



Public Records Disposal Process - Quick Summary

Government institutions in Saskatchewan are required to retain official public (government) records in accordance with approved records schedules. Public records must be maintained reliable in an accessible and legible manner, regardless of format or storage media, until they are approved for disposal by the Provincial Archivist. Disposal means either destruction or transfer of records to the Provincial Archives of Saskatchewan (PAS). Below is a summary of steps and activities the institutions should follow to dispose of public records.

Create and Submit Disposal Request

- Identify records eligible for disposal as per the approved records schedules for your institution
- Prepare inventories of the eligible records
- Review inventories to ensure they are accurate and include complete information
- Complete Disposal Request Form
- Obtain necessary internal approvals, including Designated Records Officer (DRO) sign off on the Disposal Request Form
- Ensure any additional legal obligations are met (eg. review by Tobacco Litigation Unit, Ministry of Health, no legal holds or FOIPP requests pertaining to the records, etc.)
- Submit disposal requests* (consisting of both inventory and Disposal Request Form) to the PAS by mail or email

Disposal Request Review

- Provide additional information or clarifications when requested by PAS
- **PAS:**
 - Conducts RIM compliance review to verify the completeness and accuracy of the disposal request.
 - Conducts appraisal to determine if records possess historical value. This review may include physical assessment of records
 - Sends a Notification Form to Government Institutions with disposition decisions. If records are not eligible for disposal, reasons are provided on the Notification Form and records can't be disposed of at this time

Disposal of Records

- Follow the decisions as indicated on the Notification Form sent from the Archives:
 - **Authorized for Destruction:** records do not possess historical value. Arrange timely destruction in accordance with internal procedures
 - **Hold for Appraisal:** maintain records until PAS schedules and conducts physical assessment. Once the assessment is completed, follow post-appraisal instructions - destroy or transfer to PAS
 - **Transfer to the PAS:** records that are of historical value will be transferred to PAS in consultation with PAS
- **NOTE: If at any point of the process, any additional legal obligations have arisen (holds due to FOIP requests, litigation, etc.), do not proceed with disposal until holds on records are lifted.**
- **File and retain ALL disposal documentation as per an approved records schedule including all disposal forms, notifications, inventories and destruction confirmations**

*Disposal requests and records transfers to PAS are subject to one-time review and preservation fees.

For more information and form templates refer to the "Government of Saskatchewan Records Disposal System" page of PAS website <https://www.saskarchives.com/services-government/records-disposal>), Transitory Records Policy https://www.saskarchives.com/sites/default/files/pdf/transitory_rec_guide_fin.pdf or contact PAS at recordhelp@archives.gov.sk.ca.