

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

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

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- Notify PAA regarding changes in retention for items with “Archives” as the final disposition

Date range

- Ensure the date range of the item to be cancelled falls within the date range of the item that will replace it
 - ARMC 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

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