

**Records  
Retention  
and  
Disposition  
Schedule**

<b>Organization Name</b> Service Alberta ** All GoA **	<b>Org Code</b> SA **	Schedule Number/Status <b>2011/002-</b> <b>A002</b> Approved
<b>Program/Service Name:</b> Damaged Records		

**SCHEDULE ADMINISTRATION**

<b>Type:</b> Continuing Schedule	<b>Organization Chart:</b> <b>External Documents:</b> <b>Comments:</b> N
<b>Related Schedule(s):</b>	
<b>Cancels/Replaces Schedule(s):</b> 2012/005 Salvageable Damaged Records	
<b>Amendment History</b>	
<b>Number</b>	<b>Amendment to</b>
A001(Major)	2011/002
<b>Date Approved</b>	<b>Item(s)</b>
Sep 25, 2013	01, 02
<b>Reason for Amendment:</b> Add item for unsalvageable, uncontaminated damaged records.	
A002(Minor)	2011/002-A001
Jul 17, 2020	01, 02
<b>Reason for Amendment:</b> Update schedule title, item title, item scope notes, closure to a business activity and concurrence condition where appropriate	
<b>Schedule Transfer History</b> ----- None -----	
<b>Schedule Cancellation History</b> ----- None -----	

**SCHEDULE APPROVALS**

<b>Senior Program Manager:</b> Original Signed by, Senior Program Manag	<b>Date:</b> Sep 30, 2010
<b>Senior Records Officer:</b> Clarke, Garth	<b>Date:</b> Jul 17, 2020
<b>ARMC Committee:</b> Secretary, ARMC	<b>Date:</b> Jul 17, 2020

## PROGRAM/SERVICE INFORMATION

### Purpose/Function

To manage the records disposition of physically damaged records which may or not be contaminated. The application of this schedule is as follows:

#### Damaged Records - Contaminated

Exposure to harmful substance (e.g. sewage, untreated flood water, chemicals, mouse feces and/or urine, asbestos, etc.)

Pposes a risk to human health and the records cannot be reasonably treated or restored

#### Damaged Records - Uncontaminated

Exposure to clean water – cannot be mitigated (e.g. mould caused by clean water) and restored to usefulness for the following reasons:

cost-benefit analysis and risk assessment were completed that determined the records had minimal business value, the cost to restore them is prohibitive, and the risk to the ministry of destroying them would be negligible.

Records are not responsive to ongoing litigation or an outstanding FOIP request.

The *Records Management Regulation* [s.10(4)] stipulates that records can only be disposed of in accordance with the terms and conditions of an approved records retention and disposition schedule.

When damage records are not covered by an approved schedule or have not met its closure and retention requirements of the applicable approved ministry schedule, this schedule will apply.

### Brief History

Prior to the approval of Schedule #2011/002, ministries were required to report the disposal of unsalvageable damaged records to the Alberta Records Management Committee (ARMC) as an "inadvertent destruction of records." The ARMC determined that this practice did not adequately comply with the requirements of the *Records Management Regulation* and that a retention schedule authorizing the disposal of unsalvageable damaged records that ministries could use, was required.

### Mandate/Legal Authority

Records Management Regulation (AR 224/2001)

## OPINIONS

No Opinions Requested.

## SCHEDULE ITEMS

### 01 \* **Damaged Records - Contaminated**

This refers to damaged records that are contaminated by a harmful substance (e.g. sewage, untreated flood water, chemicals, mouse feces and/or urine, asbestos, etc.) in a quantity sufficient to pose a risk to human health and the contamination cannot be reasonably mitigated by treatment or restoration of the records.

**Date Range:** Ongoing

**Media:**

**Other:** All media

**Legal Reference:**

**FOIP Ref :**

<b>Closure Criteria:</b> Ministry implements the decision to not recover the affected records	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 0 Year(s)
<b>Concurrence Conditions:</b>	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**  
None

**Reason for Amendment A002:** Revised the item title and descriptor, and updated the closure criteria and concurrence condition.

**02 \* Damaged Records - Uncontaminated**

This refers to damaged records that are contaminated (e.g. they were soaked by clean water or burned); the information contained on the records has been obliterated in whole or in part to the extent that the records are no longer of any use.

**Date Range:** Ongoing  
**Media:**  
**Other:** All media  
**Legal Reference:**  
**FOIP Ref :**

<b>Closure Criteria:</b> Ministry implement the decision to not recover the affected records	<b>Retention On-site:</b> 0 Year(s)	<b>Retention Off-site:</b> 0 Year(s)
<b>Concurrence Conditions:</b> Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	<b>Final Disposition:</b> Destroy	

**Items to be cancelled:**  
None

**Reason for Amendment A002:** Revised the item title and descriptor, and updated the closure criteria and concurrence condition.

**COMMENTS**