

Records Schedule Reconciliation Instructions

It is very important that the accountability for all schedules be assigned to the correct organization, that the organization name is up-to-date, and that any draft Records Retention and Disposition Schedules (Records Schedules) that are no longer required be deleted. Using the List of Schedule report generated by the Records Scheduling System (RSS), please review and identify any Records Schedules that may need to be transferred, either in whole or in part, to another department as a result of the latest government reorganization and any drafts that are no longer required.

Instructions are provided below for transferring approved, cancelled, expired and draft Records Schedules, and for deleting draft Records Schedules that are no longer required. The Senior Records Officer (SRO) is responsible for completing these transfers.

1. Transferring Records Schedules with a status of Approved, Cancelled and Expired. When a government program moves from one government entity to another, the related Records Schedules need be transferred to the entity now responsible for the program. If some items on a specific Records Schedule relate to the transfer program, then only those items should be transferred.
 - A. Transferring approved, cancelled and expired Records Schedules in their entirety:
 - Identify the entity that the Records Schedule now belongs to after the reorganization.
 - Within RSS, use your SRO Id to complete the transfer.
 - Point 7, *Transferring Approved Schedules* of the SRO Summary Sheet outlines this procedure. Detailed instructions are available in the RSS User Manual.
 - Once the transfer request has been received, the ARMC Secretary will process the transfer.
 - Notification of transfer will be sent to the originating SRO once the process is completed.
 - B. Transferring specific items on approved, cancelled and expired Records Schedules:
 - Identify the entity that the items of the Records Schedule belong to after the reorganization.
 - Within RSS, use your SRO Id to complete the item transfer.

Point 7, *Transferring Approved Schedules* of the SRO Summary Sheet outlines this procedure. Detailed instructions are available in the RSS User Manual.

- Once the transfer request has been received, the ARMC Secretary will process the transfer. The transferred items will be removed from the original Records Schedule and a new Records Schedule will be created which will contain the transferred items.
- Notification of transfer will be sent to the originating SRO once the process is completed.

2. Transferring Draft Records Schedules

- Identify all draft Records Schedules that need to be transferred to another entity. Draft Records Schedules include those with a status of New Draft, Preliminary Draft, Draft awaiting Appraisal, Draft awaiting Signature, Draft awaiting Secretariat Review, Draft awaiting Approval and Withdrawn.
- Identify the department and the respective SRO that each draft Records Schedule now belongs to. If a SRO has not been appointed for the receiving ministry, contact ARMC Secretary for assistance, using the mailbox sa.informationmanagement@gov.ab.ca.
- Within RSS using your SRO schedule creator Id, for each draft Records Schedule:
 - change the organization code on the Records Schedule to the code of the receiving entity
 - transfer the draft schedule to the receiving department's SRO schedule creator Id. This Id will be listed in the drop-down menu.Detailed instructions are available in the RSS User Manual.
- Send an e-mail notification to the receiving SRO listing the transferred draft Records Schedules providing them with the schedule status, schedule number, program name and a brief description at the work completed on the draft Records Schedules.

3. Deleting or Withdrawing Draft Records Schedules

- Identify all draft Records Schedules that are no longer relevant and where no further development work will be done.
- Within RSS, use your SRO schedule creator Id to delete these obsolete draft Records Schedules.
- Each Records Schedule will have to be deleted individually.
- Once the Records Schedule has been loaded into memory, use the **Schedule Actions** drop-down menu to access the *Delete Schedule* or *Withdraw Schedule* option. RSS will automatically determine option availability based on the Records Schedule status.
 - *Delete Schedule* option will be available for draft Records Schedules with a status of New Draft or Preliminary Draft.

- *Withdraw Schedule* option will be available for draft Records Schedules with a status of Draft awaiting Appraisal, Draft awaiting Signature, Draft awaiting Secretariat Review, Draft awaiting Approval or Pending.
- Once you have confirmed that the selected draft Records Schedule is to be deleted, the schedule information will be removed.

Once the transfers have been completed, a new Records Schedule report can be produced from RSS. Each SRO should verify that the transfers have been completed as required and that schedules transferred to them, actually belong to their organization.

Any questions or concerns can be directed to sa.informationmanagement@gov.ab.ca.