

<b>Organization Name</b> Technology and Innovation ** All GoA **	<b>Org Code</b> TI **	Schedule Number/Status <b>2026/002</b> Approved
<b>Program/Service Name:</b> Information Management and Technology		

## 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>Cancels/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> Jul 15, 2025
<b>Senior Records Officer:</b> Johnson, Maurine	<b>Date:</b> Jul 15, 2025
<b>ARMC Committee:</b> Committee, ARMC	<b>Date:</b> Jul 29, 2025
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

<b><u>Purpose/Function</u></b>
The function of managing GoA information assets and information technology systems and applications.
Includes developing and maintaining information technology (IT) systems and applications to create, process, store, and exchange data and information.
Includes providing access to information and correcting information in the custody and control of the GoA, including individual health information.
Includes developing and implementing controls for creating, capturing, organizing, storing, retrieving, transferring, and converting information.
Includes tracking the use and movement of active and closed information assets.
Includes records, documents, and other information in any format.

**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**

*Freedom of Information and Privacy Act*, RSA 2000, c. F-25  
*Health Information Act*, RSA 2000, c. H-5  
Alberta Electronic Health Record Regulation, AR 118/2010  
Health Information Regulation, AR 70/2001  
Records Management Regulation, AR 224/2001

### **OPINIONS**

No Opinions Requested.

### **SCHEDULE ITEMS**

#### **01 Applications and Systems Development**

Records created during the process of planning, developing, deploying, and decommissioning applications, content and collaboration platforms, servers, databases, and operating systems.

Includes:

- major changes, like enhancements, releases, modifications, upgrades, customizations, or configurations.
- maintaining system logs of changes, enhancements, and any other documentation required until the system is decommissioned or no longer in use.
- developing data backup processes and schedules.
- testing, modelling, and prototyping.

See Item 02 for routine installation of existing applications and system software, preventative maintenance of IT systems, and resolving minor issues.

See Item 06 for converting and migrating information from systems.

See Item 08 for disposing information in systems.

Excludes using application or system software and/or its data to perform or support a specific activity.

**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 and disposing of computers, servers, printers, hardware, wired or mobile telephones, and other individual components of IT-related equipment. Upcoming ASSET MANAGEMENT functional schedule.
- managing user rules and passwords, monitoring unauthorized access or usage, or reporting, responding to, and investigating information security and privacy incidents. Upcoming RISK MANAGEMENT functional schedule.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Upon decommissioning, replacement, or cancellation of application or system.	<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

## 02 Applications and Systems Maintenance

Records created during the process of monitoring and ensuring the continued performance, availability, and reliability of existing GoA applications, systems, and services.

**Includes:**

- completing requests for IT assistance with respect to software applications, collaboration and communication, end user computing, networking and hosting, and other IT professional services.
- resolving minor interruptions or reductions in the quality of IT service.
- routine installation of existing applications and system software.

See Item 01 for developing and decommissioning IT systems and infrastructure and major changes to systems, like enhancements, releases, modifications, upgrades, customizations, or configurations.

See Item 03 for tracking software licence assignments.

**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 computers, servers, printers, hardware, wired or mobile telephones, and other individual components of IT-related equipment. Upcoming ASSET MANAGEMENT functional schedule.
- managing user rules and passwords, monitoring unauthorized access or usage, or reporting, responding to, and investigating information security and privacy incidents. Upcoming RISK MANAGEMENT functional schedule.
- entering into software licensing agreements. Upcoming LEGAL SERVICES functional schedule.
- allocating and assigning a software licence to individuals. Upcoming RISK MANAGEMENT functional schedule.
- correcting and maintaining data within applications and systems.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Maintenance complete or issue resolved or abandoned	<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 Capture and Indexing

Records created during the process of capturing, organizing, and maintaining information assets and intangible IT assets to ensure they are accessible, retrievable, and effectively managed.

**Includes:**

- applying information organization controls to information, like assigning categories, labels, and/or metadata to information to ensure it is accurately recorded and easily accessible.

- file lists or databases of records in specific locations, content inventories, catalogues, finding aids, and similar tools for search and retrieval.
- tracking the movement and use of information assets that have not met their closure criteria.
- tracking software licence assignments.

See Item 01 for developing IT applications and systems to capture, organize, and track information.

See Item 02 for maintaining IT applications and systems to capture, organize, and track information.

See Item 08 for inventories used for the transfer and disposition of information.

See Item 09 for creating and maintaining information organization controls.

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

Excludes:

- creating and maintaining lists of fixed assets, like equipment, computers, machines, and capital assets. Upcoming ASSET MANAGEMENT functional schedule.
- collecting, analyzing, and presenting information to brief decision-makers about matters that affect the GoA. Upcoming GOVERNANCE functional schedule.
- entering into software licensing agreements and allocating and assigning software licences to individuals. Upcoming LEGAL SERVICES and RISK MANAGEMENT functional schedules.
- capturing and maintaining enterprise data.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Rescinded, replaced, or business use ends	<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

## 04 Health Information Without Consent

Records created during the process of receiving and responding to requests to obtain access to individually identifying health information that is not publicly available without the consent of the individual who is the subject of the information.

Includes:

- receiving information access requests, verifying applicant identity as necessary, assisting applicants, gathering responsive information, identifying exceptions to disclosure (including privacy-related exceptions), releasing or refusing to release information, and notifying the applicant.

See Item 05 for disclosing non-identifying health information or individually identifying health information that is shared with the individual or disclosed with their consent.

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

Excludes:

- system access logs for Alberta electronic health records. Upcoming RISK MANAGEMENT functional schedule.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

<b>Closure Criteria:</b> Disclosure date	<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

## 05 Information Access Requests

Records created during the process of receiving and responding to requests to obtain access to GoA information that is not otherwise accessible without meeting disclosure requirements.

**Includes:**

- receiving information access requests, verifying applicant identity as necessary, assisting applicants, gathering responsive information, identifying exceptions to disclosure (including privacy-related exceptions), releasing or refusing to release information, and notifying the applicant.
- requests made under information access and privacy legislation, requests from the Legislature (motions for return), and requests for youth, adoption, and vital event information.
- discovery requests made for records responsive to active or anticipated litigation.
- requests for non-identifying health information, individually identifying health information disclosed to the individual and/or with the individual's consent, and access log requests for electronic health records.

See Item 04 for disclosing individually identifying health information without consent of the individual who is the subject of the information in accordance with legislation.

See Item 07 for managing requests to correct information held by the GoA.

See FINANCE - Accounts Receivable (2022/015 Item 02) for receiving payments for access fees.

See COMMUNICATIONS - External Organization Participation (2026/001 Item xx) for routinely exchanging information with external entities, other jurisdictions, and other levels of government.

See COMMUNICATIONS - Request and Inquiry Coordination (2026/001 Item xx) for requests for information that is not subject to disclosure requirements.

**Excludes:**

- receiving complaints or conducting independent reviews of a breach of privacy, access rules, or a decision made by the GoA.
- information exchanged specifically for only one instance of an activity.

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

**Excludes:**

- entering into information sharing agreements. Upcoming LEGAL SERVICES functional schedule.
- all other aspects of protecting personal information. Upcoming RISK MANAGEMENT functional schedule.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Request completed; Commissioner decision issued and all review/appeal periods expired; or request withdrawn/abandoned	<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

## 06 Information Conversion and Migration

Records created during the process of transferring or converting information from one system, format, or medium to another.

Includes:

- digitizing analogue records, converting information from one file format, medium, or system to another, and migrating information from one system or location to another.
- documenting all conversion and migration activities to ensure records are complete, accessible, and authentic.
- quality assurance and quality control measures to ensure records' authenticity, reliability, integrity, and usability are maintained.
- converting and migrating records between formats and/or media to ensure their preservation or restoration.

See Item 05 for converting information to respond to information access requests.

See Item 08 for disposing data and information at the end of its lifecycle.

**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 standards for digitizing, converting, and migrating information. Upcoming GOVERNANCE functional schedule.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> After verification of successful conversion or migration	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 6 Month(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

## 07 Information Correction Requests

Records created during the process of receiving and responding to requests to correct information held by the GoA.

Includes:

- making corrections by changing information, amending it, annotating it, or linking it, and notifying the requestor.

- requests from individuals to correct their own personal information made under information access and privacy legislation.

See Item 05 for receiving and responding to requests to obtain access to information that is not available without meeting disclosure requirements.

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

Excludes:

- correcting and amending vital statistics records. Upcoming REGISTRIES functional schedule.
- correcting data and information in databases as part of master data maintenance.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :** PIB

<b>Closure Criteria:</b> Request completed; Commissioner decision issued and all review/appeal periods expired; or request withdrawn/abandoned	<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

## 08 Information Disposition

Records created during the process of managing the transfer, storage, tracking, and disposition of information assets that have met their closure criteria.

Includes:

- tracking the movement and use of information assets that have met their closure criteria but have not met the end of their retention period.
- maintaining lists and inventories of records transferred to the Provincial Archives of Alberta, final disposition sign-off, etc.

See Item 01 for decommissioning information technology assets that manage information.

See Item 03 for file listings and content inventories based on work process analysis.

See Item 06 for transferring, converting, and migrating information.

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

Excludes:

- disposing physical assets used to store information, like filing cabinets and shelving. Upcoming ASSET MANAGEMENT functional schedule.
- developing records retention and disposition schedules. Upcoming GOVERNANCE functional schedule.
- tracking, transporting, or disposing of all other GoA assets. Upcoming ASSET MANAGEMENT functional schedule.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Rescinded, replaced, or business use 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

## 09 Organization and Classification Controls

Records created during the process of creating, approving, and maintaining tools with controlled formats, structures, fields, and/or terminology for organizing and categorizing information assets.

Includes:

- file plans, chart of accounts, controlled vocabularies like classification schemes and taxonomies, metadata schemas, and archival descriptions.

See Item 01 for developing information organization controls in IT applications and systems.

See Item 02 for maintaining information organization controls in IT applications and systems.

See Item 03 for implementing information organization controls to organize, retrieve, and track information.

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

Excludes:

- applying data and information security classification. Upcoming RISK MANAGEMENT functional schedule.
- developing forms and security classification standards. Upcoming GOVERNANCE functional schedule.

**Date Range:** 1905 to date

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Rescinded, replaced, or business use ends	<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

## 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 all items in this schedule.

**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 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

COMMENTS