



# Notice of Change

## *Managing Records Impacted by Appraisal for Selection*

This Notice of Change provides information on recent changes on how the Government of Alberta (GoA) manages its records (including data and information). These changes may impact departmental processes and procedures.

For additional information or guidance please contact [SA.InformationManagement@gov.ab.ca](mailto:SA.InformationManagement@gov.ab.ca)

## Background

- The Provincial Archives of Alberta (PAA) preserves and makes available private and government records of all media related to the province, and serves as the permanent archival repository of the GoA.
- Once the closure criteria of records has been met, the Final Disposition status that has been applied indicates the next phase for the records.
- The use of Selective Retention (SR) and Specimen (SP) as final dispositions was discouraged for all new records retention and disposition schedules (schedules) in the 1997 by the PAA.
- In 2006, PAA implemented a best practice to document the Appraisal for Selection processes and decisions that included the reappraisal of records schedules items with the final dispositions of SP or SR by by reappraising the records. The ARMC formally supported the Appraisal for Selection process at its January 29, 2008 meeting.
- An Appraisal for Selection process includes:
  - The PAA reappraises all items within schedules with final dispositions of SR, SP, Review or Permanent.
  - The new disposition recommendations and if applicable closure criteria are reviewed and approved by the Alberta Records Management Committee (ARMC)

## Roles and Responsibilities

Below are the roles and responsibilities that result from the Notice of Change – Managing Records Impacted by Appraisal for Selection.

### **PAA**

- Reappraise schedule items with a final disposition of SR, SP, Permanent or Review.

- Reappraise schedule items in Final Disposition Amendments using the Appraisal for Selection process.
- Communicate the recommended appraisal decisions to the responsible SRO.
- Attach a copy of the correspondence to the schedule.
- Arrange the destruction of records not subject to litigation holds in the custody of PAA where the final disposition was changed to Destroy.

#### **Ministry SROs (or IM Professional)**

- Review recommended appraisal decisions and communicate any concerns with PAA within five working days of receiving the notification.
  - If the SRO does not respond, PAA will interpret that the recommended changes to final disposition have been agreed to.
- Ensure records in the ministry are re-boxed according to the revised final dispositions.

#### **ARMC Secretary**

- Review Appraisal for Selection schedule amendments.
- Approve schedule as a minor amendment.
- Process amendments in RSS.

#### **Enterprise Information Management, Service Alberta**

- Upload all transmittal changes in the system (IRIS Application Administrator).
- Enter all information related to records subject to litigation holds into IRIS (SA Disposition Services).
- Accept and store all records transferred back from PAA's custody to ARC that are subject to litigation holds.
- Accept and store all records transferred from ministries custody to ARC that are subject to litigation hold.

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