

Government of Alberta Physical Information Storage Facilities

Depending on the security classification, physical data and information will need different types of storage safeguards to ensure their integrity, availability, confidentiality, and value are protected.

Facility Name	Safeguards
Semi-Active File Rooms Managed by Service Alberta	<ul style="list-style-type: none">• Semi-active file rooms have entrance security provisions in place that align with the security classification of the information.• Access is limited to authorized personnel that are required to serve a business area's needs.• Boxes do not contain labels that identify the security classification or contents of the box.
Alberta Records Centre (ARC)	<ul style="list-style-type: none">• The ARC has extensive entrance security provisions in place, ensuring only authorized personnel are able to enter the building, with enhanced security requirements for accessing the holdings.• The facility has been audited and found to meet or exceed the requirements of the Payment Card Industry Data Security Standard.• Boxes do not contain labels that identify the security classification or contents of the box.
Provincial Archives of Alberta (PAA)	<ul style="list-style-type: none">• The PAA is a public facility, allowing the public to visit and use the information that it manages.• Certain locations, such as the reading room, require users to register prior to entering.• Sensitive (or potentially sensitive) information is viewed in a private room.• Storage areas can only be accessed by authorized personnel.• Boxes do not contain labels that identify the security classification or contents of the box.

For more information, please refer to [Safeguarding Government Information](#) or contact your [Sector Information Security Officer \(SISO\)](#).