

Records Schedules: *What Managers Need to Know*

What are records schedules?

Records schedules are a basic mechanism for managing business records. They:

- identify the functions and activities of a program area and the records that provide evidence of those activities
- specify how long records need to be kept to meet legal, fiscal, and administrative needs
- allow for authorized disposal when the records are no longer required
- apply to records in all media including paper and electronic records

Instead of ad hoc, one-time approval to destroy specific records, schedules provide pre-determined retention and disposal rules that enable groups of records to be managed consistently and routinely over time.

Under *The Archives and Recordkeeping Act*:

- each department/agency must prepare records schedules for approval by the Archivist of Manitoba following the policies and procedures established by the Archivist
- schedules must be prepared for *all* government records, including electronic records
- records must not be destroyed without the authority of an approved records schedule
- records of archival value are identified as part of the scheduling process, and the authority for permanent protection and preservation of the records is provided by an approved records schedule

A government record is recorded information in any form, created or received in the conduct of government business, and kept as evidence of activities and transactions.

What are my responsibilities as a manager?

Part of the effective management of your organization includes the management of records and information. You should ensure that:

- no records are destroyed without an approved records schedule that authorizes destruction
- responsibility for scheduling has been assigned appropriately: creation, review, and updating schedules is a management activity and is best done by staff who understand operations and have a strong background in analysis, policy development, or developing briefing material
- schedules are up-to-date and reflect current business processes and requirements
- records schedules are consulted and revised when recordkeeping practices are changing
- all staff are aware that the records they are creating are government records and that government records must be managed according to the approved schedules

How does the scheduling process work?

The records scheduling process is a collaborative one, with department and agency staff working in consultation with the Government Records Office to develop appropriate authorities for their records. See [Records Scheduling: The Recommended Approach](#) and [GRO 1: Preparing Records Schedules](#) for more detailed information.

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