

**Records
Retention
and
Disposition
Schedule**

Organization Name Service Alberta ** All GoA **	Org Code SA **	Schedule Number/Status 2003/043- A001 Approved
Program/Service Name: Backup Systems		

SCHEDULE ADMINISTRATION

Type: Continuing Schedule	Organization Chart: External Documents: Comments: N
Related Schedule(s): 2012/011 Contract Claims 2014/029 Image Assets 2011/032 Legal Services - Civil Law - Social Enhancement Legal Team 2022/013 Documents Folder Content	
 Cancels/Replaces Schedule(s):	
Amendment History	
Number	Amendment to
A001(Major)	2003/043
Date Approved	Item(s)
Aug 12, 2009	2
Reason for Amendment: An item has been added to this schedule to include data recovery and migration files created by Information Technology staff in the delivery of their service to support their users.	
Schedule Transfer History ----- None -----	
Schedule Cancellation History ----- None -----	

SCHEDULE APPROVALS

Senior Program Manager: , Approved	Date: Aug 11, 2009
Senior Records Officer: , Approved	Date: Aug 11, 2009
ARMC Committee: Frank, Laurel	Date: Aug 12, 2009

PROGRAM/SERVICE INFORMATION

Purpose/Function

The purpose of this schedule is to provide a common approach to backups for all departments, agencies, boards and commissions of the Government of Alberta.

This schedule provides a legal disposition authority to dispose of the records associated with the backup process, and the content of the backups.

Backups are used for business recovery or disaster recovery in the event of a loss or failure.

Brief History

The increased computerization within government has created a need to schedule what is now recognized as a common business activity of backing up data, information, applications, systems, servers, etc. Previously, each government organization scheduled their own backup records.

Mandate/Legal Authority

None.

OPINIONS

No Opinions Requested.

SCHEDULE ITEMS

1 **Routine Backups**

Routine backup of incremental or complete data sets to a backup device or media, including, but not limited to, the following examples: magnetic tapes, CD's, storage area networks (SANs) or to another system.

Note: At final disposition, ensure that information on backup media has been completely destroyed by re-using, physically destroying the media; or rendering permanently inaccessible. Failure to completely destroy electronic information and its media at disposition time may lead to a privacy breach under the *FOIP Act*. Backups may contain PIBs and require secure and confidential protection.

Date Range:

Media: Electronic

Other: Or any other media or device used to backup data

Legal Reference:

FOIP Ref : may contain PIBs

Closure Criteria: Superseded or obsolete	Retention On-site: 0 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions:	Final Disposition: Destroy	

Items to be cancelled:

1993/105 25.5 SET #4

2 * **Data Recovery and Migration Files**

Information Technology staff use tools that may create residual files in the delivery of their support services. These files have a temporary value used for the restoration of data on to a hard drive (microcomputer or server). Once the restoration task has been completed, these residual files can be deleted. An example of these types of files is the Windows Imaging Format (WIM) file which is created when rebuilding the hard drive on replaced hardware.

These residual data recovery and migration files are typically only accessible by Information Technology staff. Users cannot see or access this file. Once the user has verified that the replacement hardware has been recreated appropriately, there is no business requirement to keep these files. Information Technology staff can remove it from the device.

Date Range: 2000 to date

Media: Electronic

Other:

Legal Reference:

FOIP Ref :

Closure Criteria: After user verification	Retention On-site: 30 Day(s)	Retention Off-site: 0 Day(s)
Concurrence Conditions:	Final Disposition: Destroy	

Items to be cancelled:

None

Reason for Amendment A001: Provide the ability for Information Technology staff to delete data recovery and migration files.

COMMENTS