

Records Retention and Disposal Schedule Amendments

A records retention and disposal schedule (RRDS or schedule) prescribes records retention periods and disposal plans, can apply to records in any format and authorizes disposal of records in a legal manner.

The Management of Information Act (MOIA) requires the Government Records Committee (GRC) to make recommendations to the Minister to dispose of government records. The RRDS is the recommended tool used for the legal disposal of government records. RRDS documents are often referred to during the lifecycle of records which must be maintained and updated after they have been approved by the GRC.

Maintaining and Amending Records Retention and Disposal Schedules (RRDS)

Updates to the RRDS will either require an amendment to an existing schedule or depending on the level of changes required a new one be created, superseding the old. All new or updated schedules including amendments must be approved by the GRC.

Amendments are minor revisions to the schedule that does not alter the context of the schedule. Amendments include, but are not limited to:

- Increase or decrease the overall retention period
- Changes to final disposition
- Minor changes to Record Series Title or Description
- Minor changes to Program/Service Name or Functions
- Changes to ATIPP Exceptions
- Change in ownership in its entirety.
- Change in official media type

All amendments must be submitted using a Template – Memo - Records Retention and Disposal Schedule (RRDS) Amendment including a Summary of Change(s) and the newly amended RRDS Submission.

Schedules that require major revisions which alters the context of the schedule must be submitted as a new RRDS, voiding the old. Major changes include, but are not limited to:

- Addition or deletion of a Record Series

- Addition or deletion of a Program/ Service or Function

If a schedule is no longer required because the program or function is no longer a mandate of Government, the originating department or other public body must submit a memo to the GRC indicating that the previously approved RRDS is now void and can no longer be applied.