

This process is required to approve a records schedule or amendment.

Step	Responsible Persons	Description
1. Registration of a records schedule or an amendment	Records Officer (RO)	The RO submits a records schedule application to the Government Records Service (GRS) Senior Archivist, using a GRS form (ARS118) to assign a schedule application number. For an amendment, this number is called the “amendment number” and linked to the original schedule number. <i>Use RIM 201B Specifications for Administrative Amendment of Records Schedules if the proposed amendment does not materially change the records schedule.</i>
2. Development	<ul style="list-style-type: none"> • ORCS developer • RO • Ministry/agency staff 	The records schedule or amendment (hereafter “schedule”) is developed by a GRS or contracted schedule developer. The developer conducts records appraisal in order to create a draft schedule (i.e., based on review of records, systems, and the recordkeeping context; associated business, legal, and technical requirements; risk assessment; and consultation with relevant ministry/agency staff [stakeholders, subject matter experts, and management], and the responsible RO).
3. GRS review	<ul style="list-style-type: none"> • GRS archivist • Ministry contact or BPS advisor and ORCS developer • Ministry/agency staff with records expertise 	<p>GRS archivists review the schedule to conduct</p> <ol style="list-style-type: none"> (1) the standards review (to ensure content and format meet provisions of the Standard ORCS Kit), and (2) the archival appraisal (to identify records of enduring value that are appropriate for preservation in the government archives). <p>These reviews require consultation with key staff and viewing of records. Several drafts may be required before this stage is completed. For reviews of broader public sector (BPS) agency records schedules, the corporate RO is the main point of contact for GRS.</p>
4. Legal review	Legal counsel	Legal counsel (Legal Services solicitor for the ministry/legal counsel retained by the BPS agency) reviews the schedule to determine if its retentions reflect the legal value of the records and protect the creating agency from significant legal risk.
5. Endorsement process begins (ARS008 form)	<ul style="list-style-type: none"> • GRS authorities • Ministry/agency authorities 	GRS initiates a <i>Records Retention and Disposition Authority</i> (ARS008 form) after receiving the draft schedule. This form documents endorsement of the schedule by the appropriate ministry/agency authorities and other responsible bodies (GRS, Public Documents Committee, Public Accounts Committee, and the Legislative Assembly).

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<i>(#5 continued from previous page ↶)</i>	<i>(Ensure that before the approval process begins, Internal review and endorsement by all relevant ministry/agency staff has already taken place.)</i>	<p>For GRS, the Archivist, Senior Archivist, and Manager sign the Authority to indicate that the schedule meets standards and archival appraisal requirements.</p> <p>The RO signs to indicate that the schedule meets business requirements and needs</p> <p>For the ministry/agency, the program area executive director or assistant deputy minister and Deputy Minister/agency head or delegate sign the Authority to endorse the records categories and timetables.</p>
6. PDC submission	GRS	GRS submits the Authority, the schedule, and associated documentation to the Public Documents Committee (PDC).
7. PDC review and endorsement	Public Documents Committee (PDC), with GRS assistance	The PDC, with administrative assistance from GRS, reviews the schedule. Ministry/agency staff may be required to answer questions and/or attend a meeting. If PDC endorses the draft records schedule, the Chair signs the Authority. If the PDC requires changes, the schedule will be returned for revision and resubmission.
8. PAC endorsement	Select Standing Committee on Public Accounts (PAC)	The PDC submits the endorsed records schedules to the Select Standing Committee on Public Accounts (a legislative committee generally referred to as the Public Accounts Committee [PAC]) for its endorsement. (Note that any one-time records schedules that cover records more than seven years old, are sent instead to Executive Council for approval by Order-in-Council .)
9. Legislative approval	Legislative Assembly	The PAC submits a report with the resolutions endorsing the schedules to the Legislative Assembly, which grants approval by resolutions documented in Hansard .
10. Publication	GRS, ORCS developer	GRS publishes the schedule online, once the developer has provided an updated version to reflect its approved status. GRS maintains the master version of each schedule in its recordkeeping system (see <i>REMS ORCS</i> , secondary 12760-10).
11. Implementation	Ministry/agency	The ministry/agency is authorized to apply the retention periods and final dispositions established in the schedule.