

Disposal Request Cancellation Policy

Reasons for Cancellation/Ineligibility (Alphabetical Order)

Typically, the Archives attempts to clarify or rectify issues with submitted Disposal Requests prior to cancellation, **with a six-week waiting period as the deadline for submitting requested information.** Disposal Requests are cancelled in the following circumstances:

1. Designated Records Office (DRO) issues.
 - No DRO signature.
 - DRO not assigned to specific branch/division or not appointed by the Deputy Minister (the Archives must be informed in writing).
2. Duplicate records or boxes submitted on a previous Disposal Request, as brought to our attention by the Ministry.
3. Exceeded 6 week wait time for requested information from time of last contact.
4. Inappropriate application of Records Schedule:
 - Operational Records Schedule used to classify administrative records (or vice versa).
 - ARMS2014 used to classify operational records or used by a government institution to which it does not apply (e.g. CIC Crown Corporation).
 - Cancelled Records Schedules (any schedule approved prior to 1994) or superseded (e.g. SARS and ARMS).
 - Records Schedule not approved by the Public Records Committee (PRC).
 - Records Schedule that is not authorized for use by specific branch/ministry.
 - Records scheduled to inappropriate or incorrect schedule item numbers (records series, primary or secondary).
5. Mandatory fields incomplete on Disposal Request Form (DRF):
 - Ministry/Agency
 - Contact information
 - Transfer Number (if applicable)
 - Box IDs/Numbers (*if DRF space is insufficient please provide as a separate list from the inventory, for verification purposes)
 - Location of records
 - DRO signature and date

6. Mandatory fields incomplete on Inventory Form:

- Box IDs/Numbers
- File title/description
- Dates of closure/inclusive dates
- Schedule Name/Number
- Schedule Item Number (records series number, primary or secondary number)
- Software application used to access/use record (electronic documents only)
- Size of item in MB/GB/etc (electronic documents only)
- Insufficient description of records on inventory form (Example: “General,” “Miscellaneous Correspondence,” “Email,” “John’s files,” descriptions do not clearly match item number in the schedule, etc.)

7. Multiple transfers on disposal request form.

8. Records are transitory (as such, records may be disposed of by your institution’s internal disposal procedures), or non-work related.

9. Records have not met their retention periods as outlined in ARMS2006, ARMS2014, an appropriate Operational Records Schedule or a comprehensive corporate-wide records schedule.

10. Records should have been submitted on a Destruction Notification Form rather than a Disposal Request Form (if Ministry is authorized by their Operational Records Schedule, by a standing agreement with the Archives, or accredited by the Archives).

Charges for Cancelled Disposal Requests

The Archives will charge for cancelled Disposal Requests if the Information Management Review or Intellectual Appraisal has been completed by the Archives.