

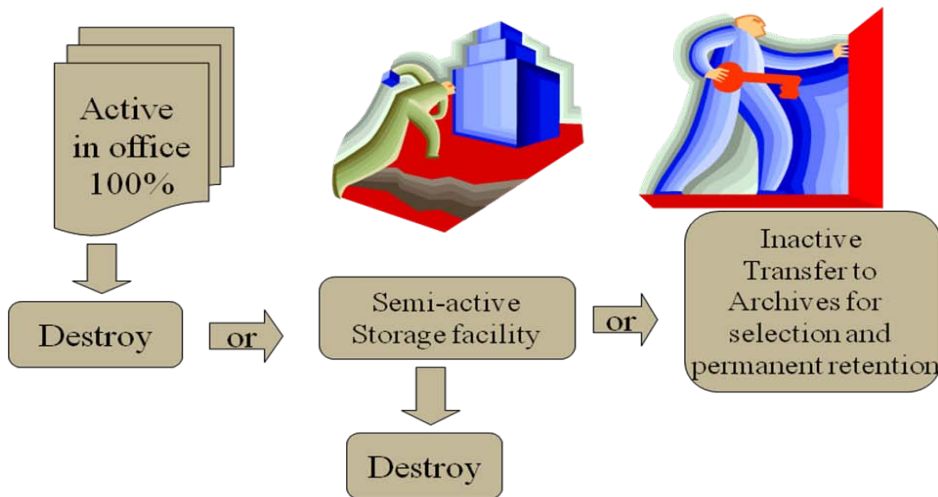


## Recorded Information Management & You

### What is a records retention and disposition schedule?

A records retention and disposition schedule is a legal document which:

- provides a complete description of a record series,
- states the purpose of the records, and
- establishes the length of time the record is kept in an active filing system, the semi-active stage of the record, and the final disposition of the records.



**An organization which accumulates large holdings of records is not managing its information effectively.**

### How does the scheduling process work?

- Departmental records manager prepares a draft schedule
- PANB records analyst evaluates and reviews
- Government Records archivist approves and initials.
- Deputy Minister or designate approves and signs off
- Provincial Archivist approves and signs off
- Records analyst assigns schedule number and distributes copy to Department records manager
- Departmental records manager distributes copies to regions and districts
- Departmental records manager informs PANB of any revisions, deletions, or additions to existing programs so that schedules can be updated.

### Issue 7



#### What records must be scheduled?

All records created and used in departments must be scheduled as legislated by the Archives Act.

**When a records retention schedule does not exist or has not been applied, there is increased risk that information will be LOST!**

#### Why are retention and disposition schedules needed?

A records retention and disposition schedule:

- authorizes departments and agencies to transfer inactive records to off-site storage, and to destroy records which it no longer needs.
- increases or improves efficiency, economy in space and equipment, and ease of retrieval.
- ensures the preservation of records with archival value, by identifying these records in their active phase and guaranteeing their eventual transfer to the Provincial Archives.

Questions or comments? Email us at [records.centre@gnb.ca](mailto:records.centre@gnb.ca)

**Next  
Issue...**

**Can I destroy records?**

<http://archives.gnb.ca>