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**Senior Records Officer Circulars**

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Alberta Records  
Management Committee**CIRCULAR # 95/96-007**

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**TOPIC: DATE RANGE AMENDMENTS TO RECORDS RETENTION  
AND DISPOSITION SCHEDULES**

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**1. Introduction**

The purpose of this circular is to advise Senior Records Officers of a new option that can be used when determining and documenting the beginning date for a records series on a records retention and disposition schedule. This new option redefines the requirements for a minor amendment documented in *Senior Records Officer Circular #95/96-001* and eliminates the need to submit an amendment or an updated records retention and disposition schedule when records dated prior to the beginning date for a records series on a schedule are discovered.

**2. Background**

Page 6 of *SRO Circular #95/96-001* states that a date range change on a records retention and disposition schedule in the new format requires the submission of an updated schedule. Date range changes on schedules in the old format require a memorandum requesting a minor amendment. History has shown that it is sometimes difficult to determine the exact starting point of a particular records series. Also additional records dated prior to the specific beginning date noted on the records retention and disposition schedule often are found after the schedule has been approved.

**3. New Option**

If Senior Records Officers are not completely certain of the beginning date of a records series when they are completing the Records Series Title/Description field on the Records Retention and Disposition form, they may now elect to enter (one blank line after the descriptor) the word “approximately” before the beginning date of the date range. When the word “approximately” is used for a records series beginning date, there will be a tolerance allowed of no more than five years. For example, if a date range is approximately 1986 to date, records from as far back as 1981 could be disposed of.

Senior Records Officers could still enter a specific start date if they were confident that no records prior to the date existed. This new option provides some flexibility and, if required, a broader date range for the records. For existing schedules, the five year rule will be automatically applied. In other words, there will be no need to submit an amendment to a

schedule if records dated within five years of the beginning date of a records series are discovered. If records older than five years before the beginning date are discovered, however, an amendment will be required.

4. **Minor Amendments**

Minor amendments to schedules submitted in the new format now include the following:

- cancellation of records series;
- adjustments in organizational or records centre retention periods (without changing the overall retention period);
- cancellations of records schedules;
- date range changes (over five years or end date changes for one-time schedules);
- changing a continuing schedule to a one-time schedule; or
- minor changes to records series descriptions.

For minor amendments to schedules in the old format, including major date range changes, the procedure remains the same. A memorandum to the Secretary of the Alberta Records Management Committee outlining the proposed amendments is required.

5. **Conclusion**

For further details or general assistance, contact the ARMC secretary at [SA.InformationManagement@gov.ab.ca](mailto:SA.InformationManagement@gov.ab.ca) or (780) 427-3884.

Original Signed by

March 21, 1996

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Stan Petrica, Chair

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Date