



ACCESS, PRIVACY, AND RECORDS MANAGEMENT POLICY



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I. INTRODUCTION

1. Section 15 of the *Designated Material Recycling and Management Regulation* (Alberta) (the "Designated Material Regulation") and Section 9(1) of the *Extended Producer Responsibility Regulation* (Alberta) (the "EPR Regulation", or when combined with the Designated Material Regulation, the "Regulations") require Alberta Recycling Management Authority ("ARMA") to comply with the *Freedom of Information and Protection of Privacy Act* (Alberta) ("FOIPPA") in the course of carrying out its powers, duties and functions under the Regulations.
2. Section 15(2) of the Designated Material Regulation and Section 23.6 of the Oversight Agreement require ARMA to designate a person to be responsible for matters under FOIPPA.
3. Section 15(4) of the Designated Material Regulation and Section 9(2) of the EPR Regulation provide that all records in the custody or under the control of ARMA that are required in carrying out the powers, duties or functions under the Regulations are subject to the *Records Management Regulation* (Alberta) ("the Records Management Regulation") enacted under the *Government Organization Act* (Alberta).
4. Section 23.8 of the Oversight Agreement requires ARMA to designate a person to be responsible for record retention matters.
5. Section 10 of the Records Management Regulation requires the preparation of a records retention and disposition schedule for all ARMA Records and states that records may be disposed of only in accordance with an approved records retention and disposition schedule. Additionally, records may be destroyed only in accordance with applicable Alberta Government policies.
6. FOIPPA requires that Personal Information be collected, used and disclosed in accordance with FOIPPA and that Personal Information be protected through reasonable security arrangements.
7. FOIPPA allows for access to information and correction requests to be made by applicants.
8. Section 23.3 of the Oversight Agreement requires ARMA to develop and maintain this Code which:
 - (a) addresses, at a minimum, the following:
 - (i) issues of access to information;

- (ii) protection of all confidential information, including Personal Information and commercially sensitive information; and
 - (iii) effective procedural remedies;
- (b) protects privacy and provides access in accordance with the principles of relevant privacy and access legislation; and
- (c) is made publicly available on the ARMA website.

II. PURPOSE OF POLICY

1. To ensure responsible management of ARMA Records and record-keeping systems as valuable resources and assets.
2. To ensure responsible management of Personal Information and commercially sensitive information contained in ARMA Records.
3. To ensure the management of ARMA Records (and Personal Information and commercially sensitive information contained in those records) in accordance with all applicable policies, contracts, regulations, legislation and other laws.
4. To maintain ARMA's Records Management Program covering the creation, collection, use, disclosure, retention, maintenance and disposal of all ARMA Records.
5. To maintain ARMA's Records Management Program to ensure that ARMA Records can be located and retrieved within a reasonable period of time.
6. To preserve the history and evidence of ARMA's activities in all formats.
7. To support accountability, and promote efficiency and economy.

III. GUIDING PRINCIPLES

1. ARMA's Records Management Program will be based on current professional standards and best practices and will be in accordance with all applicable policies, contracts, regulations, legislation and other laws.
2. Retention of ARMA Records will be scheduled according to operational, fiscal, legal and historical requirements and authorized so that ARMA Records are retained only for as long as they are needed.
3. Disposition (including destruction) of ARMA Records will cease in the event of litigation (contemplated or actual), audit, or a FOIPPA request.

4. Personal Information and commercially sensitive information contained in ARMA Records will be created, used, maintained, secured, disclosed and disposed of in an appropriate manner and in accordance with all applicable regulations, legislation and other laws.
5. ARMA Records may not be removed from ARMA control or destroyed except under authority of this policy.
6. ARMA Records will be classified in accordance with the classifications reflected in the attached ARMA Records Retention and Disposition Schedule.

IV. DEFINITIONS

1. In this Code, the following terms shall have the following meanings:
 - (a) **"ARMA Records"** means all records in the custody or under the control of ARMA which are:
 - (i) a subset of ARMA's "records" as referred to in Section 4 of FOIPPA and as defined in Section 1 of FOIPPA and are those documents, data or recorded information in all media and formats, including, but not limited to, paper, electronic documents and files (word processing, spreadsheets, databases, etc.) email, photographs, film, audio and video tapes, and drawings, created, received and maintained as evidence and information of the activities of ARMA.
 - (ii) ARMA not Transitory Records.

Examples of ARMA Records: Contracts, working papers, meeting minutes, policies and procedures, member records, registrant records, processor records, audits and audit working papers, etc.

- (b) **"ARMA's Records Management Program"** means the on-going program of ARMA reflected in this policy and in on-going practices and procedures developed pursuant to FOIPPA, the Regulations and the Records Management Regulation.
- (c) **"Oversight Agreement"** means the Extended Producer Responsibility Agreement on Administration and Oversight between His Majesty in Right of Alberta, as represented by the Minister of Environment and Protected Areas, and ARMA.
- (d) **"Transitory Records"** means a subset of ARMA Records that are needed only for a limited period of time in order to complete a routine action or prepare an ongoing record.

Examples of transitory records of ARMA: Drafts of memos/letters, exact duplicates, etc.

- (e) **“Personal Information”** means personal information as defined in FOIPPA.

V. POLICY APPLICATION

1. This policy requires that ARMA’s Records Management Program be applied consistently across ARMA by all ARMA personnel.
2. This policy applies to all transactions and to the records created or received in the course of carrying out the regulated mandate of ARMA.
3. This policy applies to the creation, receipt, use, handling, maintenance, storage, security and disposition of all ARMA Records.

VI. RECORDS MANAGEMENT PROGRAM TERMS OF REFERENCE

1. ARMA’s Records Management Program will establish a record-keeping system and practice that:
 - (a) ensures control over the creation, use, access maintenance, security and disposal of ARMA Records through record classification plans and retention schedules;
 - (b) ensures the availability of evidential, accurate, current, unaltered, authentic and reliable ARMA Records in all formats to support all ARMA work and functions for as long as they are required;
 - (c) ensures all record-keeping and retention at ARMA is consistent with the regulatory environment;
 - (d) ensures that record-keeping at ARMA is consistent with professional and legal standards;
 - (e) offers records management training and advisory services for applicable ARMA personnel;
 - (f) develops and reviews policy, procedures and roles for records management at ARMA;
 - (g) establishes institutional requirements and resources for control and care of ARMA Records at ARMA;

- (h) ensures the proper disposition and secure destruction (where destruction is appropriate) of ARMA Records, carried out in accordance with ARMA policy and maintains auditable documentation;
 - (i) ensures the cessation of disposition (including destruction) of ARMA Records in the event of litigation (including contemplated litigation), audit process or a FOIPPA request;
 - (j) ensures care and control of ARMA Records in storage; and
 - (k) ensures compliance with policy and practice through monitoring procedures and provides procedural remedies to any non-compliance with this policy.
2. ARMA's Records Management Program will govern the potential disclosure of information and ensure that:
- a) Personal Information and commercially sensitive information will be kept confidential, except where the Regulations, applicable privacy legislation or this policy permit disclosure.
 - b) ARMA will provide the public with access to:
 - (i) governance documents of the ARMA and the Oversight Agreement;
 - (ii) ARMA's policies and codes, including this policy;
 - (iii) fees, costs and charges established by ARMA;
 - (iv) summary of complaints or request for clarifications received by ARMA;
 - (v) summary of disputes between Registrants and the AMRA;
 - (vi) information regarding the ARMA's annual general meetings.
 - (c) Registrants may request access to information which ARMA does not publish by contacting ARMA. ARMA will not release certain information, including but not limited to:
 - (i) Personal Information or commercially sensitive information, except where authorized by the Regulations or this policy;
 - (ii) information subject to legal privilege;

- (iii) minutes of meetings of committees of the ARMA's Board of Directors (the "Board");
- (iv) in camera minutes of meetings of the Board; and
- (v) information related to inspections, investigations and other compliance activities that are in progress.

VII. STATEMENT OF ARMA

1. The Board shall appoint an ARMA FOIPPA and records management co-ordinator (the "Records Co-ordinator") who, together with the Board, will be responsible for ARMA's compliance with FOIPPA and with the Records Management Regulation.
2. The Records Co-ordinator will report to the Chief Executive Officer or the Chairman of the Board.
3. The Records Co-ordinator may delegate various day-to-day responsibilities in relation to FOIPPA and the Records Management Regulation as the Records Co-ordinator may determine in consultation with the Chief Executive Officer or the Chairman of the Board.
4. The Records Co-ordinator will seek input and advice, as applicable, from other ARMA personnel (such as information technology staff, accounting staff, etc.) and from outside service providers hired from time to time to assist with ARMA's compliance with FOIPPA and the Records Management Regulation.

VIII. STATEMENT OF RESPONSIBILITY

1. The effective management of ARMA Records is a responsibility shared by all ARMA personnel.
2. The Records Co-ordinator is responsible for the design, creation, implementation, maintenance and operational audit of ARMA Records Management Program.
3. The Records Co-ordinator will make recommendations to the Chief Executive Officer or the Board regarding the training and necessary support and advisory services to ARMA personnel to ensure that records management procedures and controls are understood and applied.
4. All ARMA departments (e.g. information technology, accounting, member services, etc.) will assign personnel to liaise with the Records Co-ordinator as their primary contact for records management.

5. The Records Co-ordinator will liaise with the information technology staff concerning the appropriate creation, use, maintenance, security and disposition of electronic ARMA Records in ARMA systems.
6. The Records Co-ordinator will be responsible for the review and response to all access or correction requests under FOIPPA, in accordance with the Regulations. All ARMA personnel will refer access to information or correction requests made to ARMA (or queries regarding access to information, records management or personal information handling) to the Records Coordinator.
7. Retention and disposition (including destruction) of ARMA Records will be in accordance with the attached ARMA Records Retention and Disposition Schedule.
8. ARMA Records which are identified by ARMA personnel for disposition (including destruction) will be forwarded to the Records Co-ordinator for review.

ARMA RECORDS RETENTION AND DISPOSITION SCHEDULE

APPROVED: < >, 2023

Background

ARMA shall have in place a file classification scheme based on, or compatible with, this Records Retention and Disposition Schedule.

If any person wishes to modify any retention period or final disposition, a request for an amendment must be submitted to the Records Co-ordinator. The amendment request must include the details of the proposed change and the business case for the proposed change.

If a provision in any legislation applicable to ARMA or in any agreement between the Government of Alberta and ARMA conflicts with a retention period or a final disposition herein, that provision automatically supersedes the retention period or final disposition herein.

This Records Retention and Disposition Schedule assumes the documents maintained are source documents or master sets. Copies of source documents or master sets should be destroyed immediately once superseded or obsolete, or the copy is no longer needed.

ADMINISTRATION				
	ADMINISTRATION - GENERAL			
	Administrative functions not found elsewhere in the Administrative Block, such as general inquiries.			
		2	Y	Destroy
	ADMINISTRATION - ORGANIZATION			
	Arrangement of departmental responsibilities in organizational structure; functions and relationships within the organization; organization charts.			
	Superseded or obsolete	5	Y	Destroy
	ADMINISTRATION - POLICY AND PROCEDURES			
	Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies, campaigns, emergencies, administrative services, public relations, security and travel.			
	Superseded or obsolete	5	Y	Destroy
	ACTS AND LEGISLATION - GENERAL			
	All jurisdictions' acts, including legislation, regulations and bylaws (federal, provincial, territorial, foreign) which could influence the operations of ARMA. Excludes legislative actions, such as inquiries, motions for return, throne speeches, Requests for Decision (RFD), Orders-in-Council, and proposed legislation.			
	Superseded or obsolete	12	Y	Destroy

	AGREEMENTS			
	All agreements between ARMA and third parties. Does not include Program-related agreements with Registrants, processors, or collectors.			
	Expiry of agreement and full satisfaction of all conditions	10	Y	Destroy
	ASSOCIATION - CORPORATE DOCUMENTS			
	Includes articles, bylaws, objects, copies of public filings, and notices. Association - Corporate - 0156			
	Superseded or Obsolete or Calendar Year	5	Y	Destroy
	ASSOCIATION - BOARD OF DIRECTORS			
	The participation by directors and council members business-related purposes, in the board of directors. Includes agendas, minutes and background information.			
	Superseded or Obsolete or Calendar Year	10	Y	Destroy
	CAMPAIGNS AND CANVASSING			
	Campaigns and drives supported by ARMA, such as United Way, Canada Savings Bond and Blood Donor Clinics.			
		2	Y	Destroy

	COMMITTEES			
	The participation by directors and council members in committees of the Board or related committees. Includes agendas, minutes and background information.			
		5	Y	Destroy
	LEGAL ACTIVITIES			
	ARMA legal activities, such as decisions, rulings, patents, copyrights, opinions; lists of individuals who serve as Powers of Attorney, Commissioners for Oaths and Affidavits, Notaries Public.			
	Superseded or obsolete	10	Y	Destroy
	MEETINGS			
	Initiation, organization of and participation in meetings, that are not board, committee or industry council meetings, including agendas, minutes, reports and materials of common-interest usually internal or with other Government organizations.			
		5	Y	Destroy
	OFFICE SERVICES - MAIL AND COURIER			
	The administration of mail, courier, and messenger services, Canada Post services, shipping and receiving, distribution and mailing lists, receipts of registered or certified mail.			
	Superseded or obsolete	2	Y	Destroy
	PLANNING, GOALS AND OBJECTIVES			
	Program planning, strategic and operational planning, review of program progress towards goals.			
	Superseded or obsolete	10	Y	Destroy

	PUBLIC RELATIONS - GENERAL			
	Communications to the general public or stakeholders, such as speeches, presentations, press releases, newspaper clippings, media relations, requests for information for public relations purposes and signage.			
	Superseded or obsolete	2	Y	Destroy
	PUBLIC RELATIONS - PUBLICITY			
	Advertising and promotion of ARMA programs and activities, the planning, development and production of promotional materials, such as newspaper advertisements, posters, broadcast media, displays, exhibits, promotional campaigns; hospitality gifts, such as pins, maps and posters.			
		5	Y	Destroy
	PUBLIC RELATIONS - SPECIAL EVENTS			
	Development and participation in celebrations, exhibits, fairs, ceremonies, and festivals, including visits and tours of officials and dignitaries and itineraries.			
		2	Y	Destroy
	REPORTS, STUDIES AND STATISTICS			
	Administrative reports produced by or for ARMA, such as management studies and surveys, reprographics, periodic reports, annual reports. Includes working papers and drafts.			
		5	Y	Destroy
	TELECOMMUNICATIONS - GENERAL			
	Administration, installation, maintenance, use and repairs of telecommunications equipment such as facsimile transmission.			
		2	Y	Destroy

	TRAVEL			
	Administration and regulation of travel by ARMA directors, contractors or employees, including receipts, tickets, transportation for individuals, such as visa and passport requirements, taxis, private vehicles and taxi or limousine services.			
		2	Y	Destroy
	BUILDING			
	BUILDINGS AND SITES - GENERAL			
	Records relating to building and office used by ARMA, not found elsewhere in this block.			
		2	Y	Destroy
	ACCOMMODATION - LEASING			
	Requirement studies, leases and supporting documentation pertaining to the leasing of space for the leasing of space for ARMA.			
	Expiry of lease	10	Y	Destroy
	ACCOMMODATION - PLANNING			
	Forecasts, proposals and studies for the long or short term space needs of ARMA.			
		10	Y	Destroy
	DESIGN SPECIFICATION			
	Design specifications, blueprints, standards and entitlements for buildings and sites, including fixtures.			
		2	Y	Destroy

	MAINTENANCE, REPAIR AND DAMAGES			
	Requirement reports and specifications for the regular maintenance and repair of buildings and office, including janitorial services and cost estimate records relating to damage, whether deliberate or accidental.			
	Superseded or Obsolete or end of calendar year	10	Y	Destroy
	RENOVATIONS			
	Renovation requirement reports, conduit installations and specifications for office, warehouse or other space.			
	Superseded or Obsolete or end of calendar year	10	Y	Destroy
FINANCE				
	FINANCE - GENERAL			
	Financial administration functions not found elsewhere in this block.			
	Fiscal Year	4	Y	Destroy
	FINANCE - POLICY AND PROCEDURES			
	Policy documents covering revenue, accounts receivable and payable, and matters such as the handling of cash, cheques, advances, audits, budgets, contracts, honoraria, insurance and taxation.			
	Superseded or obsolete	5	Y	Destroy

	ACCOUNTS - PAYABLE - GENERAL			
	Fiscal Year	7	Y	Destroy
	ACCOUNTS - PAYABLE - EMPLOYEE			
	Employee expense accounts or other payments made to employees. Payments normally relate to travel but can also include training, education and staff development courses. Includes personal expense claims and supporting documentation, receipts, paid invoices.			
	Final payment	7	Y	Destroy
	ACCOUNTS - PAYABLE - REGULAR VENDOR			
	Records of payment made to those vendors that are common to all divisions of ARMA. Includes invoices along with supporting documentation, packing slips, direct purchase orders, commitments, receipts of materials. Excludes program registrants.			
	Final Payment	7	Y	Destroy
	ACCOUNTS - REVENUE			
	The control and operation of receivable accounts; records such as billings, vouchers, invoices, remittances, receipts, bad debts, write-offs, compromise of debts and aging accounts; charges by the department for services or goods; current expenditure refunds.			
	Receipt	7	Y	Destroy
	ALLOWANCES			
	General administration of supplementary benefits for employees, such as tuitions, business, living or isolation allowances, conference and membership allowances.			
	Fiscal Year	2	Y	Destroy

	AUDITS			
	Financial auditing methods, responsibilities, reports, statements, background documentation, recommendations resulting from audits and exit interviews; internal, and Auditor audits.			
	Fiscal Year	5	Y	Destroy
	BANKING			
	Administration of banking methods and establishment of bank accounts; deposits, statements, reconciliation, currency rates and acquisition of currency.			
	Fiscal Year	5	Y	Destroy
	BUDGETS - SUBMISSIONS AND APPROVALS			
	Final ARMA submissions to the Board, approved budgets and detailed estimates. NOTE: Where a budget applies to a long term project (Capital Budgets), the retention period listed applies after the completion of the project.			
	Fiscal Year	10	Y	Destroy
	CHEQUE ADMINISTRATION			
	Administration of issuance, replacement and distribution of cheques; requisitions, lists of authorized cheque distributors, statutory declarations, receipts, transcripts and cancelled cheques.			
	Fiscal Year	6	Y	Destroy
	CONTRACTS			
	Financial agreements, cost sharing agreements, personal and service contracts, equipment, lease or rental agreement, negotiation offers and services, contract submissions.			
	Expiry of contract and full satisfaction of all conditions	10	Y	Destroy

	FEES AND HONORARIA			
	Administration of fees paid for services which are not subject to an employer-employee arrangement; honoraria paid to members of boards, foundations, commissions or other Government sponsored bodies.			
	Fiscal Year	2	Y	Destroy
	FUNDS			
	Administrative information on the establishment and operation of investment funds. NOTE: Once a fund has been established, all resulting records should be placed into the appropriate subject file (administrative or operational) and scheduled accordingly.			
	When funds have been dissolved and release obtained	7	Y	Destroy
	GRANTS			
	Administration of financial assistance projects, such as requests, submissions, approvals, follow-up reports and related documentation.			
	When all grant requirements are met	7	Y	Destroy
	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS			
	Statistical reports providing trend analysis, forecasting.			
	Fiscal Year	5	Y	Destroy

	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS			
	Program and Investment Fund reports, including budget reforecasts, variances, budget turnaround documents.			
	Fiscal Year	3	Y	Destroy
	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MANAGEMENT REPORTS			
	Management reports internally produced from the financial system on demand.			
	Superseded or obsolete	0	0	Destroy
	RISK MANAGEMENT AND INSURANCE			
	ARMA insurance program such as WCB and private insurance, enquiries on coverage, bonds and bonding, assets and property valuations, claims and other insurance matters.			
	Settlement of claim	10	Y	Destroy
	TAXATION			
	Taxation matters at all Government levels, records pertaining to sales tax, customs, excise tax, tax incentives, tax receipts for gifts and tax exemptions			
	Fiscal Year	3	Y	Destroy
	INFORMATION			
	INFORMATION - GENERAL			
	Material relating to the organization, management and delivery of information services not shown elsewhere in this block.			
		4	Y	Destroy

	INFORMATION - POLICY AND PROCEDURES			
	Policy documents covering correspondence, publication and reports, Information Technology, FOIP systems, forms, records, management and libraries.			
	Superseded or obsolete	5	Y	Destroy
	INFORMATION TECHNOLOGY - GENERAL			
	The development or consideration of automated or Information Technology systems not shown elsewhere in this block. Monitoring software or hardware products developed in the private sector or used by other department programs.			
	Superseded or obsolete	3	Y	Destroy
	COMPUTER TEST RUNS			
	Output generated as a result of a verification of computer programming, processing, or evaluation of hardware; output that cannot be certified as a production item by the user of the computer system. Excludes runs, current systems development or modification or representative test information.			
	When test run data no longer required	0	Y	Destroy
	INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS			
	Development, consideration or use of internal electronic systems, including feasibility studies, all phases of project methodologies and reference materials on particular hardware and software.			
	Superseded or obsolete	3	Y	Destroy
	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL			

	Records relating to Freedom of Information and Protection of Privacy (FOIP) issues not found elsewhere in the Information Block			
	Superseded or obsolete	2	Y	Destroy
	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL			
	Records relating to the roles and responsibilities for administering the FOIP legislation; delegating of authority; internal reporting requirements.			
	Superseded or obsolete	5	Y	Destroy
	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION			
	Records relating to the development, implementation and amendment of policies, guidelines and procedures to comply with the provisions of the Freedom of Information and Protection of Privacy Act.			
	Superseded or obsolete	5	Y	Destroy

	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION			
	Records relating to requests by individuals, groups or organizations for access to general information under the provisions; of the Freedom of Information and Protection of Privacy Act. Includes original request, acknowledgment of receipt of request, follow-up letters and memorandums, access request review, requests for extension, third party notification, access request review recommendations and summaries. Also includes Abandoned Requests and Non-FOIP requests.			
	Completion of request or issuance of Commissioner's Findings	5	Y	Destroy
	RECORDS MANAGEMENT - PROJECTS			
	Records management projects, including records schedule development, classification system design, media conversions (including micrographics / imaging feasibility studies), electronic records / document management systems acquisitions and implementation, record system improvements or upgrades, preliminary evaluations, indexes, terms of reference and work plans.			
	Completion or abandonment of project	2	Y	Destroy

MATERIALS AND EQUIPMENT				
	MATERIALS AND EQUIPMENT - GENERAL			
	Non-financial documentation for materials and equipment procurement not specifically provided for elsewhere in this block.			
		2	Y	Destroy
	MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES			
	Policy documents covering the acquisition, replacement, disposal, use and maintenance of materials and equipment.			
	Superseded or obsolete	5	Y	Destroy
	DISPOSAL AND SURPLUS			
	Disposal or write-off of obsolete or surplus fixed assets or supplies, trade-ins, including lists of surplus items, and surplus declarations.			
		3	Y	Destroy
	EQUIPMENT OPERATION			
	Equipment operation including operating standards, manuals, warranties, guarantees. *FINAL DISPOSITION: Transfer with equipment upon equipment disposal OR destroy upon expiry of guarantee/warranty, provided there is no outstanding litigation.			
	Disposal of equipment or expiry of guarantee/warranty	0	0	Destroy
	MAINTENANCE AND REPAIR			
	Maintenance and repair of equipment such as typewriters, photocopiers, and service call reports. Excludes service agreements.			
		2	Y	Destroy

	PRODUCT AND SERVICE INFORMATION			
	Equipment and supplies catalogues, price lists, standing offer agreement manuals, prospectives, brochures and requests for information (RFI).			
	Superseded or obsolete	0	Y	Destroy
	REQUISITION			
	Equipment, supplies and consulting services, which must undergo internal requisitioning or request for equipment or services (versus acquisition) process before an order can be placed.			
		7	Y	Destroy
	TENDERING			
	Tendering or bidding process preceding issuing of a purchase order. Includes invitations to tender, advertising of tenders, request for proposals (RFP), tenders or quotations from bidders, evaluation and awarding of tenders, letters accepting or rejecting tenders and supporting documentation. Excludes successful bidders.			
	Award of contract	10	Y	Destroy
PERSONNEL				
	PERSONNEL - GENERAL			
	General administration of personnel management activities not shown elsewhere in this block. Excludes medical board hearings.			
		3	Y	Destroy
	PERSONNEL - POLICY AND PROCEDURES			
	Policy documents covering the hiring, attendance, pay, discipline, training, job related activities, safety of employees and human resources planning.			
	Superseded or obsolete	5	Y	Destroy

ATTENDANCE - GENERAL				
	Information on hours of work, flexible hours, requests for overtime, compressed work week, early closing, vacation, illness, special leave, authorized leave, maternity leave, education leave, paid holidays, time off in lieu, overtime including overtime documentation and sabbatical leave.			
	Superseded or obsolete or End of Calendar Year	10	Y	Destroy
ATTENDANCE - REPORTING				
	Individual attendance reports, related attachments, and forms relating to permanent, temporary and wage employees, which include project and contract employees.			
	Expiry of attendance year and filing of after master attendance record on employee's personal file	1	Y	Destroy
EMPLOYEE RELATIONS - DISCIPLINE				
	Disciplinary methods for misconduct, misuse of ARMA property by witnesses, legal opinions, investigations, analysis reports.			
		3	Y	Destroy

	EMPLOYMENT AND STAFFING - COMPETITIONS - UNSOLICITED APPLICATIONS			
	Applications, resumes and related correspondence.			
		6	M	Destroy
	HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL			
	Employee performance appraisal systems process, application, implementation and evaluation.			
	Superseded or obsolete	10	Y	Destroy
	PAY AND BENEFIT - GENERAL			
	Administration of salary and wage matters, forms, rates of pay, employee benefits such as, Long Term Disability Insurance (LTDI), life insurance, Blue Cross, Alberta Health Care (AHC) and dental plan.			
		3	Y	Destroy
	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS			
	Month payroll registers outlining earnings and deductions for all payments made (before January 1, 1986).			
		70	Y	Destroy
	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - PROCESSING REPORTS			
	Processing report consisting of transaction and reconciliation reports, used to verify, validate, or summarize information generated, direct deposit, by payroll administration system.			
		2	Y	Destroy

PROGRAMS				
	PROGRAMS - REGISTRANT INFORMATION			
	All information relating to registrants who remit the ADS, applications for registration, registrant correspondence, questions, issues, copies of remittances, and back-up documentation, audit information and other registrant information. Includes abandoned requests or rejected requests for registration.			
		10	Y	Destroy
	PROGRAMS - COLLECTORS PROCESSOR INFORMATION			
	All information relating to collectors and, or and/or processors requesting or receiving incentives under any ARMA program, including applications for registration under the program, applications for incentives, correspondence, contracts relating to payments made for processing or collections, copies of payments. Includes abandoned requests or rejected requests.			
		10	Y	Destroy
EPR REGISTRANT INFORMATION				
	REGISTRATION AND REPORTING			
	All information relating to producers, producer responsibility organizations, processing facilities, communities, and/or community authorities registering and/or reporting to ARMA, including applications for registration, annual reports, financial information, and correspondence. Includes abandoned requests or rejected requests.			
		10	Y	Destroy