



Records Schedule Development Process - Quick Summary

All government institutions in Saskatchewan are required to develop a records schedule to manage and dispose of their records. All schedules in Saskatchewan government follow an established format approved by the Public Records Committee (PRC).

Preparation

- Appoint RM Coordinator (Project Lead)
- Contact PAS and get a portfolio Analyst assigned to assist throughout the project
- Designate senior level executive (Project Champion)
- Gain executive and staff support to ensure commitment and allocation of resources for the project
- Establish branch level contacts

Research & Analysis

- Consult with PAS portfolio Analyst on how to facilitate research and analysis
- Gather and analyze information on functions, programs, and services delivered by the institution
- Gather and analyze information on records
- Conduct surveys and/or interview knowledgeable staff to gain a better understanding of functions and related records
- Compile research and provide to PAS portfolio Analyst

Development

- Establish records series (buckets) based on functions and information gathered
- Consult the PAS Portfolio Analyst and program staff
- Determine retention periods for records series based on business, fiscal, and legal analysis
- Identify buckets containing personal information
- Review with PAS Portfolio Analyst, and revise draft as necessary

Approval

- Review and approval from Legal Counsel and Privacy Officer
- Obtain transmittal letters signed by the Legal Counsel, Privacy Officer, and the head of the institution and send to PAS along with final schedule draft
- PAS Portfolio Analyst recommends the draft to the PRC and arranges for the PRC review
- Review and approval by the PRC
- Implement the approved schedule
- Monitor for any possible schedule amendments and updates