

Organization Name Service Alberta ** All GoA **	Org Code SA **	Schedule Number/Status 2011/002-A002 Approved
Program/Service Name: Damaged Records		

SCHEDULE ADMINISTRATION

Type: Continuing Schedule	Organization Chart: External Documents: Comments: N
Related Schedule(s):	
Cancels/Replaces Schedule(s): 2012/005 Salvageable Damaged Records	
Amendment History	
Number	Amendment to
A001(Major)	2011/002
Date Approved	Item(s)
Sep 25, 2013	01, 02
Reason for Amendment: Add item for unsalvageable, uncontaminated damaged records.	
A002(Minor)	2011/002-A001
Jul 17, 2020	01, 02
Reason for Amendment: Update schedule title, item title, item scope notes, closure to a business activity and concurrence condition where appropriate	
Schedule Transfer History ----- None -----	
Schedule Cancellation History ----- None -----	

SCHEDULE APPROVALS

Senior Program Manager: Original Signed by, Senior Program Manag	Date: Sep 30, 2010
Senior Records Officer: Clarke, Garth	Date: Jul 17, 2020
ARMC Committee: Secretary, ARMC	Date: Jul 17, 2020
APPROVED IN ACCORDANCE WITH RECORDS MANAGEMENT REGULATION (A.R. 224/2001) AND GOVERNMENT ORGANIZATION ACT (R.S.A. 2000, Chapter G-10, Schedule 11)	

PROGRAM/SERVICE INFORMATION

<u>Purpose/Function</u>
To manage the records disposition of physically damaged records which may or not be contaminated. The application of this schedule is as follows: <ul style="list-style-type: none"> · Damaged Records - Contaminated <ul style="list-style-type: none"> o Exposure to harmful substance (e.g. sewage, untreated flood water, chemicals, mouse feces and/or urine, asbestos, etc.) o Poses a risk to human health and the records cannot be reasonably treated or restored

- Damaged Records - Uncontaminated
 - o Exposure to clean water – cannot be mitigated (e.g. mould caused by clean water) and restored to usefulness for the following reasons:
 - § A cost-benefit analysis and risk assessment were completed that determined the records had minimal business value, the cost to restore them is prohibitive, and the risk to the ministry of destroying them would be negligible.
 - § Records are not responsive to ongoing litigation or an outstanding FOIP request.

The *Records Management Regulation*[s.10(4)] stipulates that records can only be disposed of in accordance with the terms and conditions of an approved records retention and disposition schedule.

When damage records are not covered by an approved schedule or have not met its closure and retention requirements of the applicable approved ministry schedule, this schedule will apply.

Brief History

Prior to the approval of Schedule #2011/002, ministries were required to report the disposal of unsalvageable damaged records to the Alberta Records Management Committee (ARMC) as an "inadvertent destruction of records." The ARMC determined that this practice did not adequately comply with the requirements of the *Records Management Regulation* and that a retention schedule authorizing the disposal of unsalvageable damaged records that ministries could use, was required.

Mandate/Legal Authority

Records Management Regulation (AR 224/2001)

OPINIONS

No Opinions Requested.

SCHEDULE ITEMS

01 * Damaged Records - Contaminated

This refers to damaged records that are contaminated by a harmful substance (e.g. sewage, untreated flood water, chemicals, mouse feces and/or urine, asbestos, etc.) in a quantity sufficient to pose a risk to human health and the contamination cannot be reasonably mitigated by treatment or restoration of the records.

Date Range: Ongoing

Media:

Other: All media

Legal Reference:

FOIP Ref :

Closure Criteria: Ministry implements the decision to not recover the affected records	Retention On-site: 0 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions:	Final Disposition: Destroy	

Items to be cancelled:

None

Reason for Amendment A002: Revised the item title and descriptor, and updated the closure criteria and concurrence condition.

02 * Damaged Records - Uncontaminated

This refers to damaged records that are contaminated (e.g. they were soaked by clean water or burned); the information contained on the records has been obliterated in whole or in part to the extent that the records are no longer of any use.

Date Range: Ongoing

Media:

Other: All media

Legal Reference:

FOIP Ref :

Closure Criteria: Ministry implement the decision to not recover the affected records	Retention On-site: 0 Year(s)	Retention Off-site: 0 Year(s)
Concurrence Conditions: Providing no outstanding litigation or		

litigation that is reasonably anticipated and providing no outstanding FOIP requests	Final Disposition: Destroy
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Items to be cancelled:

None

Reason for Amendment A002: Revised the item title and descriptor, and updated the closure criteria and concurrence condition.

COMMENTS