
Alberta Records Management Committee (ARMC)

ARMC Circular: 2002-01

Topic: Transfer of Confidential Transitory Records for Destruction

This Circular brings together existing policy related to the transfer of confidential transitory records in hard copy form from all ministries and other offices of government to the Alberta Records Centre (ARC) for destruction

Background

The [Transitory Records Schedule \(1995/007\)](#) enables the routine disposition of transitory records. It differs from other schedules because it:

- allows individual employees to decide which records should be retained and filed and which records are transitory, i.e. of immediate or short-term usefulness only and no future value.
- enables the immediate destruction of transitory records.
- applies to decisions about individual documents, but does not apply to sets of records or file folders in records series

Policy

This Circular clarifies the role of Senior Records Officers (SROs) "to coordinate requests from [their] organizations for the disposition of transitory records".ⁱ In summary:

- All employees are responsible for making decisions in the regular course of their work about which records are transitory. Employees are accountable for their decisions.
- SROs are responsible for ensuring that organization employees have the information they need to make informed decisions about transitory records.
- A Senior Records Officer may assign to knowledgeable designates, the responsibility for arranging transfers of confidential transitory records for destruction and signing the transfer documents.ⁱⁱ SROs are not required to sign these transfers.ⁱⁱⁱ
- A designate may be an employee of the ministry or organization, or of Service Alberta.
- Records management staff who arrange transfers and complete the transfer documents are not responsible for ensuring that the related records are transitory records.

- Confidential transitory records should not be disposed of through regular recycling procedures which are adequate for non-confidential transitory records.
- Records management staff should ensure that ministry confidentiality requirements are maintained throughout the transfer process.
- Senior Records Officers should ensure that requirements for the handling and disposition of transitory records are included in agreements between government organizations and contracted service providers.

Procedures

The ARC is currently redeveloping the inactive records transfer and storage management computer applications. The forms and procedures previously used to transfer confidential transitory records are also under revision. Please contact Jeff Kocuipchyk, Director, Business Solutions, for assistance at jeff.kocuipchyk@gov.ab.ca or (780) 643-9216).

Conclusion

For clarification, further details or assistance on the contents of this circular, please contact the ARMC secretary at sa.informationmanagement@gov.ab.ca or (780) 427-3884.

Original Signed by Tom Thackeray

Tom Thackeray, Chair

March 18, 2002

Date

ⁱ "Records Scheduling and Disposition in the Government of Alberta" (Jan. 2002) / Chapter 1-2, page 20.

ⁱⁱ Senior Records Officer Circular 2004-01: Senior Records Officer Appointments and Signing Authority for Records Scheduling and Disposition Documentation” sets out practices for transferring all types of records for storage or final disposition.

ⁱⁱⁱ “Records Scheduling and Disposition in the Government of Alberta” " (Jan. 2002) / Chapter 6-2. Page 6: The third paragraph indicates that a "...Senior Records Officer or designate..." may deal with transfer procedures. Though not specifically mentioned in each of Steps 1-6, the phrase "or designate" is assumed throughout.