

# Records Schedules: *What Managers Need to Know*

## What are records schedules?

Records schedules are a basic mechanism for managing business records. They:

- identify the functions and activities of a program area and the records that provide evidence of those activities
- specify how long records need to be kept to meet legal, fiscal, and administrative needs
- allow for authorized disposal when the records are no longer required
- apply to records in all media including paper and electronic records

Instead of ad hoc, one-time approval to destroy specific records, schedules provide pre-determined retention and disposal rules that enable groups of records to be managed consistently and routinely over time.

Under *The Archives and Recordkeeping Act*:

- each department/agency must prepare records schedules for approval by the Archivist of Manitoba following the policies and procedures established by the Archivist
- schedules must be prepared for *all* government records, including electronic records
- records must not be destroyed without the authority of an approved records schedule
- records of archival value are identified as part of the scheduling process, and the authority for permanent protection and preservation of the records is provided by an approved records schedule

*A government record is recorded information in any form, created or received in the conduct of government business, and kept as evidence of activities and transactions.*

## What are my responsibilities as a manager?

Part of the effective management of your organization includes the management of records and information. You should ensure that:

- no records are destroyed without an approved records schedule that authorizes destruction
- responsibility for scheduling has been assigned appropriately: creation, review, and updating schedules is a management activity and is best done by staff who understand operations and have a strong background in analysis, policy development, or developing briefing material
- schedules are up-to-date and reflect current business processes and requirements
- records schedules are consulted and revised when recordkeeping practices are changing
- all staff are aware that the records they are creating are government records and that government records must be managed according to the approved schedules

## How does the scheduling process work?

The records scheduling process is a collaborative one, with department and agency staff working in consultation with the Government Records Office to develop appropriate authorities for their records. See [Records Scheduling: The Recommended Approach](#) and [GRO 1: Preparing Records Schedules](#) for more detailed information.

Created: August 2017; Revised: August 2024