

**Records
Retention
and
Disposition
Schedule**

Organization Name Service Alberta ** All GoA **	Org Code SA **	Schedule Number/Status
Program/Service Name: Executive Office Records		2007/020- A002 Approved

SCHEDULE ADMINISTRATION

Type: Continuing Schedule	Organization Chart: External Documents: Comments: Y		
Related Schedule(s):			
Cancels/Replaces Schedule(s):			
Amendment History			
Number	Amendment to	Date Approved	Item(s)
A001(Minor)	2007/020	Apr 11, 2007	1
Reason for Amendment: Date range amendment.			
A002(Major)	2007/020-A001	Aug 15, 2017	1, 2
Reason for Amendment: To align with its predecessor schedule 1991/103, that made no distinction between master and copy sets. The types of records found in Executive Offices have not changed since 1970, except that there are now more media formats for records than just paper. A Source Documents item was added.			
Schedule Transfer History ----- None -----			
Schedule Cancellation History ----- None -----			

SCHEDULE APPROVALS

Senior Program Manager: Original Signed by, Senior Program Manager	Date: Feb 06, 2017
Senior Records Officer: Clarke, Garth	Date: Feb 06, 2017
ARMC Chair: Secretary, ARMC	Date: Aug 15, 2017

PROGRAM/SERVICE INFORMATION

Purpose/Function

The Executive Office Records Schedule is a government-wide schedule for records that have been created, collected and stored within the executive offices of Deputy Ministers and Assistant Deputy Ministers of departments, and their equivalents in agencies, boards, commissions, and Crown corporations. These records provide evidence of executive actions made in support of legislated mandates and corporate governance:

- The Deputy Minister provides advice and support to the Minister, and acts as the link between the political and administrative functions of government. In addition, Deputy Ministers support the Deputy Minister of Executive Council by communicating and coordinating government policies, and by monitoring and resolving those issues that require strategic direction on the part of government. As the chief officer of each department, the Deputy Minister oversees business planning and the strategic agenda for the department.
- The Assistant Deputy Minister supports the Deputy Minister by recommending and implementing government policies, plans and strategies. The Assistant Deputy Minister also provides leadership within the organization to achieve the business goals of government.

Executive offices often manage their own records in systems that contain files organized on topics or subjects of interest to the senior executive management team. These subject files contain original records of executive-level decision-making, as well as supporting program information that has been copied from other departmental records management systems.

Brief History

- 1870 The traditional Westminster model of departmental governance was adopted with the establishment of the North West Territories by the Government of Canada. Under the Westminster model, senior executive managers in the public service are held accountable to their ministers for the proper administration of their departmental mandates.
- 1905 The Westminster model continued in use by the public service since the establishment of the Province of Alberta.

Mandate/Legal Authority

Alberta Evidence Act, RSA 2000, c. A-18
Financial Administration Act, RSA 2000, c. F-12
Public Service Act, RSA 2000, c. P-42

OPINIONS

No Opinions Requested.

SCHEDULE ITEMS

1 ***Executive Records**

Executive records cover a wide range of different functions, subjects and topics that are used by senior executive managers to provide oversight and direction for mandated services and/or programs including internal governance. These records are evidence of executive-level decision making that may not have been recorded elsewhere in the offices of Deputy Ministers and Assistant Deputy Ministers of departments and their equivalents in agencies, boards, commissions, and Crown corporations.

Date Range: 1970 to date

Media:

Other: All media

Legal Reference:

FOIP Ref :

Closure Criteria: Superseded or obsolete	Retention On-site: 0 Year(s)	Retention Off-site: 5 Year(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests	Final Disposition: Archives	

Items to be cancelled:

None

Reason for Amendment A002: Update of media; and an expansion in the scope of the item to include both master and copy sets.

2 ***Source Documents**

Includes the source documents that have been successfully captured:

- electronically by scanning or imaging into an electronic records management repository, and/or
- scanned and stored on microfilm, microfiche or aperture cards (microform).

The process used to scan, image and microfilm source records comply with an applicable standard as determined through a business risk assessment. Adherence to a standard is determined by the level of risk associated with the records series being scanned. The application of a specific standard (no standard, GoA Standard and or/ CAN/CGSB-72.11-93) is implemented prior to commencement of scanning activities. A pre-determined ratio of scanned/imaged documents will be verified against the original source documents as part of the required quality assurance procedures under the selected standard, to ensure that the image quality and scanning process are correct. The verified electronic or microform image is designated the master version and the original source document constitutes a copy. All processes, including creation, capture, receipt, identification, management and protection of records through their life cycle have been documented in a procedures manual as required by the selected standard.

If applicable, the requirements under the Canadian e-evidence standard CAN/CGSB-72.11-93 have been implemented to ensure the legal admissibility of records in court.

This item applies to source documents from item 1.

Date Range: 1970 to date

Media: Paper Microfilm

Other:

Legal Reference:

FOIP Ref :

Closure Criteria: After verification of image	Retention On-site: 30 Day(s)	Retention Off-site: 0 Day(s)
Concurrence Conditions: Providing no outstanding litigation or litigation that is reasonably anticipated and	Final Disposition: Destroy	

providing no outstanding FOIP requests	
--	--

Items to be cancelled:

None

Reason for Amendment A002: To provide for the disposition of source records.

COMMENTS

This schedule does not cover administrative records.