

ARMC Circular #: 2019-001

Topic: Ending the creation of one-time schedules

(This Circular rescinds PRO Circulars 169, 174, and 178)

Background

One-time schedules are intended to be used one time only to dispose of records no longer being generated by the program area. They are manually expired 1 year after approval or 60 days after disposal of records, whichever is longer.

When developing or amending records retention and disposition schedules (schedules) to manage closed records series, using continuing schedules is more efficient than one-time schedules.

Implementation

One-time schedules will not be created. Instead, use continuing schedules with closed date range items to manage closed records series.

For any approved one-time schedules that have been used more than once and have the potential to be used again in the future, a minor amendment will be initiated to change its schedule type to a continuing schedule.

The ARMC Secretary will continue the practice of annual review of approved one-time schedules to expire and cancel them. They will provide an annual report of statuses of approved and expired one-time schedules until all are cancelled.

Conclusion

For clarification, further details or assistance on the contents of this circular, please contact the ARMC Secretariat at sa.armcsecretariat@gov.ab.ca.

Approved by: _____ Date _____

Alberta Records Management Committee

April 11, 2019