

## **AUTHORITY TO APPLY RECORDS SCHEDULES**

### **1. OVERVIEW**

This policy establishes responsibilities for applying approved records retention and disposition schedules to government records.

#### **1.1 Authority**

- [Document Disposal Act](#) (RSBC 1996, c. 99)
- Treasury Board [Core Policy and Procedures Manual \(CPPM\), c. 12](#)

#### **1.2 Applicability**

- Ministries, agencies, boards, commissions, Crown corporations and other public bodies (“other bodies”) covered by the *Document Disposal Act*.

### **2. POLICY**

Government records will be retained and disposed of in accordance with approved records retention and disposition schedules.

Ministries and other bodies will ensure that approved records retention and disposition schedules are applied to records in accordance with the policies, procedures and standards set out by the Corporate Information Management Branch (CIMB), the central agency responsible for administering the *Document Disposal Act*.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 Ministries and Other Bodies**

Effective November 1, 1993, ministries and other bodies are responsible for administering records retention and disposition schedules for records in their control. These schedules are:

- special government-wide ongoing records schedules;
- the *Administrative Records Classification System (ARCS)*;
- program-specific *Operational Records Classification Systems (ORCS)*; and
- ongoing records schedules covering a single record series.

This policy applies to records in the legal custody of ministries and other bodies located on-site or off-site in government-contracted records storage facilities.

Records Officers are responsible for ensuring that the scheduling information they provide to CIMB on the *Client Authority to Apply Approved Schedule* form (ARS 517) is accurate and that accompanying documentation meets CIMB requirements and standards. Data entered by CIMB into the corporate records management database must be accurate and complete to ensure government records are retained and disposed of appropriately.

Ministries and other bodies will comply with requests to review and evaluate information management processes and issues that may be received from CIMB or from other central agencies.

### **3.2 Corporate Information Management Branch (CIMB)**

CIMB provides corporate policies, standards, and guidelines for applying approved records retention and disposition schedules to government records.

CIMB establishes data entry criteria to ensure that government records located in government-contracted records storage facilities are managed effectively and in accordance with the *Document Disposal Act*.

CIMB coordinates the storage of semi-active records in government-contracted storage facilities.

CIMB coordinates the final disposition (including destruction and archival transfer) of records stored in government-contracted records storage facilities.

## **4. STANDARDS**

Ministries and other bodies must provide information about the scheduling and final disposition of records transferred to government-contracted storage facilities to CIMB by using the *Client Authority to Apply Approved Schedule* (ARS 517) form.

### **4.1 ARIS Data Entry Criteria**

Information provided on the *Client Authority to Apply Approved Schedule* form (ARS 517) is used to enter scheduling information into CIMB's corporate database (the Archives and Records Information System [ARIS]). Information must meet the criteria described in the *ARS 517 Authority to Apply Approved Schedule Standards and Orientation Guide*, which is an attachment to this policy.

### **4.2 Documentation of Records**

Ministries and other bodies must provide documentation for records transferred to government-contracted records storage facilities or directly to the custody of CIMB in accordance with Policies 2-04 *Disposition of Government Records* and 3-07 *Documentation of Records*.

### **4.3 General Records Schedule**

The General Records Schedule (schedule #112909) is a government-wide special schedule that allows CIMB to dispose of records that are not arranged in a manner that permits the efficient application of retention periods prescribed in *ARCS*, *ORCS* or in any other ongoing records schedule. The General Records Schedule may only be applied by the CIMB; ministries and other bodies are not authorized to use it.

CIMB may apply the General Records Schedule to records that meet the following criteria: the records were created on or after January 1, 1960 and transferred to off-site storage prior to October 4 1993; a records analyst has determined that the records require four or fewer years retention in order to satisfy all administrative, operational, legal, fiscal, and/or audit functions for which the records were created; and an archivist has appraised the records as not having archival value.

CIMB may, in some cases, amend recommended schedule(s) designated on an ARS 517 form and apply the General Records Schedule to records that meet the criteria for applying schedule 112909.

### **4.4 On-Site Application of Final Disposition of Destruction (DE)**

Ministries and other bodies are responsible for destroying records scheduled for final disposition of destruction (DE) that are located on-site (that is, records that were not transferred for semi-active storage to government-contracted records storage facilities). Destruction must comply with CIMB's Recorded Information Management Policy 2-02 *Destruction of Government Records*.

### **4.5 Evaluation of Schedule Application**

Ministries and other bodies will comply with requests made by CIMB or other central agencies relating to evaluation and/or review of their records scheduling activities.

## **5. Further Information**

Consult your Records Officer if you have questions about this policy or need additional information about applying records retention and disposition schedules to government records. If you do not know the name of your Records Officer, please contact CIMB at (250) 387-1321.