

# Checklist for Cancellation of Duplicate Records Retention and Disposition Schedules

## Purpose

This checklist clarifies the process for the identification and cancellation of duplicate records retention and disposition schedules (“schedules”) and/or items within a schedule (“schedule items”). The checklist supports implementation of the [Duplicate Records Retention and Disposition Schedules Directive](#).

## Analysis and Assessment

Analyze the schedule to determine if the records are covered by an enterprise schedule.

- ☐ Determine if **all items** in the schedule are covered by enterprise schedule items.
  - Often not all items in a divisional/program schedule are covered by an enterprise schedule.
  - Schedule items may be cancelled without cancelling the schedule.
- ☐ Identify where records are being stored.
  - Storage locations for both electronic and physical records must be reviewed for relevant records.
  - If applicable, contact Transfers, Storage and Disposition (TSD) for validation of records in storage areas they manage.
  - Duplicate schedules and/or schedule items with no records in storage may be cancelled without mapping items to an enterprise schedule.

## Cancelling schedules and/or schedule items

The following requirements must be met prior to cancelling a schedule item with another approved item.

## Final disposition

- ☐ Ensure the schedule items have the same final disposition. Disposition options are archives or destroy.
  - Consult with the Provincial Archives of Alberta (PAA) for items with conflicting final dispositions as record items may be reappraised.
  - A major amendment is required to change the final disposition of a schedule item.

## Total retention

- ☐ Ensure the schedule items have the same total retention.
- ☐ If the retentions do not match:
  - Consult with the business area and/or Legal Services as required.
  - Notify PAA regarding changes in retention for items with “Archives” as the final disposition.

[INSERT TITLE OF POLICY INSTRUMENT]

### **Date range**

- ☐ Ensure the date range of the item to be cancelled falls within the date range of the item that will replace it.
  - The Alberta Records Management Committee allows a grace period of up to five years that can be applied to records for disposition purposes. For example:
    - Open date range “2002 to date” means that the schedule can apply to records from 1997.
    - Closed date range “2002 to 2015” means that the schedule can apply to records from 1997 to 2020.
  - A minor amendment is required to expand the date range of the enterprise schedule if the difference is greater than five years.
  - Consult with PAA regarding date range changes for items with “Archives” as the final disposition.

### **Closure criteria**

- ☐ Ensure the closure criteria align and can be applied to the same business process
  - Consult with the business area as required.

### **Contacts**

- [Enterprise Content Management](#)
- [Transfers, Storage and Disposition](#)
- [Provincial Archives of Alberta](#) – enquiries should be sent to the Manager, Government Records