

# ARMC Circular #: 2018-002

## *Topic: Application of Justice Records Schedules to Justice Lawyers' Records at Seconded Offices*

(This Circular rescinds Circular 2015-001)

### Background

Alberta Justice & Solicitor General (Justice) provides legal services to departments and in some instances Justice lawyers are physically located within the client department.

In 2006, the Alberta Records Management Committee (ARMC) reviewed how records created or collected by Justice lawyers who were co-located with the client departments were being retained and disposed. Justice, and particularly its Senior Records Officer (SRO), is ultimately responsible for the retention and disposition of all Justice records.

All Justice lawyers will apply the Justice Legal Services Records Schedule (number 2017/004) to records created or collected in the course of providing client department services. This includes records of Justice lawyers who are co-located in client departments.

### Implementation of the Civil Litigations Records Schedule

To implement the Legal Services Records Schedule (2017/004) for the records created or collected by the Justice lawyers, departments should consider the following:

1. Records Classification System: co-located Justice teams, using their client department's or any other classification system, do not need to implement the Justice records classification system in order to use the Legal Services Records Schedule (2017/004). This Records Schedule can be applied to the records regardless of the classification system used for those records.
2. Location of Justice Team Records: application of the Legal Services Records Schedule (2017/004) does not require that the records be moved to other locations. Records that are located at the client department may remain there. These records should be kept separate from client department files and under the exclusive control of Alberta Justice & Solicitor General.

3. Records Disposition: the Justice Legal Services Executive Director will sign off on the disposition of the Justice records at seconded offices.
4. Implementation Date: application of the Legal Services Records Schedule (2017/004) is on a go-forward basis. Any records closed after May, 2008 should follow this Records Schedule.

## Conclusion

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

Original Signed by:

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Chair

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Date