



Records Retention and Disposition Schedules

Questions and answers

What is a records retention and disposition schedule?

A records retention and disposition schedule (retention schedule) is a legal authority that describes the records under the control of a government organization, specifies how long and where they must be kept as they progress through the phases of their life cycle, the format in which the records must be stored and what their final disposition will be (destruction or archival preservation) at the end of their life cycle.

Why is a retention schedule required?

All public bodies identified under the [Records Management Regulation](#) (RMR) must have a retention schedule for all records in their custody or under their control.

This includes all departments defined under section 14 of Schedule 11 of the [Government Organization Act](#) and agencies, boards and commissions (ABCs) as defined in schedule 1 of the [Freedom of Information and Protection of Privacy Regulation](#).

Why are retention schedules important?

Retention schedules help to ensure government information:

- is available to meet organizational needs for decision making purposes and continuous operation of business activities;
- is available to respond to information access requests made under [Freedom of Information and Protection of Privacy Act](#) and [Health Information Act](#);
- meets legislated requirements with various statutes and regulations that require records be managed for required lengths of time;
- is routinely disposed of to reduce costs associated with storage, equipment and time spent maintaining unnecessary information; and
- of enduring value is identified, preserved and maintained by the [Provincial Archives of Alberta](#).

When is a retention schedule required?

A retention schedule is needed:

- for all information regardless of format, state or classification that are created and received for the organization's business operations in fulfillment of its functions; and
- once the records are closed and no longer required.

Who develops or amends retention schedules?

Retention schedule development for ABC's please contact the ARMC Secretariat ti.armcsecretariat@gov.ab.ca

For Government of Alberta (GoA) inquiries please refer to the [Schedule Coordination Office](#) site.

How do I request the development of a retention schedule or amendment to an existing one?

The current focus is to create Enterprise Functional Schedules. Any amendments for GoA, to existing schedules, must be done through a Service Now ticket to the Information Management Program [Information Management Advice and Consultation Service - GoA ESM \(gov.ab.ca\)](#)

For ABC's who require amendments please contact the ARMC Secretariat ti.armcsecretariat@gov.ab.ca.

Who approves retention schedules?

Retention schedules (including amendments) can only be approved by the Alberta Records Management Committee (ARMC). The ARMC is a legislated approval body established under the RMR.

Where are approved retention schedules found?

Enterprise retention schedules (common schedules) are published on the [IMT Policy site](#).

Is there training on retention schedules?

All Government of Alberta employees are required to complete information management training (through 1GX) on an annual basis. This training contains general information about retention schedules.

Employees may also enroll in additional training such as 'Understanding Records Retention and Disposition Schedules' (available through 1GX) for more detailed training on retention schedules.

Who do I contact for additional information?

All retention schedule-related inquiries can be sent to ti.armcsecretariat@gov.ab.ca and more information can be found on the [Schedule Coordination Office](#) site.