

# ARMC Circular #: 2016-002

*Topic: Senior Records Officer Signing Authority for Records Retention and Disposition Schedules*

(This Circular rescinds Circular 2005-02)

## Background

The [Records Management Regulation](#) identifies the Deputy Head of an organization responsible for ensuring that records in the custody or under the control of the organization are managed in accordance with policies, standards and procedures established under the Regulation. It is recognized that while Deputy Heads retain the overall accountability for information management, the related functions are delegated to a Senior Records Officer.

The purpose of this circular is to clarify the requirements for the signing authority to Senior Records Officers for Records Retention and Disposition Schedules.

## Records Retention and Disposition Schedules

Each organization is required to prepare Records Retention and Disposition Schedules for all program business records. The Senior Records Officer is responsible for the creation of the Records Retention and Disposition Schedules and for moving it through the review and approval process.

Senior Records Officers are authorized to sign Records Retention and Disposition Schedule submissions going to the Alberta Records Management Committee (ARMC) for approval, on behalf of the Deputy Head. The ARMC also requires the signature of the relevant Senior Program Manager on the Records Retention and Disposition Schedule.

In the temporary absence of the Senior Records Officer, the signing authority of Records Retention and Disposition Schedules must be delegated upward or alternatively to the Deputy Head. The ARMC does not need to be notified of the individuals who will be signing the Records Retention and Disposition Schedules on behalf of the SRO. Signing authority for Records Retention and Disposition Schedules cannot be permanently delegated.

# Conclusion

For further details or clarification of the contents of this circular, please contact the Alberta Records Management Committee Secretary at [SA.InformationManagement@gov.ab.ca](mailto:SA.InformationManagement@gov.ab.ca).

Original Signed by:

Cathryn Landreth

April 20, 2016

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Chair

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Date