

AD 3.2.3 RETENTION AND DISPOSITION SCHEDULE	
Section:	Administration (AD)
Subject:	Records Management
Legislation:	<i>Alberta Evidence Act (RSA 2000 cA-18); Copyright Act, R.S.C., 1985, c.C-42; Electronic Transactions Act (SA 2001 cE-5.5); Financial Administration Act (RSA 2000 cF-12); Freedom of Information and Protection of Privacy Act (RSA 2000 cF-25); Government Emergency Management Regulation (AR 248/2007); Health Information Act (RSA 2000 cH-5); Historical Resources Act (RSA 2000 cH-9); Personal Information Protection Act (SA 2003 cP-6.5); Public Service Act (RSA 2000 cP-42); Records Management Regulation (AR 224/2001); Trade-marks Act, R.S.C. 1985, c.T-13.</i>
Effective:	May 18, 2016
Revision:	September 1, 2016 (reformatted); May 23, 2018; February 12, 2025

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to establish a records management practice to effectively manage the lifecycle of all of SAIT's recorded information and records, from their creation or receipt, regardless of format, for the lifecycle of the record.

## PROCEDURE

### DEFINITIONS

<b>Classification scheme</b>	A system of organizing records based on function and subject. Designed to support ease of retrieval, storage, access and disposition through consistency in description and control. Classification and retention work together to provide a complete summary of the records, what they are, where they are being held and how long to be retained.
<b>Disposition</b>	The final administrative action taken with regards to a record, including its destruction, deletion, transfer to another entity or permanent preservation.

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<b>Major amendment</b>	Major revisions to the Classification Scheme and/or the Retention and Disposition Schedule for records that would alter the context of the schedule.
<b>Minor amendment</b>	Minor revisions to the Classification Scheme and/or the Retention and Disposition Schedule for records that would not alter the context of the schedule.
<b>Record</b>	Any recorded information, regardless of medium or characteristics, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business. Includes any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.
<b>Records management</b>	Field of management responsible for the efficient and systematic control of the record lifecycle.
<b>Retention and Disposition Schedule</b>	A legal instrument that describes the records under the control of a public body, that specifies how long and where the records must be kept as they progress through the phases of their life cycles, the format in which the records must be stored, and what their final disposition will be (destruction or archival preservation) at the end of their life cycles. This is also referred to as the “Retention Schedule”.

## GOVERNING PRINCIPLES

1. The [Retention Schedule](#) must be maintained and updated to reflect changes in SAIT’s operational, fiscal, policy and regulatory requirements. The Retention Schedule is a living document, and includes the Classification Scheme, Retention and Disposition Schedule, and is located on SAITNOW.
2. The Records Management Services unit, Office of General Counsel, is responsible for all aspects of records management, including managing and maintaining the Retention Schedule, and designing, implementing and providing training on records management programs and operations.

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3. Linking classification, retention and security, the Retention Schedule allows for a consistent disposition process in relation to the destruction and/or non-destruction of records.

## PROCEDURE

### A. Authority and Responsibility

1. Records Management Services will review the schedule annually, or more often as required. The review will identify any minor or major amendments requiring implementation.
2. Amendments to the schedule go into effect on the approval date. Records created following an amendment approval must use the new classification numbers and retention periods. Records that fall under the prior schedule will fall under the authority of the amended schedule unless specifically identified otherwise.
3. Records Management Services is responsible for permanently preserving a master set (paper or electronic format) of SAIT's approved retention schedules.
4. Employees are responsible for regularly checking the Retention Schedule to ensure they are aware of changes and amendments to that schedule.

### B. Amendments to Existing Retention and Disposition Schedule

1. The submission of a request to Records Management Services, whether it is a new schedule proposal or an amendment to the existing schedule, starts the review process.
2. When an amendment of an existing schedule is proposed, Records Management Services will review the existing schedule in the context of the entire program, service or function in question, to determine if a new schedule is warranted or if the series or item can be amended.
3. There are two types of schedule amendments: major amendments and minor amendments.
  - a) The Office of General Counsel reviews major amendments and recommends for approval to the vice president, external relations.

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- b) Records Management Services reviews, approves and applies minor amendments to the schedule.

### **C. Creation of a New Records Retention Schedule**

1. If a new retention schedule needs to be created for operational or regulatory compliance, the process includes:
  - a) Determination of retention periods, trigger events and final disposition;
  - b) Information collection and identifying record series;
  - c) Organizing and documenting record series including any *FOIP Act* references; and
  - d) Review and recommendation of approval by the Office of General Counsel to the vice president, external relations and student affairs.

### **POLICY/PROCEDURE REFERENCE**

AD.3.2	<a href="#">Records Management policy</a>
AD.3.2.1	<a href="#">Records Management procedure</a>
AD.3.2.2	<a href="#">Transitory Records procedure</a>