

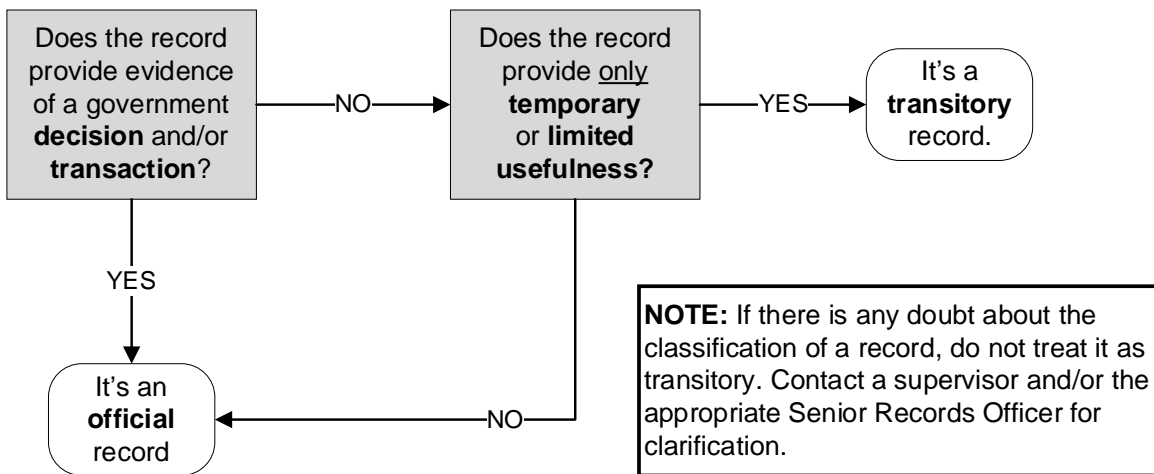
Is it Transitory or Official?

As per the [Official and Transitory Records Directive](#), all records in the custody and/or under the control of the Government of Alberta must be classified as official or transitory. Government of Alberta staff are responsible for identifying whether records are transitory or official.

Classifying a record as transitory or official impacts the information management requirements and obligations to which the record is subject—including who is authorized to dispose of the record:

Transitory Records	Official Records
The Transitory Records Schedule delegates authority to destroy or delete transitory records to all government staff.	Official records must be securely disposed of by the Transfers, Storage and Disposition team in accordance with relevant retention and disposition schedules.

In some cases it may be challenging to identify whether records are transitory or official; appropriately identifying and classifying government records requires discernment. For additional context, refer to the [Identifying Official and Transitory Records Guideline](#).



In addition to identifying whether records are transitory or official, **Government of Alberta Staff** are responsible for:

- routinely dispositioning transitory records as soon as their business use has ended; and
- ensuring official records are managed in an official information management system (e.g., file rooms, enterprise content management systems, etc.).

For additional information on the retention and disposition of transitory records, refer to the [Retention and Disposition of Official and Transitory Records Guideline](#).

If you have questions or require further guidance about managing Government of Alberta information, please contact the Data, Information and Records Services Branch at SA.InformationManagement@gov.ab.ca.