

Records Retention  
and Disposition  
Schedule

<b>Organization Name</b> Technology and Innovation ** All GoA **	<b>Org Code</b> TI **	Schedule Number/Status <b>2011/002-A003</b> Approved
<b>Program/Service Name:</b> Damaged Records		

## SCHEDULE ADMINISTRATION

<b>Type:</b> Continuing Schedule	<b>Organization Chart:</b> <b>External Documents:</b> <b>Comments:</b> Y																												
<b>Related Schedule(s):</b>																													
<b>Cancels/Replaces Schedule(s):</b>																													
<b>Amendment History</b> <table><thead><tr><th>Number</th><th>Amendment to</th><th>Date Approved</th><th>Item(s)</th></tr></thead><tbody><tr><td>A001(Major)</td><td>2011/002</td><td>Sep 25, 2013</td><td>01, 02</td></tr><tr><td colspan="4"><b>Reason for Amendment:</b> Add item for unsalvageable, uncontaminated damaged records.</td></tr><tr><td>A002(Minor)</td><td>2011/002-A001</td><td>Jul 17, 2020</td><td>01, 02</td></tr><tr><td colspan="4"><b>Reason for Amendment:</b> Update schedule title, item title, item scope notes, closure to a business activity and concurrence condition where appropriate</td></tr><tr><td>A003(Minor)</td><td>2011/002-A002</td><td>Oct 10, 2024</td><td>02</td></tr><tr><td colspan="4"><b>Reason for Amendment:</b> Purpose/Function addition to Damaged Records - Contaminated to include mould in the exposure to harmful substance; Deletion in Damaged Records - Uncontaminated of the (e.g. mould caused by clean water); Update the description of item 02 from contaminated to uncontaminated</td></tr></tbody></table>		Number	Amendment to	Date Approved	Item(s)	A001(Major)	2011/002	Sep 25, 2013	01, 02	<b>Reason for Amendment:</b> Add item for unsalvageable, uncontaminated damaged records.				A002(Minor)	2011/002-A001	Jul 17, 2020	01, 02	<b>Reason for Amendment:</b> Update schedule title, item title, item scope notes, closure to a business activity and concurrence condition where appropriate				A003(Minor)	2011/002-A002	Oct 10, 2024	02	<b>Reason for Amendment:</b> Purpose/Function addition to Damaged Records - Contaminated to include mould in the exposure to harmful substance; Deletion in Damaged Records - Uncontaminated of the (e.g. mould caused by clean water); Update the description of item 02 from contaminated to uncontaminated			
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<b>Schedule Transfer History</b> ----- None -----																													
<b>Schedule Cancellation History</b> ----- None -----																													

## SCHEDULE APPROVALS

<b>Senior Program Manager:</b> Original Signed by, Senior Program Manag	<b>Date:</b> Sep 30, 2010
<b>Senior Records Officer:</b> Johnson, Maurine	<b>Date:</b> Jul 17, 2024
<b>ARMC Committee:</b> Secretary, ARMC	<b>Date:</b> Oct 10, 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

Purpose/Function

To manage the records disposition of physically damaged records which may or not be contaminated. The application of this schedule is as follows:

#### Damaged Records - Contaminated

- Exposure to harmful substance (e.g.mould, sewage, untreated flood water, chemicals, mouse feces /or urine, asbestos, etc.)
- Poses a risk to human health and the records cannot be reasonably treated or restored

#### Damaged Records - Uncontaminated

- Exposure to clean water – cannot be mitigated and restored to usefulness for the following reasons:
- A cost-benefit analysis and risk assessment were completed that determined the records had minimal business value, the cost to restore them is prohibitive, and the risk to the ministry of destroying them would be negligible.
- Records are not responsive to ongoing litigation or an outstanding FOIP request.

The *Records Management Regulation*[s.10(4)] stipulates that records can only be disposed of in accordance with the terms and conditions of an approved records retention and disposition schedule.

When damage records are not covered by an approved schedule or have not met its closure and retention requirements of the applicable approved ministry schedule, this schedule will apply.

#### **Brief History**

Prior to the approval of Schedule #2011/002, ministries were required to report the disposal of unsalvageable damaged records to the Alberta Records Management Committee (ARMC) as an "inadvertent destruction of records." The ARMC determined that this practice did not adequately comply with the requirements of the *Records Management Regulation* and that a retention schedule authorizing the disposal of unsalvageable damaged records that ministries could use, was required.

#### **Mandate/Legal Authority**

Records Management Regulation (AR 224/2001)

### OPINIONS

No Opinions Requested.

### SCHEDULE ITEMS

#### **01 Damaged Records - Contaminated**

This refers to damaged records that are contaminated by a harmful substance (e.g. sewage, untreated flood water, chemicals, mouse feces and/or urine, asbestos, etc.) in a quantity sufficient to pose a risk to human health and the contamination cannot be reasonably mitigated by treatment or restoration of the records.

**Date Range:** Ongoing

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Ministry implements the decision to not recover the affected records	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 0 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 \* Damaged Records - Uncontaminated**

This refers to damaged records that are uncontaminated (e.g. they were soaked by clean water or burned); the information contained on the records has been obliterated in whole or in part to the extent that the records are no longer of any use.

**Date Range:** Ongoing

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Ministry implement the decision to not recover the affected records	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 0 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

**Reason for Amendment A003:** Updated the descriptor from contaminated to uncontaminated

## COMMENTS

(TRANSFER) 1/23/2024 Comments: Transfer FROM Service Alberta and Red Tape Reduction TO Technology and Innovation as requested by Transfers, Storage and Disposition 2024-01-22. SRO: Johnson,Maurine.