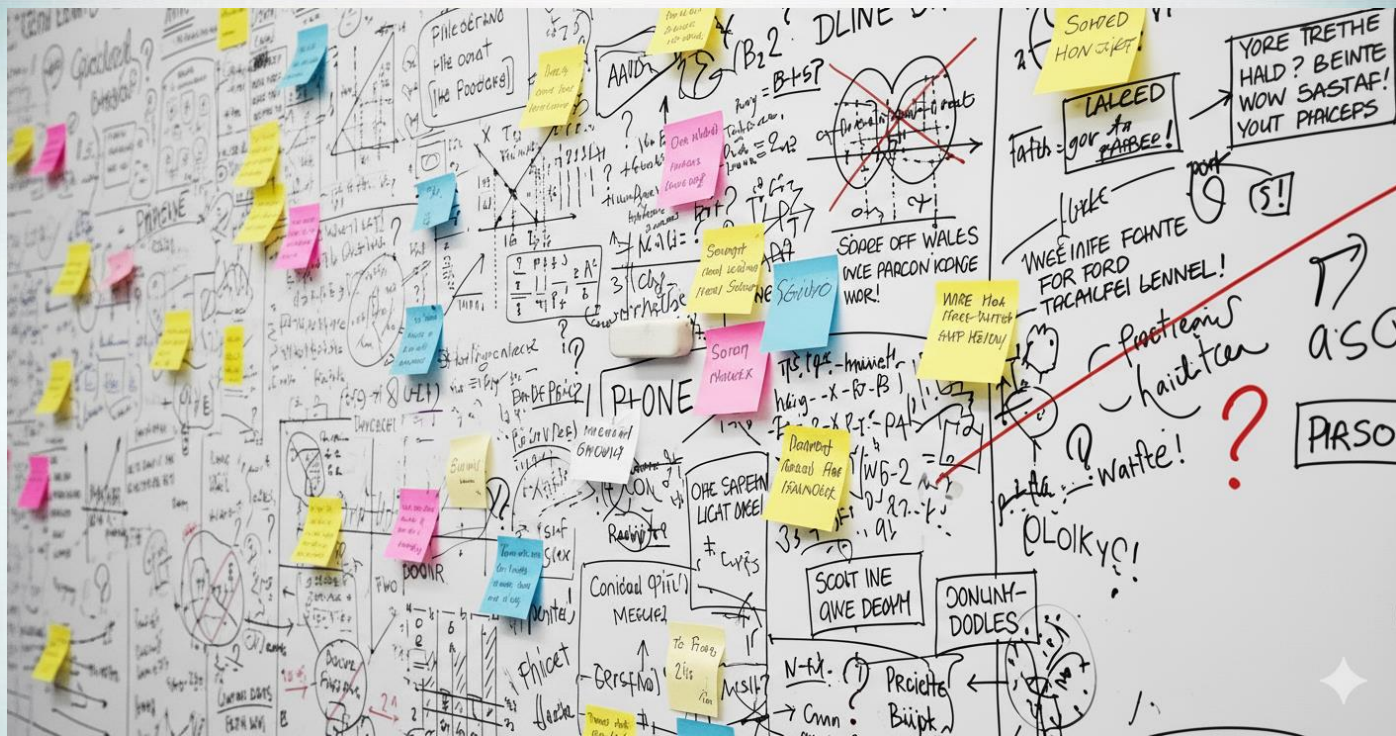
RAG

RAG = Resource Augmented Generation
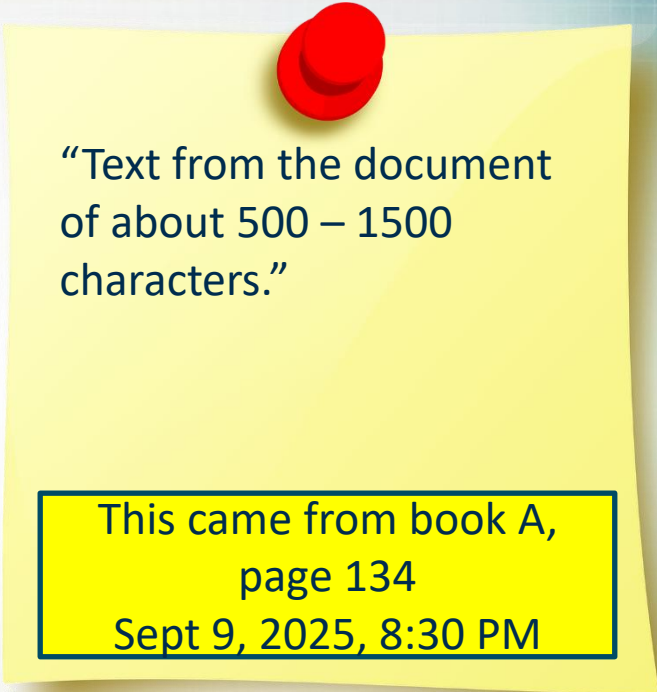
- Sits outside an LLM and controls what the LLM "sees"
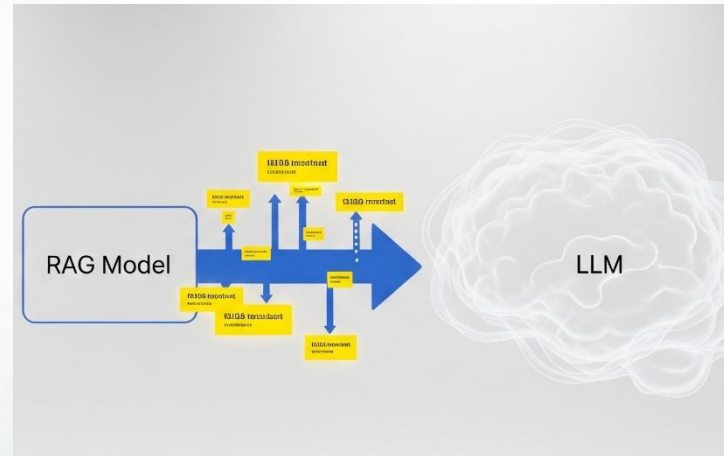
RAG - Example

Post-It Note Example

- Write as much of a book as we can onto a post-it note.

- Add some metadata.

- Put the post-it in near other post-its dealing with the same topics.

"Text from the document of about 500 – 1500 characters."

This came from book A, page 134
Sept 9, 2025, 8:30 PM

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RAG - Vectorization

- Break a document into "chunks"
- Give the chunks some metadata – so they know where they came from
- Send those chunks off into space so they are grouped by semantic meaning

RAG - Retrieval

- When you ask a question, vectorize it, and grab the closest post-it notes.
- Add these to the "Whiteboard" so the LLM has clean and relevant information.
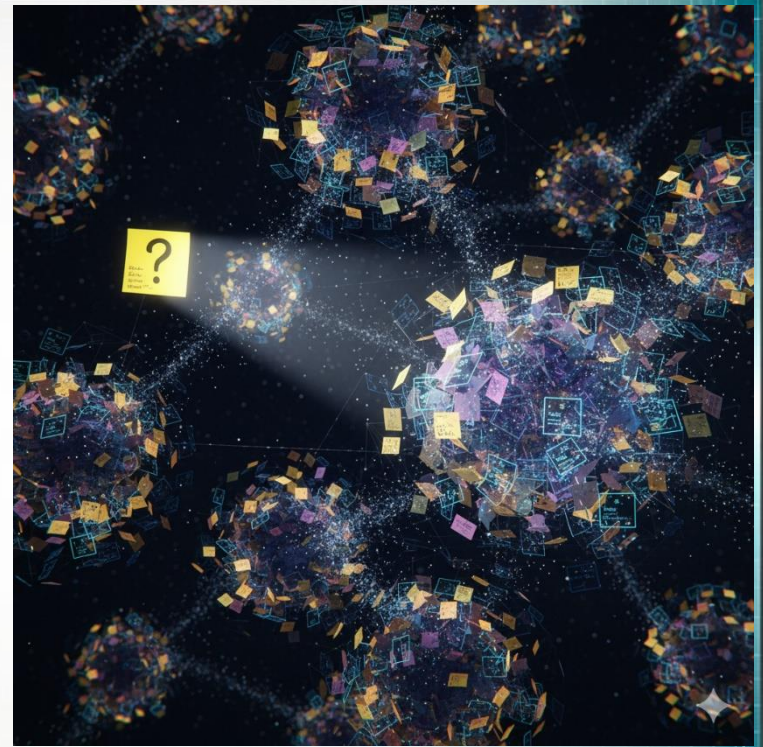
Back to our context window

Why Does RM Matter?
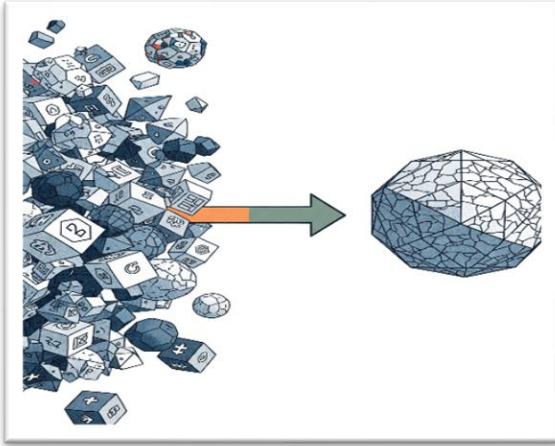
Wrong Chunks

⬇

Wrong Answers

Outdated Chunks

⬇

Outdated Answers

Missing Chunks

⬇

No Answers

Implications for RM

- RM is now the key enabler to accurate AI. It focuses on getting the right information to the right "people" at the right time.

- AI enables new capabilities: matching content to retention, surfacing hidden information, getting accurate information in human readable format in seconds.

- But quality still matters – AI is only as good as the context it gets. (Espeically if we are looking at internal specifics).
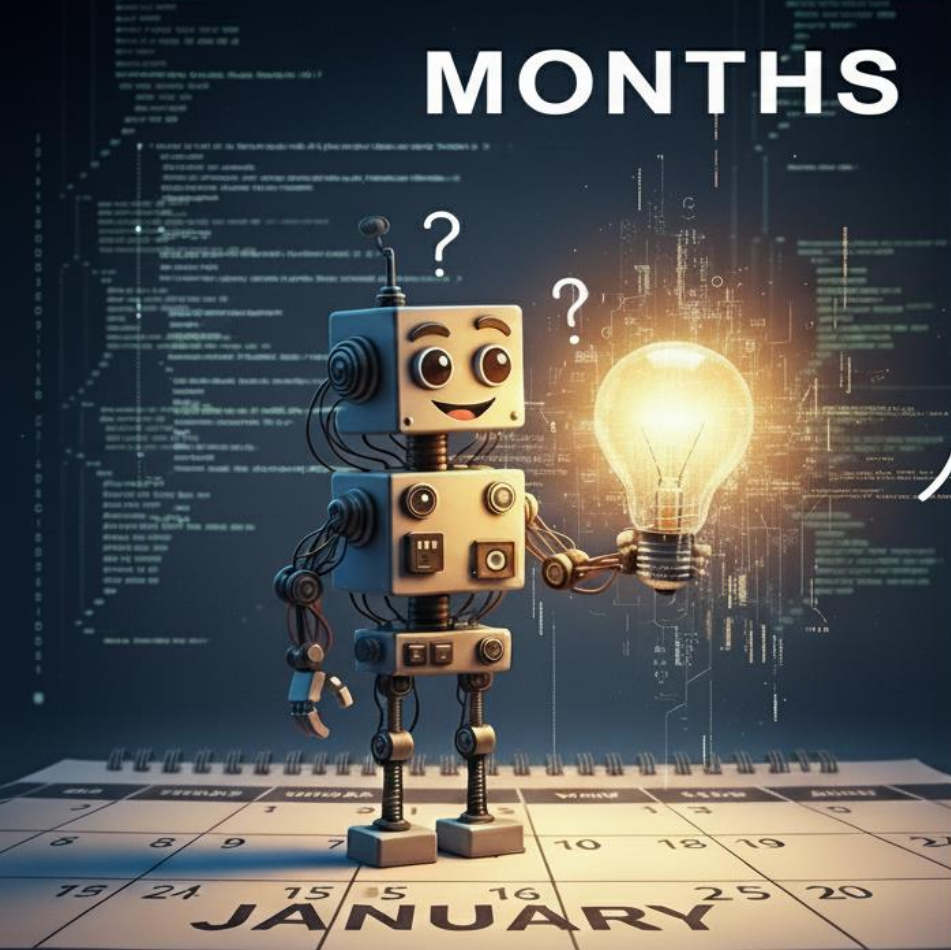
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Opportunities

- AI opens new ways of doing things
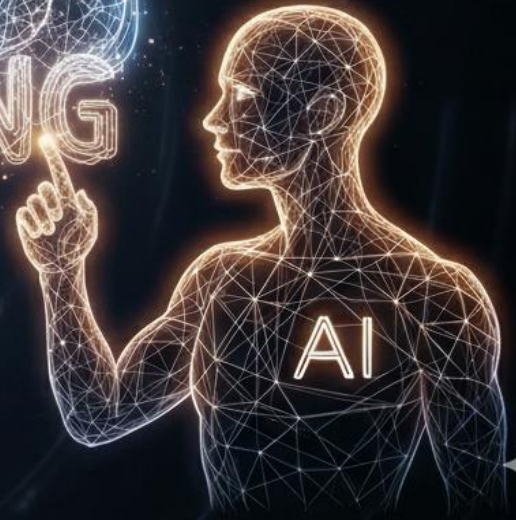
- A Deputy's Briefing
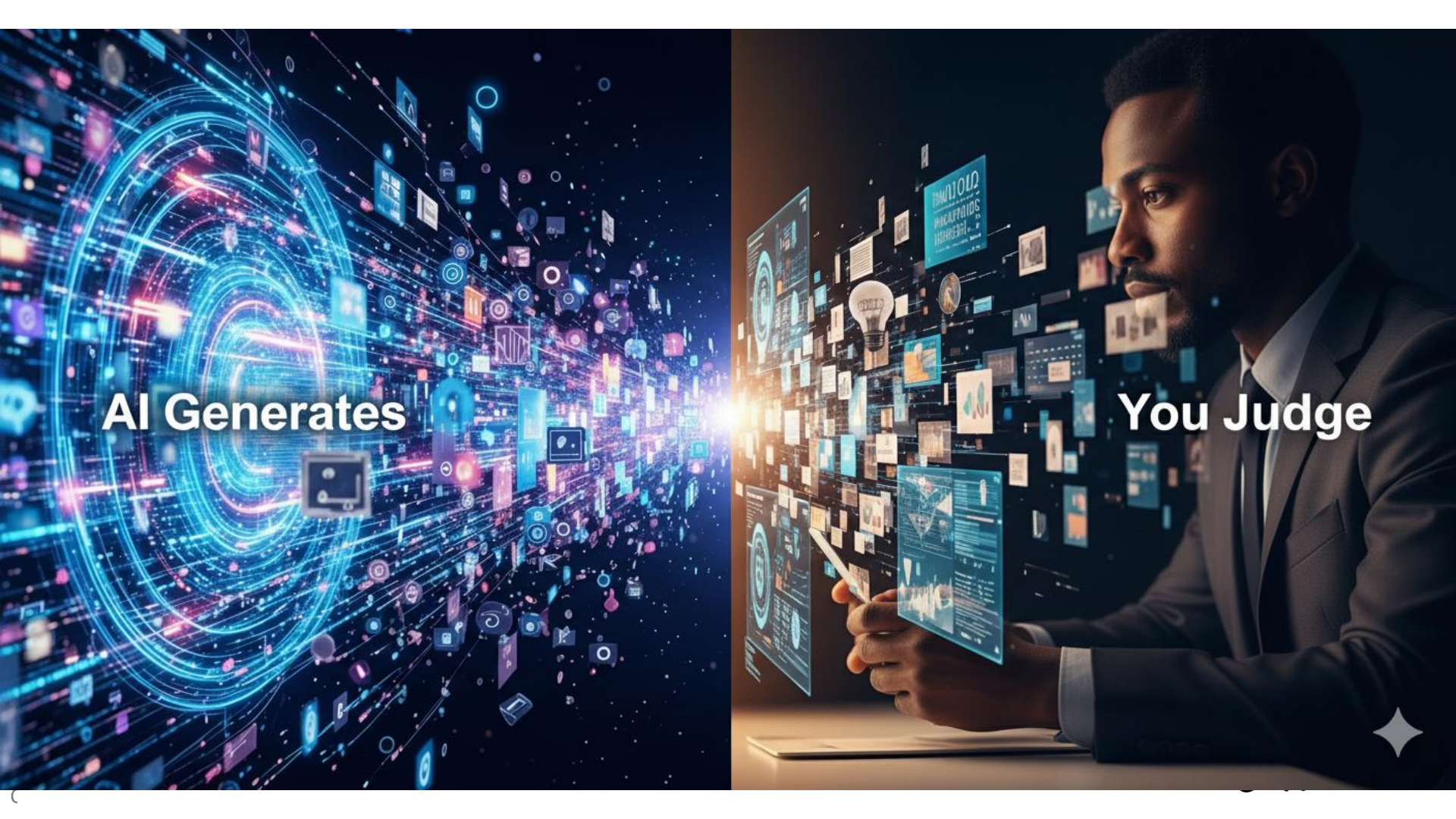
7 Things
I learned at AIM
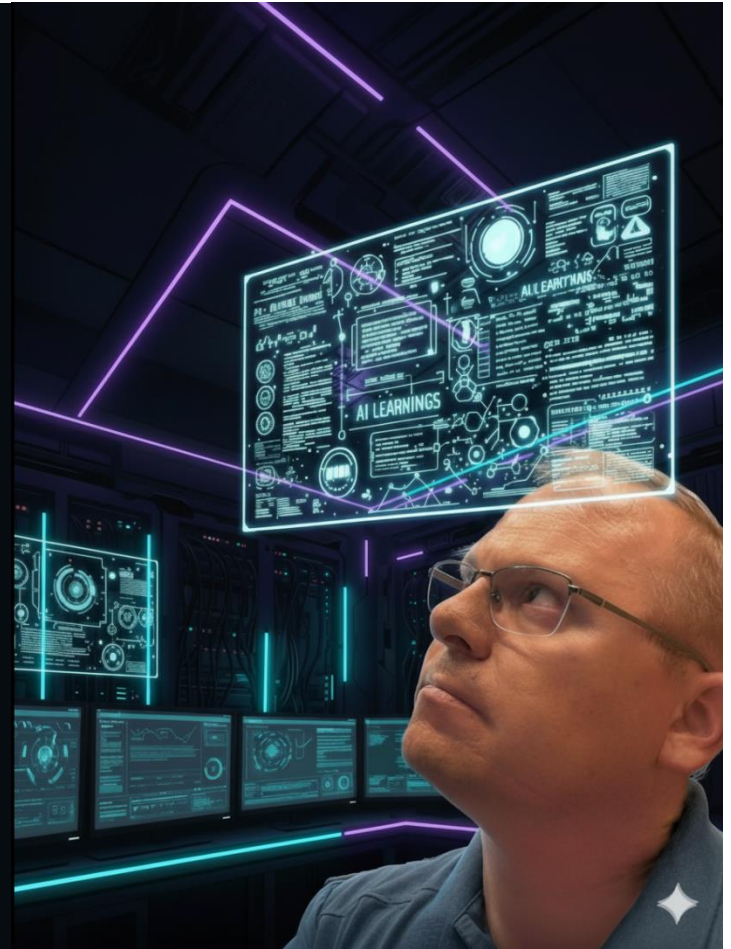
MONTHS · NOT YEARS

NOT ACTION - INTERACTION

Dharmesh Shah
CTO of HubSpot

AI Generates

You Judge

Think with AI

Build with people

Try With AI

Cautions

- AI is convincing
- Subject Matter expertise is essential to challenge the outputs.
- Danger Zone – when you don't know.

Questions?

- All images in this presentation generated by Gemini. Including: "Make me look like a castaway with blonde dreadlocks"

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