**INSTRUCTIONS FOR FILLING OUT THE**

***RECORDS RETENTION AND DISPOSITION SCHEDULE* FORM**

1. **Complete the attached form, following the directions below (the form is provided in MS Word).**
2. **E-mail the draft *Records Retention and Disposition Schedule* to the Corporate Information Management Unit at** [Records.Centre@gnb.ca](file:///\\dssmasfs1\arch\Archives%20File%20Plan\2200-2299%20Recorded%20Information%20Management\2220%20CORPORATE%20RIM%20POLICIES,%20STANDARDS%20and%20GUIDELINES\-00%20%20DANA\Forms\English\Records.Centre@gnb.ca)**.**
3. **Any modifications to the information you submit will be referred back to you for approval.**
4. **After the Corporate Information Management Unit and your department have agreed on a final draft, an electronic copy will be submitted to your department for the signature of the Deputy or their designate. Return the signed paper copy to the Corporate Information Management Unit, who will obtain final approval from the Provincial Archivist.**
5. **This form is to be prepared for Operational Records only: common records are scheduled under the CPRS (*Classification Plan and Retention Schedule)*.**
6. **If there are questions, please contact your departmental records manager or** [**Records.Centre@gnb.ca**](mailto:records.centre@gnb.ca) **for assistance.**

**“Department” is defined as a government department, agency, board, commission, corporation, council, secretariat, etc.**

A *Records Retention and Disposition Schedule* is an instrument mandated in the *New Brunswick* *Archives Act* to protect and govern the management, transfer and/or disposal of public records. Disposition of all records created and collected in performing government business must be in accordance with a retention schedule authorized by the Provincial Archivist.

**Schedule Number:** Please leave this blank. Once the *Records Retention and Disposition Schedule* has been signed, a schedule number will be provided by the Recorded Information Management Unit.

1. **Records Series Title:** Enter a subject or activity name which best identifies the group of records to be scheduled (e.g. “Child Protection Case Files”).
2. **Department:** Enter the official name of the department (e.g., “Social Development”), the divisional name, the branch name (e.g. “Child Welfare and Youth Services”), and whether this schedule applies to headquarters and/or regional offices (e.g. “Regional Offices”).
3. **Replaces Schedule(s):** If the records are governed by an existing *Records Retention and Disposition Schedule*, enter the Schedule Number (e.g. “2003-FCS-02”).
4. **Inclusive Dates:** For an active record series enter the dates of the records (e.g. 1990 and after); and for a closed series, enter the “from” and “to” dates of the records (e.g. “1990 to 1999”).
5. **Electronic Indexing System:** Enter the name of the system used to index the records if applicable. (e.g. “TRIM”, or “Excel spread sheet”, etc.),
6. **Arrangement of Records:** Enter the arrangement of the records. The list of types of arrangements is provided by double-clicking on the field in the form. The list includes alphabetical, numeric, chronological, alpha-numeric, and block-numeric.
7. **Record Series Description and Purpose**: Enter a comprehensive and concise description of the records, outlining specific types of records found within the files(e.g., “This record series may include applications, interim adoption orders, Final Adoption Orders, vouchers, family history, and correspondence.”). If the records are created within a specific program of government; that program should be named but not described in detail.  **As well,** enter a description of the function of the records. Answer questions such as why has this records series been created? Or how has this record series been used? (e.g., “This record series documents the transfer of guardianship rights to the Minister.”).
8. **Active Period Means:** Enter the trigger or event which indicates how long the records stay active in your office (e.g. “Calendar year”, “Fiscal year”, “Until case closed”, “Until contract expired”, “School year”).
9. **Retention Periods (in years):**
   1. Medium: Enter the medium of the record by double-clicking on the field in the form. The list includes paper, electronic, cassettes/discs, cartographic plans, architectural plans, photographs, microfilm master, microfilm copy, and other.
   2. Active plus (in years): Enter the number of years the records are required to remain in the office after the active period.
   3. Semi-active (in years): Enter the number of years the records should remain in storage (such as in the Government Records Centre), if any. Complete the retention periods (active plus and semi-active) for each type of medium by using the extra columns provided.
   4. Final Disposition: Enter an “X” to “*suggest*” a disposition (Transfer to Archives, Selective Retention at Archives, or Destroy) for each medium listed. Transfer to Archives means that the entire body of records will be maintained permanently in Archives (e.g. “Court adoption records”); Selective Retention means that the Archives will select all/some/or none of the records for archival preservation (e.g. “Committees Management”); and Destroy means that the entire body of records will be destroyed (e.g. “Payables - Vouchers”).
10. **Qualifying Factors:** Enter any special factors relating to the retention periods, etc., which will help to explain other information provided (e.g. “The paper records are to be converted to digital images within one year after ceasing to be active and destroyed; a preservation microfilm negative must be produced for permanent retention in the Archives, and a reference microfilm copy made available at the Archives. The department will maintain the digital record indefinitely.”).
11. **Departmental Representative/Date, and Provincial Archivist/Date:** Once the *Records Retention and Disposition Schedule* is finalized, a CIM unit member coordinates the signing (i.e. the signatures of the Deputy Minister or designate of the department, and the Provincial Archivist) and the schedule is considered to be in force.

After approval, the *Records Retention and Disposition Schedule* is assigned a schedule number and an electronic copy is provided to the Records Manager of the department who will distribute it accordingly. The schedule remains in effect until replaced by another schedule or until the record series becomes obsolete or is discontinued. **The onus is on the department to ensure that all business and legal requirements governing the retention of the records are considered before authorizing disposition.**

Note: Each government department, agency, board, commission, corporation, council, secretariat, etc. is responsible for advising the Provincial Archives Recorded Information Management Unit, when a retention and disposition schedule is replaced or becomes obsolete.