

IM Aware

Provincial Archives and Federated Ecosystems

Thank you for tuning in.
The Town Hall event will begin shortly!

Ask questions using the Q&A function.
Your cameras and microphones will not be in use.
Turn your audio up to ensure you can hear the presenter.



Enterprise Content Management Branch

Classification: Public

Alberta

ECM Directors Updates



IM Aware April 9, 2025

Sherri Bower, Director Content Management Operations
Maurine (MJ) Johnson, A/Director IM Programs
Riza Gallerde-Aryee, A/Director Records and Storage
Enterprise Content Management Branch
Data and Content Management Division

Content Management Operations

CMO Updates

- **• Technical Services**

- Development of the disposition process in M365

- Defining ECM RITM request structure

- Developing disposition flow automation

- Finalizing implementation of Finance and HR Schedules

- **• Forms**

- Submitted request for funding from DDD through Intake process.

- Waiting for decision to move to next stage (RFP)

- Commenced process to renew Adobe Experience Manager (AEM) license for 2025-26.



CMO Updates

• eDiscovery Services

- Introduction to Litigation Response Course will be available in 1GX
- Migration of SP2016 to SPO is complete (March 2025)
- Desktop One drive Migration - X: Drive deletion Project Concurrence Completion (March 2025)

• Schedule Modernization/FCT Team

- Communications Schedule
- IMT Schedule
- Education and Learning
- Asset Management



Information Management Programs



deepai.org

Content Inventories

- Content inventory project
 - Finished one week ahead of schedule and under budget
 - Surpassed project charter target of 80%

Status	Number	Percent
CIs Complete	820	93.93%
CIs In Progress	0	0.00%
CIs Deferred	53	6.07%
CIs Not Started	0	0.00%
Project Completion	873	100.00%

- Deferred CIs to be completed by 2025-09-30

Business Activity Registry

- **BAR Phase 1 (System Development)**
 - Develop system to store, manage and report on all data collected by the Content Inventory project
 - Project is 88% complete as of 2025-04-02
 - Pending change request remaining features will be completed and in production by:
 - Government Reorganization 2025-05-31
 - Historical Data 2025-05-31
 - Mass Data Update by 2025-09-30



Business Activity Registry



- BAR Phase 2 (Data Transformation and Import)
 - Clean and import data from content inventories completed during the Content Inventory Project

CI Import Status	Number	Percent
Total CIs available to be imported	845	
In Progress	85	10%
Not Started	153	18%
Completed	607	72%

- Overall project is 70% complete as of 2025-03-28
- CI data from the project will be imported by 2025-06-30

BERNIE Stats

- IM Advice and Consultation tickets

2025	Opened	Closed
January	91	80
February	67	75
March	91	89
Jan to Mar total	249	244

Open % change from previous year	Closed % change from previous year
5%	-4%
-31%	-35%
-2%	-7%
-10%	-17%



Records and Storage



Active File Management

Digitization Initiatives

EPA - Water License Digitization Project

- 88% complete

SARTR - DACMU (AMVIR, ROL and MV)

- 17% complete

EPA - River Forecasting

- 80% complete

Indigenous Relations- MSLR

- Start March 17, 2025, 5% complete

Justice - Peigan Legal Council

- On-going

SARTR – Affordability Payments

- 25% complete

MA: Accreditation and certification

- 46% complete

EPA Land Trust Grants

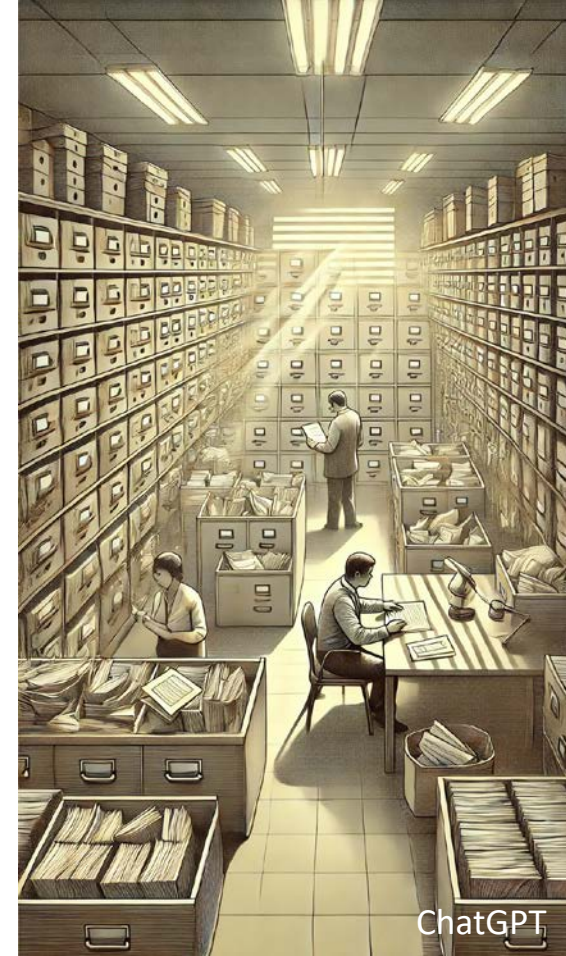
- 55% complete

PSC: Compensation and Job Evaluation Policy

- 75% complete

Transfers, Storage and Disposition

- ARC Digitization Project
 - Digitizing all the Destroyed Transmittals and uploading to Master Disposition in SharePoint.
 - Document Preparation/Scanned – 63% complete (194,020 images)
 - Documents QC'd – 53% complete
 - Total Project Completed – 39% Complete
- Records Operations
 - ARC Inventory validation project – 28% complete



Thanks

Unless otherwise quoted, all photos from <https://unsplash.com/>

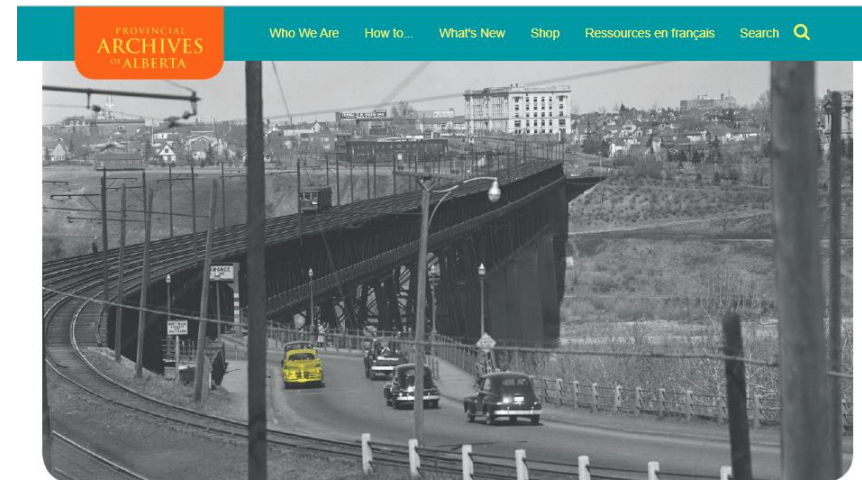
Alberta

IM Aware: Your Archives, Your Project

How the Provincial Archives of Alberta helps you!

Glynys Hohmann
Sara King

- About Us: Provincial Archives of Alberta (PAA)!
- When/How does the PAA receive records
- What records are at the PAA
- How to access records
- Questions



Welcome to the PAA!

The Provincial Archives of Alberta (PAA) acquires, preserves and publicly makes available records from government, individual people and organizations for researchers of all ages.



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What is an archives?

Museums vs Archives

- Museums collect artifacts, archives collect records

Libraries vs Archives

- Libraries collect published materials, archives collect unique materials

Archival programs operate at the municipal, federal, provincial levels as well as in the private and not-for-profit sectors.



What do we collect?

Government Records: Transferred to the PAA from various Government of Alberta Departments using approved records schedules

Private Records: Donated to the PAA from private citizens, organizations, or other levels of government

These can include:

- Textual records
- Photographs
- Microfilm/microfiche
- Audio recordings
- Motion picture recordings

Why are records sent to the PAA?

- All GoA records need to be scheduled.
- Records are transferred to the PAA through approved records retention and disposition schedules.
- Only records with a disposition of Archives come to the PAA.

Government of Alberta ■

Records Retention and Disposition Schedule

Alberta Records Management Committee

Organization Name Technology and Innovation ** All GoA **	Org Code T1 **	Schedule Number/Status 2022/015 Approved
Program/Service Name: Finance		

SCHEDULE ADMINISTRATION

Type: Continuing Schedule	Organization Chart: External Documents: Comments: N
Related Schedule(s):	
Cancel/Replaces Schedule(s): 1990/008-A001 Crown Debt Collections, Revenue Administration	
Amendment History ----- None -----	
Schedule Transfer History ----- None -----	
Schedule Cancellation History ----- None -----	

SCHEDULE APPROVALS

Senior Program Manager: Signed by, Senior Program Manager	Date: Nov 27, 2023
Senior Records Officer: Johnson, Maurine	Date: Nov 27, 2023
ARMC Committee: Committee, ARMC	Date: Sep 19, 2024
APPROVED IN ACCORDANCE WITH RECORDS MANAGEMENT REGULATION (A.R. 224/2001) AND GOVERNMENT ORGANIZATION ACT (R.S.A. 2000, Chapter G-10, Schedule 11)	

PROGRAM/SERVICE INFORMATION

Purpose/Function
The function of managing the Government of Alberta's financial assets and obligations. Financial Management includes managing revenue and expenditures; allocating funds in the Government of Alberta; managing loans and grants to third parties; and collecting outstanding debts owed to the Government of Alberta.
Brief History
Mandate/Legal Authority
<i>Financial Administration Act, RSA 2000, c. F-12</i> <i>Alberta Corporate Tax Act, RSA 2000, c. A-15</i> <i>Local Authorities: Capital Financing Act, SA 2019, c. L-20.8</i> <i>Fuel Tax Act, SA 2006, c. F-28.1</i> <i>Tobacco Tax Act, RSA 2000, c. T-4</i> <i>Tourism Levy Act, RSA 2000, c. T-5.5</i> <i>Income Tax Act, R.S.C. 1985, c. 1 (5th Supp.)</i>

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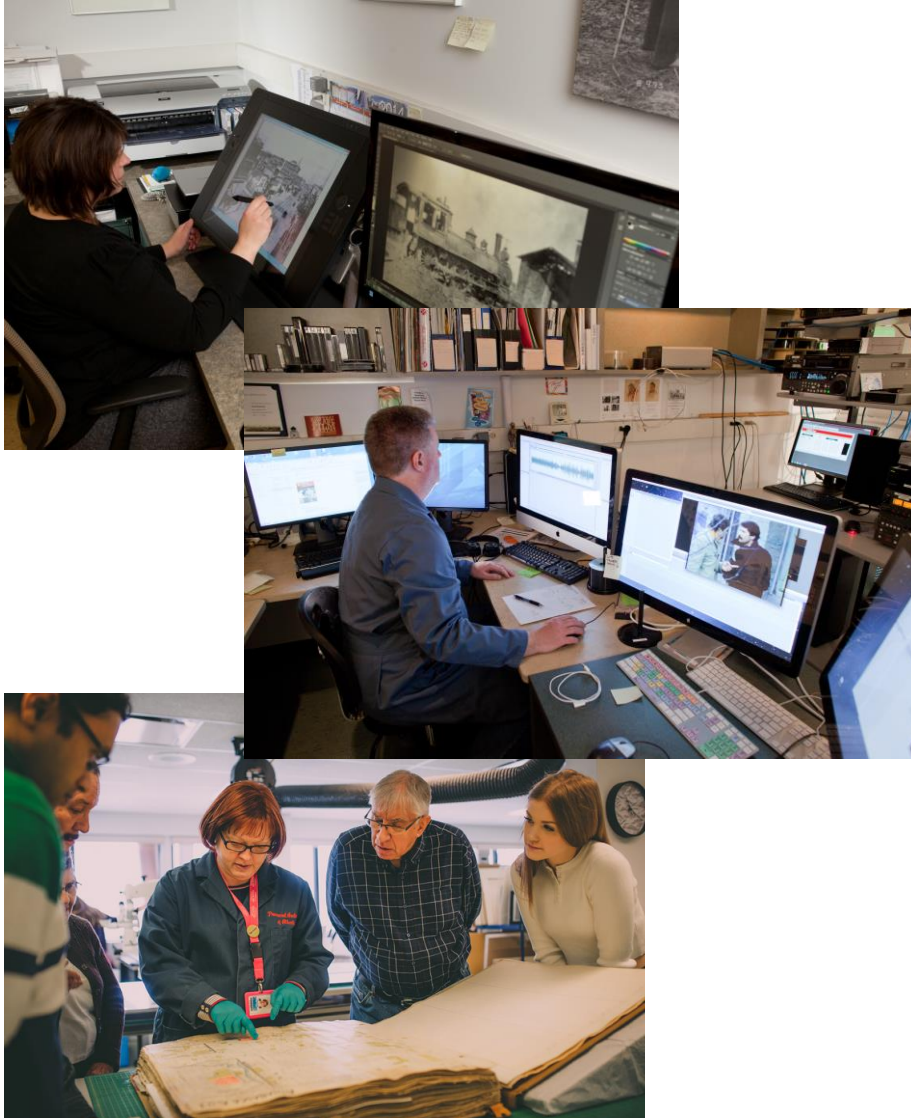
Changes in Final Disposition

The PAA periodically reviews records retention schedules to ensure that the final dispositions are still appropriate.

- Revision of selective retention or specimen dispositions to either archives or destroy
- Appraisal of review or permanent dispositions
- Review of past appraisal decisions to ensure the best possible archival record is acquired.



What is a record?



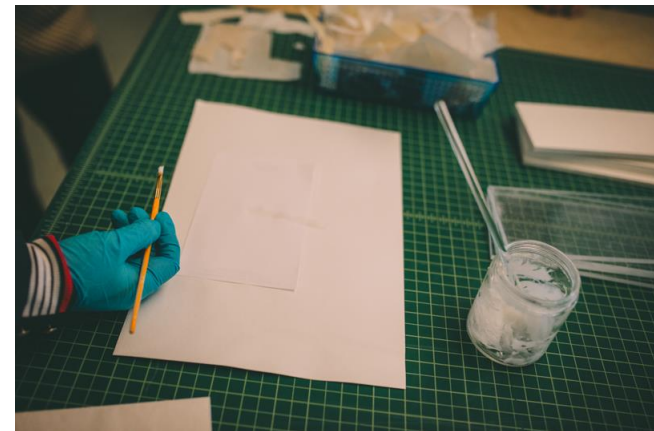
- A record is any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record (Access to Information Act, 2024, Awaiting Proclamation)

What happens when records arrive at PAA?

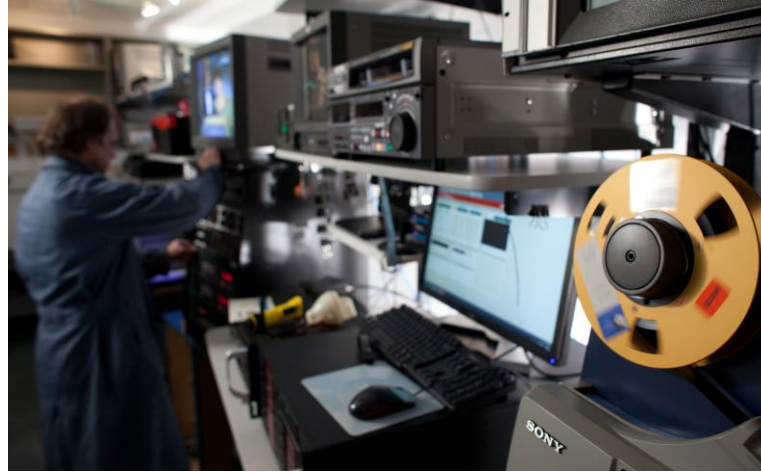
- Records are transferred to the PAA, accessioned, and re-housed to ensure the preservation of the records.



What if records are damaged?



Records preservation digitization



The Provincial Archives digitizes records:

- To provide access to existing records that are heavily requested
- To preserve audio visual and other unstable formats

What records are at the PAA?

- Records created by the GoA that have a disposition of Archives
- Records created by external organizations/people
- Records may include
 - Policies, reports, plans, minutes of meetings, photographs, films, financial records, and much more.
 - Records that document the lives of Albertans.

Examples of Government Records:



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Photographs



Vital Statistics

PROVINCIAL
ARCHIVES
OF ALBERTA

Form 2. USE BLACK INK

This form, if placed in an envelope marked "Deaths, Marriages, Etc., payable for postage on 20¢" and addressed to the Director, Registrar of Vital Statistics of the Province in which marriage occurred, will pass through the Mail FREE.

PROVINCE OF ALBERTA

FOR THE USE OF THE DEPARTMENT ONLY
Record No. 532 of 1931

REGISTRATION OF MARRIAGE

BRIDEGROOM

1 Name in Full Percy Morris Holloway

2 Occupation Farmer 3 Religion, Witness or Denial Baptist

4 Age 22 5 Religious Denomination Presbyterian

6 Place of Residence (Full Postal Address) Sanguon Alta.

7 Place of Birth Boyle City 8 Province, State or County Mich. U.S.A.

9 Name of Father James Holloway

10 Birthplace of Father England

11 Name of Mother before Marriage Isobence Pakering

12 Can Bridegroom Read? yes Can Bridegroom Write? yes

BRIDE

13 Name in Full (If a widow, give name of late husband and maiden name) Mary Helen Balfie Bears

14 Occupation (If at home, give household address) Housewife 15 Religion, Witness or Denial Widow

16 Age 26 17 Religious Denomination Anglican

18 Place of Residence (Full Postal Address) Rosevale Alta.

19 Place of Birth Boyle Creek 20 Province, State or County B.C.

21 Name of Father James Bears

22 Birthplace of Father (unknown)

23 Name of Mother before Marriage Jenny Davis

24 Can Bride Read? yes Can Bride Write? yes

25 Date of Marriage 25th day of July 1931

26 Place of Marriage (In case of Clergy or Minister of Religion, give name and address) Office of the Registrar, Edmonton

27 Names and Residences of two Witnesses other than Clergy officiating

Name Address Name Address
Walter Dandy Edmonton
Edna Kettle Edmonton

28 Signatures of
Groom Percy Holloway
Bride M. H. Balfie Bears

29 By License or Banns (If by License, give its number)

K. 2434 F

I certify the foregoing to be true and correct to the best of my knowledge and belief.

Given under my hand and seal this 25th day of July 1931
Edmonton Registrar of Vital Statistics

I hereby certify that the above return was made to me at EDMONTON Alberta
on the 25th day of July 1931
Edmonton Registrar

Registrar's Record No. 54 of 1931

NOTE—This form must not be mutilated. All information asked for should be given, and if for any reason this is impossible, a Statement must be made to that effect.

USE BLACK INK

Form C

CANADA

PROVINCE OF ALBERTA

FOR THE USE OF THE DEPARTMENT ONLY
Record No. 450 of A.

REGISTRATION OF DEATH

Registered at _____

Name of Deceased in full	<u>John Brown</u>		
Date of Death	<u>27</u>	day of <u>April</u>	19 <u>1898</u>
Place of Death (Street and No., if any)	<u>Pincher Creek</u>		
Sex (Male or Female)	<u>Male</u>		
Age	<u>58 yrs.</u>		
Married or Single	<u>-</u>		
Profession or Occupation	<u>Laborer</u>		
Place of Birth	<u>Newfoundland</u>		
Cause of Death	<u>Pneumonia</u>		
Name of Physician (if any) attending Fatal Illness	<u>Dr. Rey</u>		
Place of Interment (Name of Cemetery)	<u>-</u>		

SPECIAL INFORMATION FOR HOSPITALS, INSTITUTIONS OR TRANSIENTS

Former of Usual Residence	
How Long at Place of Death	
Where was Disease Contracted	

I certify the foregoing to be true and correct to the best of my knowledge and belief.

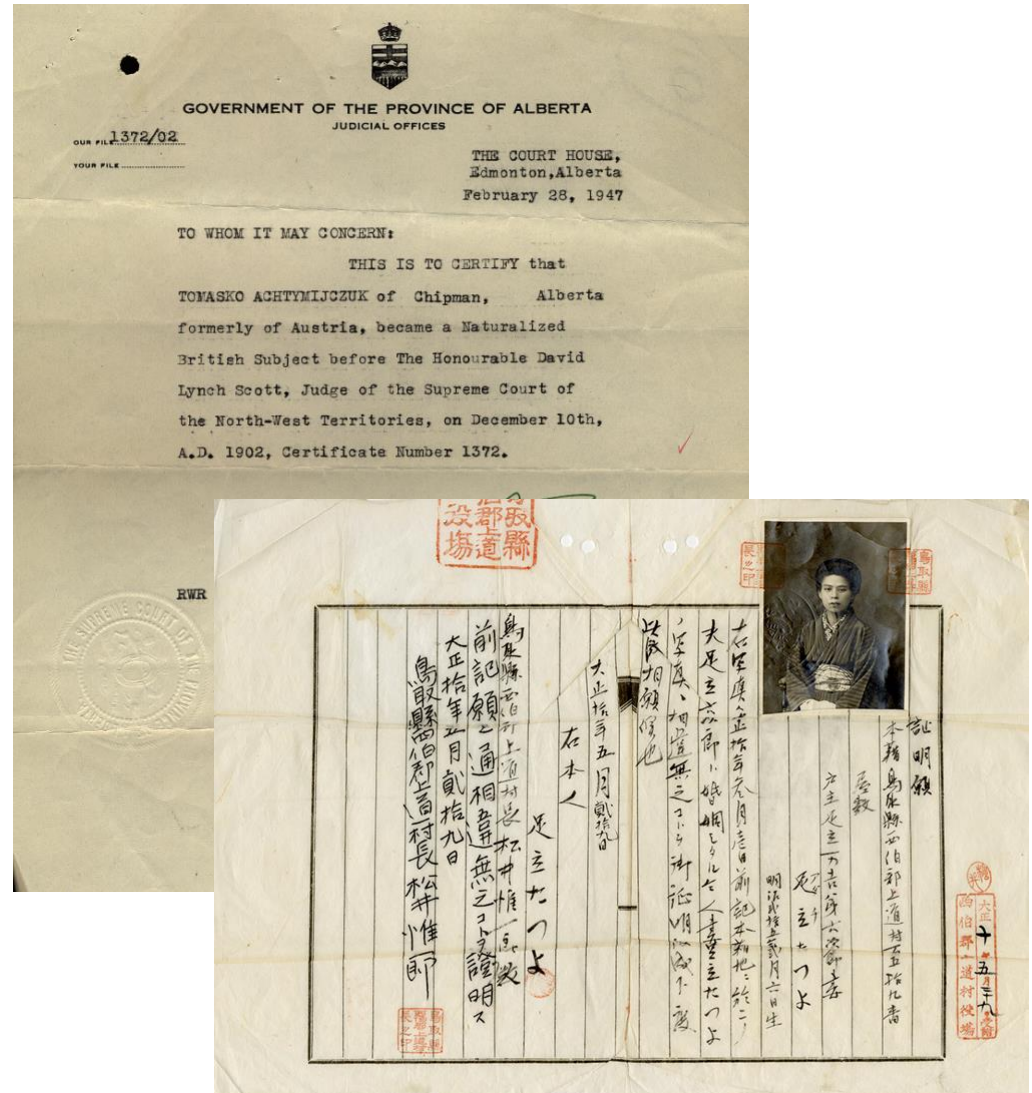
Given under my hand at Pincher Creek this _____ day of _____ 19 1898
Dr. Mead

NOTE—This form must not be mutilated. All information asked for should be given, and if for any reason this is impossible, a Statement must be made to that effect.

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Programs

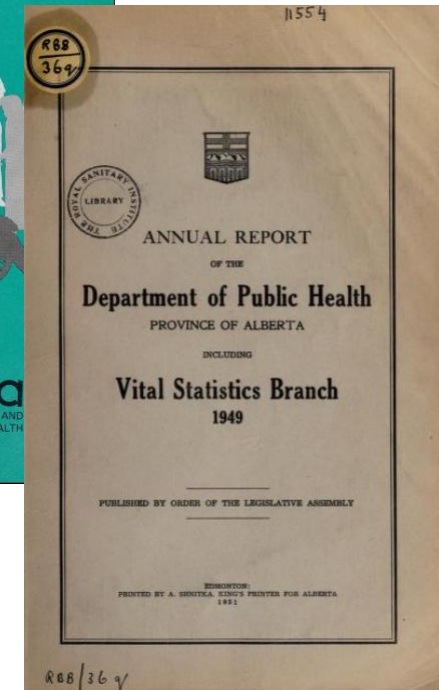
- Governments collect a large amount of information to operate social programs, and Alberta is no exception
- Most information collected to operate a particular program is maintained only as long as required and then destroyed
- One example that is kept is the Proof of Age documents submitted to the Old Age Pensions Board



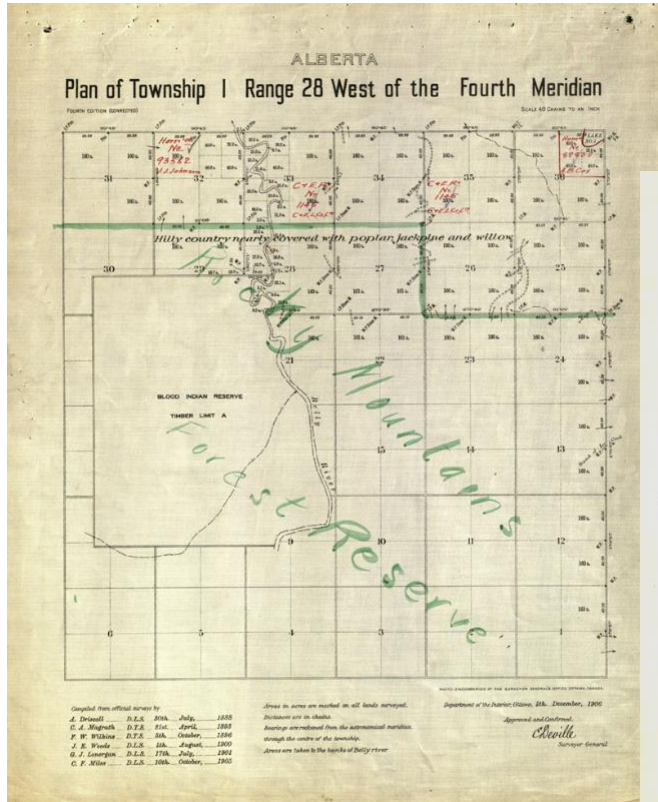
Government Reports

Context is important!
Ministries often get
renamed. Knowing these
names help to locate
reports! E.g.

- Public Health / Health, 1919-1971, 1988-1999
- Health & Social Development, 1971-1975
- Hospitals & Medical Care, 1975-1988
- Community and Occupational Health, 1986-1989
- Health & Wellness, 1999-2012
- Health, 2012-present



Plans & Maps



Private Records

PROVINCIAL
ARCHIVES
OF ALBERTA



YELLOW HORSE CHIEF OF ALL BLACKFEET
CALGARY STAMPEDE 1919 M93368

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Indigenous Records

Sub-series PR0003.002SF.0012.0001 - BMS Names Index Cards

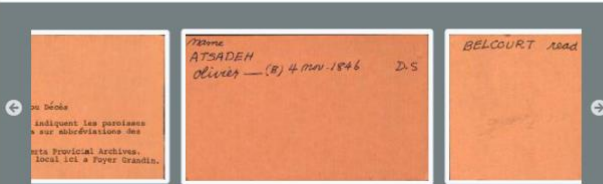
Hide hierarchy

- [File] PR2018.0050/4577 - Lac Ste-Anne Pilgrimage. «Lac Ste-Anne Sakahigan», E.O. Drouin omi - draft & imprimatur
- [File] PR2018.0050/5089 - Assumption, AB: 'Alberta Government Telephones', Gaston Montmigny on
- [File] PR2018.0050/5090 - Assumption, AB: «Avions atterrés à Assumption (Alberta) de 1951-1970»
- [File] PR2018.0050/5091 - Assumption, AB: «Avions atterrés à Assumption (Alberta) de 1951-1970»
- [File] PR2018.0050/5092 - Assumption, AB: Climatological Station Register
- [File] PR2018.0050/8642 - Onion Lake, SK: [two scrapbooks - paper clippings]
- [File] PR2018.0050/9324 - Lebrecht IRS: [Senior girls group photograph]
- [Sub-series] PR0003.002SF.0012.0001 - BMS Names Index Cards

Accessing Oblate Records

Missionary Oblates of Mary Immaculate (OMI), Lacombe Canada fonds » Province of Alberta-Saskatchewan sous-fond » Localities, Missions and Parishes series

Image carousel



BMS Index Cards, Atsadeh to Belcourt

Title and statement of responsibility area



The Missionary Oblates of Mary Immaculate (OMI) Fonds

The Missionary Oblates of Mary Immaculate is a Roman Catholic religious order of priests. OMI missionaries first arrived in Montreal in 1841 and came to the west soon after. The OMI fonds provides a unique documentary perspective into the Oblate's activities in the West from the 1840s to the present day.

[Click here](#) to access OMI records

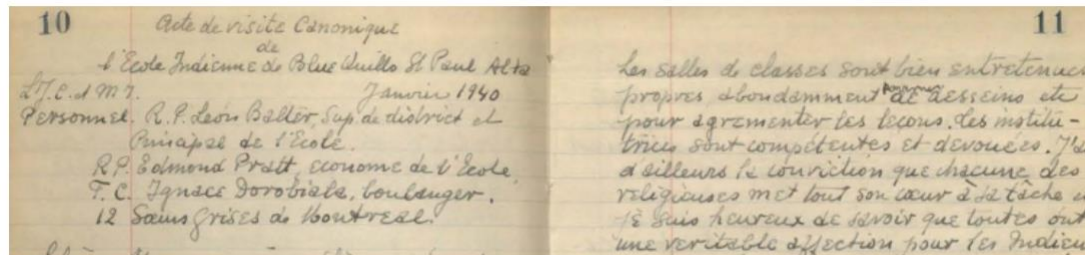
Consisting of over 275 metres of text, the records include photographs, maps, architectural drawings, audiotapes, videos and films. Cumulatively, the records document OMI Lacombe Canada and its predecessor administrations in their many undertakings in western Canada. The records document Oblate work in various communities, including their role in the operation and administration of the residential school system in Canada.

How to access Oblate Records

Within the OMI fonds, there are several smaller collections of records created by Oblate administrations that pre-date the current organization, OMI Lacombe Canada. These include material from the Province of Alberta-Saskatchewan (1921-1986), the Vice-Provinces of Grouard (1967-1985) and MacKenzie (1967-1985), and Grandin Province (1986-2003).

Related subjects
IRG_Reports

Accessing Residential Schools Student Names

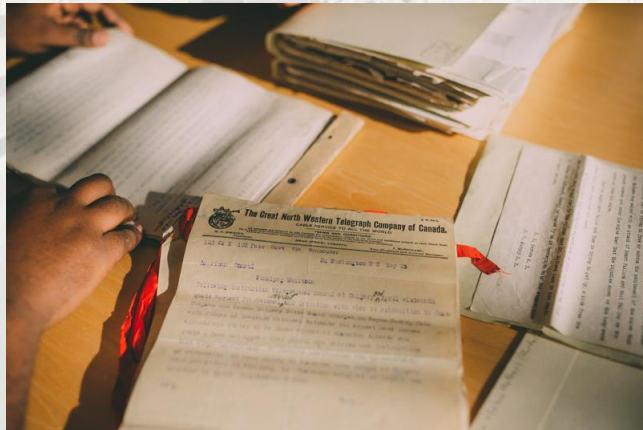


The Provincial Archives Residential Schools Student Names List chronicles the names of children found in the Oblates of Mary Immaculate (OMI) fonds, who attended Oblate and Roman Catholic administered residential schools.

Student names were taken from correspondence and attendance and admission and discharge forms; codex and mission records; daily registers; nominal rolls; Principal's reports; quarterly returns; newsletters; and yearbooks.

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Researching records



Is a record at the PAA?

- Records remain under the control of the ministry until they are transferred to PAA using an approved schedule
- Some records in the control of the originating department may be stored at the Alberta Records Centre (ARC)
- For private records, only if it was donated

Government of Alberta ■ **Records Retention and Disposition Schedule**

Alberta Records Management Committee

Organization Name Health	Org Code HE	Schedule Number/Status 2020/027 Approved
Program/Service Name: Primary Care Networks		

SCHEDULE ADMINISTRATION

Type: Continuing Schedule	Organization Chart: External Documents: Comments: N
Related Schedule(s): 2018/008 Health - Grants	
Amendment History ----- None -----	
Schedule Transfer History ----- None -----	
Schedule Cancellation History ----- None -----	

SCHEDULE APPROVALS

Senior Program Manager: Original Signed by: Senior Program Manager	Date: Jan 06, 2021
Senior Records Officer: Fleming, Danielle	Date: Jan 06, 2021
ARMC Committee: Committee, ARMC	Date: Feb 16, 2021

APPROVED IN ACCORDANCE WITH RECORDS MANAGEMENT REGULATION (A.R. 224/2001) AND GOVERNMENT ORGANIZATION ACT (R.S.A. 2000, Chapter G-10, Schedule 11)

PROGRAM/SERVICE INFORMATION

Purpose/Function
The Primary Care Networks (PCN) Operations Unit: <ul style="list-style-type: none"> • Develops and implements grant agreements with PCNs; • Reviews and approves all PCN business plans and financial reports, ensuring compliance to program policies, processes and standards; • Oversees funding, quality improvement, program accountability frameworks, performance analysis and reviews program governance. The Physician Not-for-Profit Corporation (NPC) and Alberta Health Services (AHS) jointly govern the PCNs, and are accountable to Alberta Health (AH) through a grant agreement;

ARC ≠ archives

Who uses records at the PAA?

- The PAA's mandate includes providing access to the records it preserves.
- Researchers include:
 - Academic researchers
 - Genealogists
 - Government employees
- Public researchers may view open records in the PAA's Reading Room.
- GoA staff members can also visit the PAA to view records or contact us at: acsw.paa-gr-refreq@gov.ab.ca



Access to Records at the PAA

- Records at the PAA are subject to access & privacy legislation, as well as any other legislation that may apply.
- GOA staff can access records to which legislation may apply if it is for their work by contacting the PAA directly.



Province of Alberta

ACCESS TO INFORMATION ACT

Statutes of Alberta, 2024
Chapter A-1.4

Assented to December 5, 2024

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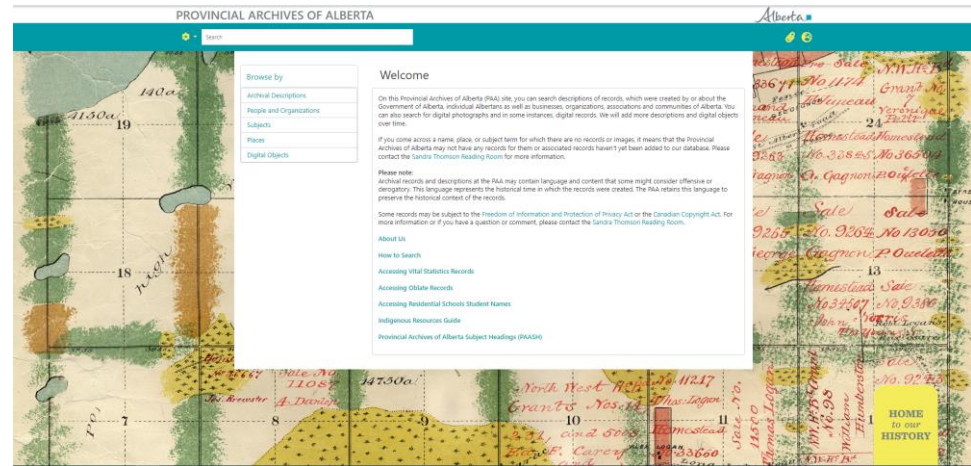
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Researching remotely

- When researching remotely, the PAA's databased, AtoM, is a good place to start:
<https://searchprovincialarchives.alberta.ca/>
- Members of the public can contact the Reference Desk for assistance
- GoA employees should contact the government records team directly:
acsw.paa-gr-refreq@gov.ab.ca
- **We are here to help you!**



Questions?

provincialarchives.alberta.ca

8555 Roper Road, Edmonton, Alberta T6E 5W1

☎ 780-427-1750 | ✉ paa@gov.ab.ca

IM Aware

Provincial Archives and Federated Ecosystems

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