



Information  
Management

# Transitory Records Retention and Disposition Schedule

April 2004

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# 1.

## What are Transitory Records?

1. Transitory records are records in any media that:
  - will have no further value or usefulness beyond an immediate and minor transaction; or
  - will be only be required for a short time after a transaction, until they are made obsolete by an updated version of a record or by a subsequent transaction, or decision.
  
2. Transitory records are not required to:
  - meet a government organization's legislative or regulatory obligations; or
  - support a government organization's administrative or operational functions.
  
3. Transitory records are not filed in official records systems. Records required for business, legal, financial, research or archival purposes must be retained and filed in official records systems, and disposed of in accordance with an approved records retention and disposition schedule.

## 2. What is the Transitory Records Schedule?

The *Transitory Records Schedule* (schedule 1995/007 and associated amendments) is a records retention and disposition schedule that was established under the authority of the *Government Organization Act* (RSA 2000, Chapter G -10, Schedule 11, Section 14) and the *Records Management Regulation* (Alberta Regulation 224/2001). It provides the legal authority for Government of Alberta organizations subject to the *Records Management Regulation* to delete or destroy transitory records.

The *Transitory Records Schedule* delegates authority to destroy or delete transitory records to every Government of Alberta employee. Transitory records containing sensitive or confidential information must be securely destroyed or deleted. Government employees are obligated to follow approved procedures for identifying and disposing of transitory records.

### 3. For More Information

For further details on the identification and disposition of transitory records, refer to [\*Official and Transitory Records: A Guide for Government of Alberta Employees\*](#) or contact your records management contact, or your Senior Records Officer.

Item #	Item Title Description Closure Criteria	Retention		Final Disposition
1	<p>Advertising Material</p> <p>Advertising material includes solicited or unsolicited information received from businesses or individuals advertising their products or services. Examples of advertising material are paper or electronic brochures, company profiles, sales letters, menus, catalogues and price lists. Business units may choose to retain and file advertising material relevant to their operations.</p>	0	Y	Destroy
2	<p>Blank Information Media</p> <p>Blank information media includes anything that was intended to be used for collecting or storing information but was not used, or has been used and erased, and has become obsolete. Obsolete stationery and blank forms are examples. Another example is blank storage media such as video or audio tape, diskettes, compact disks, digital video disks, magnetic tapes or hard drives which must be destroyed to prevent the possible recovery of erased information.</p>	0	Y	Destroy
3	<p>Draft Documents and Working Materials</p> <p>Draft documents and working materials include draft versions of correspondence, reports, and other documents as well as research and working materials collected, and used in the preparation of documents. Once the final version of a document is completed and distributed, and a copy is filed in an official filing system as the master record, most drafts and working materials become transitory records.</p> <p>NOTE: Not all drafts and working materials are automatically transitory. In some cases, offices responsible for drafting legislation (acts, regulations, orders-in-council), legal documents (contracts, agreements, etc.), policy, audit reports, budgets, standards, guidelines, procedures, communications materials (publications, posters, films, etc.) or for conducting scientific research (laboratory notes, calculations, etc.) might need to track the evolution of the final product. These offices may need to keep various drafts, research and working materials in order to have a record of changes that were made and why.</p>	0	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
4	<p>Duplicates</p> <p>Duplicates are exact copies of documents where:</p> <ul style="list-style-type: none"> <li>· nothing has been added, changed, or deleted;</li> <li>· the copies have been used for reference or information purposes only; and</li> <li>· the master version of the document has been filed in an official filing system.</li> </ul> <p>A record must meet all three of these conditions to be a duplicate. If something has been added, changed or deleted then it is no longer a duplicate. It could still be transitory, however, depending on the significance and future value of the addition, change or deletion. Some examples of duplicates are</p> <ul style="list-style-type: none"> <li>· photocopies of paper documents;</li> <li>· copies of government brochures and pamphlets;</li> <li>· duplicates of microfilm, CD-ROMs, DVDs, etc.</li> <li>· duplicate audio or video recordings;</li> <li>· electronic copies of e-mail messages and other electronic documents; and</li> <li>· prints of microfilmed or imaged documents, e-mail messages or other electronic documents that are not the file copies for filing systems.</li> </ul> <p>Superseded or obsolete</p>	0 Y	Destroy
5	<p>External Publications</p> <p>External publications include books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation, whether printed or electronic, obtained from sources outside an organization. If they will have no future value, they can be discarded after use. Copyrighted information contained in these publications belongs to the publisher under copyright laws, not to the Government of Alberta, despite the fact that the government has purchased the publication.</p> <p>NOTE: The master copies of publications produced by or for an organization are not transitory and should be filed. Extra copies of obsolete internal publications are transitory. They are examples of duplicates. The Government of Alberta holds the copyright for publications that were developed and issued by or for government organizations.</p> <p>Superseded or obsolete</p>	0 Y	Destroy



Item #	Item Title Description Closure Criteria	Retention	Final Disposition
6	<p data-bbox="316 222 808 243">Information of Short-Term Value</p> <p data-bbox="316 268 1357 401">Documents with information of short-term value contain information that is of little or no interest, or importance to an office or is useful for only a brief period of time after which it has no further value. These documents do not have to be filed and can be routinely disposed of once employees are finished with them. Some examples are</p> <ul data-bbox="316 411 1380 653" style="list-style-type: none"> <li>· routine notices or memos regarding holidays or special events circulated to all staff or posted in public folders;</li> <li>· insignificant or inconsequential information items concerning routine administrative or operational matters;</li> <li>· other issues not pertaining directly to your office or not requiring you to act;</li> <li>· personal messages and information; and</li> <li>· routing slips and opened envelopes.</li> </ul> <p data-bbox="316 695 1349 758">NOTE: The business units where these types of records originate should retain a <i>file copy</i> if the records document their activities and have some future value.</p>	0 Y	Destroy