



Records Management Tip

Records management advice prepared for GNWT records professionals by the Records Management Unit, PWS

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**Records
Disposition
Authorities Series**

Developing One-Time Records Schedules

What is a One-Time Records Schedule?

A One-Time Records Schedule is a records retention and disposition schedule that applies to a specific volume of records. It can only be used once, and only for the collection of records that are described in the schedule. One-Time Records Schedules cannot be amended.

The Records Disposition Authority series gives you tips on how to develop a records disposition authority.

What is the Purpose of a One-Time Records Schedule?

One-Time Records Schedules may be used in a limited number of circumstances:

- To schedule and dispose of obsolete records that will not be converted to ARCS or ORCS.
- To schedule records belonging to a program that no longer exists.
- To schedule records which are at risk, and for which a retention schedule is needed to move them to the Records Centre or the NWT Archives.
- To authorize the transfer of records from one department to another, or to authorize the alienation of records from the Government.

How Do I Develop a One-Time Records Schedule?

Records Coordinators are usually responsible for developing One-Time Records Schedules. The usual procedure is as follows:

1. Identify and inventory the records that will be included in the schedule. Determine the total volume of records and the date range covered by the records. Separate out any on-going records that should be scheduled by an ORCS.
2. Identify series of records and organize them into categories.
3. Determine the retention period for each series of records. The retention periods are needed even if the records have reached the end of their life cycles. The retention period should reflect what the retention for these records would have been had the records been scheduled by an on-going schedule. A retention period of zero years may be appropriate if the department can show that the records have no further legal, financial, or administrative value.
4. Format the schedule into the One-Time Records Schedule format established by the Public Records Committee (PRC). This format mimics the format used for Operational Records Classification Systems (ORCS).

5. Review the schedule with the relevant Manager and Director or Regional Superintendent. Confirm that all records have been identified correctly, and that the retention periods are appropriate.
6. Submit the draft and the file listings to Records Management, Public Works and Services (PWS). Records Management will assign a Records Disposition Authority Number (RDA Number) to the schedule. A Records Analyst will review the draft and make recommendations regarding the retention of the records.
7. Once the Records Analyst is satisfied with the schedule, he or she will forward it to the Territorial Archivist for an archival review.
8. An Archivist will review the schedule and inform you of any series that should have a final disposition of “Archival Selection/Destroy” (AS/D). All other series will have a final disposition of “Destroy” (D).
9. Prepare a final draft of the schedule. Review the draft with the Director or Regional Superintendent, and have him or her sign the schedule. In some cases, the PRC may ask for Deputy Minister approval.
10. Send the final version to the PWS Records Analyst. The Records Analyst will arrange to have the schedule put on the agenda of the next PRC Meeting.

Approval of One-Time Records Schedules

Like other Records Disposition Authorities, One-Time Records Schedules must be reviewed and approved by the Public Records Committee. The approval process works as follows:

1. Send the final version of the One-Time Records Schedule to the PWS Records Analyst at least one month before the Public Records Committee meeting.
2. The Senior Records Analyst, PWS, sends the schedule to the PRC members at least three weeks before the meeting.
3. The PRC reviews the schedule at its meeting. At least one representative from the department must attend the meeting to answer any questions that the PRC has.
4. The PRC may approve the One-Time Records Schedule, approve it subject to amendments, or return it to the department for revision. If the schedule is returned to the department, it will have to be re-submitted to the next PRC meeting.
5. When the schedule is approved, the Territorial Archivist will sign his or her approval of the schedule. The Senior Records Analyst will send the signed approval page to the Records Coordinator.