

**Records
Retention
and
Disposition
Schedule**

Organization Name Service Alberta ** All GoA **	Org Code SA **	Schedule Number/Status 2002/041- A001 Approved
Program/Service Name: Ministers' Offices		

SCHEDULE ADMINISTRATION

Type: Continuing Schedule	Organization Chart: External Documents: Comments: Y
Related Schedule(s): 1986/050 Administrative Records Disposition Authority (ARDA)	
Cancels/Replaces Schedule(s):	
Amendment History	
Number A001(Minor)	Amendment to 2002/041
Date Approved Jul 14, 2017	Item(s)
Reason for Amendment: This amendment updates the purpose/function, brief history, item description and media types to bring the schedule into line with current practices for cross-ministry schedules.	
Schedule Transfer History ----- None -----	
Schedule Cancellation History ----- None -----	

SCHEDULE APPROVALS

Senior Program Manager: Original Signed by, Senior Program Manag	Date: Dec 08, 2006
Senior Records Officer: Clarke, Garth	Date: May 03, 2017
ARMC Committee: Secretary, ARMC	Date: Jul 14, 2017
APPROVED IN ACCORDANCE WITH RECORDS MANAGEMENT REGULATION (A.R. 224/2001) AND GOVERNMENT ORGANIZATION ACT (R.S.A. 2000, Chapter G-10, Schedule 11)	

PROGRAM/SERVICE INFORMATION

Purpose/Function

Each Minister is supported by an office that manages the records created and received in the course of ministerial governance of departmental activities as well as supporting constituency-related activities of the Minister as a Member of the Legislative Assembly (MLA).

Records found in ministerial offices are divided into two categories: (1) Departmental records; and (2) Personal and Constituency records.

Departmental records:

Are administrative and operational records created and received by the office of the Minister that are related to each Minister's mandated duties and to the administration of the ministerial office.

Personal and Constituency records:

Records created or received by Ministers in their capacity as private citizens, and in their role as MLAs.

Handling Departmental Records (Created After April 1st 1995)

Departmental records created or received after April 1st, 1995 fall within the scope of the Records Management Regulation (AR 224/2001).

This category of records remain the property of the Crown and must be managed in accordance with government records management policies, standards and practices.

Deputy Heads of departments are responsible under the Regulation for the proper management of ministerial office Departmental records; Ministers also have a duty to ensure that their Departmental records are properly managed. This obligation extends to those individuals who support the Minister in the execution of ministerial powers and duties, including parliamentary assistants and the Minister's office staff.

Note on Handling Ministers' Personal and Constituency Records (Created After April 1st, 1995)

Personal and Constituency records are not subject to the Regulation and are considered to be the personal property of each Minister. Ministers may decide to donate privately their Personal and Constituency records to the Provincial Archives of Alberta (PAA) or another archival institution. SROs must ensure that Personal and Constituency records are treated in this manner for those records created after April 1st, 1995.

Note on Handling Ministers' Records Created Prior to April 1st, 1995

All Ministers' records that were created **prior to April 1st, 1995**, remain the property of the respective Minister. If a department or agency has custody of such pre-April 1st, 1995 records, the Minister or an alternate person authorized to act on behalf of the Minister must be contacted to arrange for appropriate dispositioning of those records.

Brief History

From the inception of the Province of Alberta in 1905, Ministers of the Crown owned their copies of all the records created or filed in their offices.

In 1995, the *Records Management Regulation*, enacted under the authority of the *Government Organization Act*, designated all ministerial Departmental and Cabinet records (created after April 1st, 1995) as the property of the Crown and part of the Government of Alberta's records management program. This change in regulation did not affect the ownership of ministers' personal and constituency records.

Mandate/Legal Authority

OPINIONS

No Opinions Requested.

SCHEDULE ITEMS

1.0 Ministers' Departmental and Cabinet Records

Information that relates directly to Ministers' portfolio responsibilities and other government responsibilities assigned to the Ministers by Legislation or Cabinet. These records may be maintained in a Minister's office, or specifically on behalf of a Minister in another location, and relate to:

- the core business functions, activities, programs and services of reporting departments and agencies;
- the relationship between Ministers' offices and other ministries, other jurisdictions, or with Members of the Legislative Assembly, outside organizations and individuals; and
- Ministers' participation in Cabinet and Cabinet Committees.

Date Range: April 1, 1995 to date

Media:

Other: All media

Legal Reference:

FOIP Ref :

Closure Criteria: Superseded or obsolete or when a Minister leaves office or changes portfolio	Retention On-site: 0 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions: Providing no outstanding FOIP requests	Final Disposition: Archives	

Items to be cancelled:

None

COMMENTS

(TRANSFER) 7/17/2007 Comments: SRO: Hollow,Damian. (TRANSFER) 8/1/2007 Comments: Please amend to include GoA SRO: Hollow,Damian.