



# Alberta Records Management Committee (ARMC)

Terms of Reference

Alberta Records Management Committee (ARMC) Terms of Reference | Technology and Innovation

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Classification: Public

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# Alberta Records Management Committee

## TERMS OF REFERENCE

### Mandate

#### Purpose

Established under the authority of the Records Management Regulation, the Alberta Records Management Committee (ARMC) provides legislated direction, approvals and oversight for the Government of Alberta.

#### Scope

The scope of ARMC includes reviewing amendments to schedules, approval of new schedules and policy. Records extend beyond paper records and includes digital information such as email, data, images, and data banks.

#### Outcomes

The intended outcomes of ARMC helps to ensure compliance with the Records Management Regulation and enables the modification of the government's records management program. The ARMC also focuses on optimizing the value of government records throughout their lifecycle.

A well-managed records lifecycle is crucial for GoA efficiency, compliance, and risk mitigation. It ensures that information is managed through all steps of the lifecycle including create/collect, organize, use/access, and disposition (destruction or transfer to the Provincial Archives of Alberta) according to established policies and legal requirements. The benefits of effective management of records are enhanced accessibility, streamlined decision-making processes, and it minimizes the potential for errors or oversights.

#### Review

The ARMC Terms of Reference will be reviewed annually.

### Membership and Member Responsibilities

The ARMC will consist of individuals appointed through a ministerial order, as outlined in Section 2 of the Records Management Regulation.

#### Term of Office

The term of office for the Chair, Vice-Chair, Secretary, representatives from Arts, Culture and Status of Women (Provincial Archives of Alberta), Justice and Treasury Board and Finance will not expire.

The Minister is responsible for designating a Chair, Vice-Chair and Secretary for the Committee. The Minister has designated the ADM for Data and Content Management as the Chair, Executive Director for Enterprise Content Management as Vice-Chair and Director of Data, Content Management Operations (Data and Content Management Division) as Secretary.

A full term for representatives from the other government organizations is two years and these representatives can serve multiple terms. Members are nominated by the Chair in consultation with department representatives and put forth for recommendation to the Minister responsible for the Records Management Regulation.

# Member Roles and Responsibilities

## Chair

- Chair committee meetings.
- Set the agenda for all meetings.
- Communicate recommendations to the Minister responsible for the records management program on policy issues.
- Communicate records management policy and procedure decisions; and
- Correspond with government organizations that are not complying with Records Management Regulation requirements.

## Vice-Chair

- Performs the Chair role when the appointed Chair is unable to attend the meeting.
- Provide advice and direction as required.
- Advise the committee on records management issues.

## Secretary

- Prepare and distribute ARMC meeting packages.
- Take meeting minutes and distribute to all committee members.
- Maintain the official records of the committee.

## All Members

To enhance the effectiveness of ARMC meetings, each member will:

- Devote the time needed to prepare for, and participate in, each meeting by reading the background materials provided for the meeting.
- Bring departmental knowledge to meetings and provide advice based on expertise.
- Engage in discussions and collective planning.
- Review records retention and disposition schedules (schedules) based on expertise to ensure that interests of the GoA and citizens of Alberta are protected.

## Key Accountabilities

ARMC members have a duty to provide advice to the committee on issues related to the management of government records.

The key areas of responsibility that shall be addressed by the ARMC are:

- Providing advice to the Minister responsible for the records management program on policies, standards, and procedures for the program.
- Evaluating the records management program in a department, agency, board, or commission, when necessary, to achieve its mandate and responsibilities.
- Communicating, evaluating, approving and/or endorsing policy instruments (e.g., schedules) for the management of government records.

## **Outcomes**

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A well-managed records lifecycle is crucial for GoA efficiency, compliance, and risk mitigation. It ensures that information is managed through all steps of the lifecycle including create/collect, organize, use/access, and disposition (destruction or transfer to the Provincial Archives of Alberta) according to established policies and legal requirements. The benefits of effective management of records are enhanced accessibility, streamlined decision-making processes, and it minimizes the potential for errors or oversights,

- To ensure records align with M365, Functional Classification Taxonomy, and use of automated portions of the records lifecycle.
- Approve Records Retention and Disposition Schedules.
- Provide advice and direction to the Minister related to policies, standards, and processes.

## **Secretariat**

The ARMC's Secretariat support will assist the ARMC Secretary in meeting their designated obligations (e.g., preparing and distributing meeting materials, recording minutes and action items, managing official records, etc.).

Secretariat support will be provided by staff in Technology and Innovation's Enterprise Content Management Branch.

## **Meetings**

### **Frequency**

The ARMC will meet as required and at the discretion of the Chair. Meetings can be rescheduled as needed.

The ARMC may conduct business electronically to facilitate decision making.

### **Quorum**

At least sixty percent (60%) of committee members must be in attendance to have quorum for a meeting. One of the committee members must be either the Chair or the Vice-Chair. Alternates, except for the legal representative from Justice, are not permitted to be counted as a committee member for the purpose of quorum.

Approval is by majority agreement of Committee members.

### **Attendance by Non-Members**

Subject matter experts may be invited to deliver a presentation or participate in discussions as needed.

### **Sub-Committees**

The ARMC may establish sub-committees to address specific issues, activities, or tasks, as required. These sub-committees present findings and recommendations to ARMC for consideration and decision.

## Approval

Approved by:

Kim Wieringa

Chair, ARMC

February 18, 2025

Date

## Appendix

### Alberta Records Management Committee (ARMC)

#### LIST OF MEMBERS

The [Records Management Regulation](#) prescribes the membership of this committee. Appointment of ministry representatives is by ministerial order.

#### Members

Role	Representation	Name	Position/Contact
Chair	Technology and Innovation	Sean T Murphy	Assistant Deputy Minister, Data and Content Management <a href="mailto:Sean.T.Murphy@gov.ab.ca">Sean.T.Murphy@gov.ab.ca</a>
Vice-Chair	Technology and Innovation	Roberta Flis	Executive Director, Enterprise Content Management <a href="mailto:Roberta.Flis@gov.ab.ca">Roberta.Flis@gov.ab.ca</a>
Secretary	Technology and Innovation	Sherri Bower	Director, Content Management Operations <a href="mailto:Sherri.Bower@gov.ab.ca">Sherri.Bower@gov.ab.ca</a>
Member	Arts, Culture and Status of Women	Heather Innes	Executive Director, Provincial Archivist <a href="mailto:Heather.Innes@gov.ab.ca">Heather.Innes@gov.ab.ca</a>
Member	Justice	Erin Skinner	Executive Director, Legal Services <a href="mailto:Erin.Skinner@gov.ab.ca">Erin.Skinner@gov.ab.ca</a>
Member	Technology and Innovation	Clifton Sandford	Acting Executive Director, Cybersecurity Services <a href="mailto:Clifton.Sandford@gov.ab.ca">Clifton.Sandford@gov.ab.ca</a>
Member	Technology and Innovation	Meredith Giel	Executive Director, Privacy, Policy and Governance <a href="mailto:Meredith.Giel@gov.ab.ca">Meredith.Giel@gov.ab.ca</a>
Member	Treasury Board and Finance	Irene Chan	Assistant Deputy Minister, Tax and Revenue Administration <a href="mailto:Irene.Chan@gov.ab.ca">Irene.Chan@gov.ab.ca</a>