

Alberta Records Management Committee (ARMC)

ARMC Circular: 2009-02

Topic: FOIP References in Records Schedules

Background

References to exceptions to disclosure in the *Freedom of Information and Protection of Privacy (FOIP) Act* are documented on Records Retention and Disposition Schedules (Records Schedule). These reference sections can become outdated as amendments are made to the act. Access and Privacy, Service Alberta has created a tool that outlines all amendments made to the *FOIP Act* since proclamation in April 1995. It provides ministries with a quick reference to sections of the FOIP Act regardless of when the Records Schedules were approved.

FOIP Act Legislative History and Concordance Tool

The *FOIP Act* Legislative History and Concordance Tool contains all the amendments to the Act since its proclamation in April 1995. For each section, any changes are noted along with the effective date.

The FOIP Act Legislative History and Concordance Tool can be used when updating FOIP references or identifying current FOIP sections. The tool can be found on the [FOIP website](#).

Developing and Amending Records Schedules

FOIP references are to be included in Records Schedules. These references highlight exceptions to disclosure and Personal Information Banks (PIB), which are collections of personal information that is organized or retrievable by names or other information that can be linked to individuals. The relevant section numbers should be listed for each records series on the Records Schedule as they apply.

When Records Schedules are amended, their FOIP references must be verified and updated as necessary. The FOIP Act Legislative History and Concordance Tool can be used to find the current FOIP section references.

Records Schedule Implementation

The FOIP Act Legislative History and Concordance Tool can also be used when implementing or applying Records Schedules to identify current FOIP references in the event that the *FOIP Act* has been updated since the approval of the schedule.

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.

Signed by:

Laurie Beveridge
Chair

January 26, 2010
Date