POLICY #ARG-028

POLICY NUMBER:	**ARG-028**
POLICY SUBJECT:	**INFORMATION MANAGEMENT POLICY**
DEPARTMENT:	**ADMINISTRATION**
EFFECTIVE DATE:	**JULY 10, 2023**
INITIAL EFFECTIVE DATE:	**SEPTEMBER 14, 2020**
REVISION DATE (s):	**JANUARY 24, 2022**

PURPOSE

The purpose of this policy is:

- To meet regulatory and legislated requirements for information within the Town of Coaldale.

- To recognize the Town's information as a corporate asset.

- To facilitate accountability and governance over information.

- To ensure access to information for the benefit of present and future generations.

- To ensure the information lifecycle is managed appropriately and ensure information's confidentiality, integrity, and availability over time.

- To ensure resources, such as procedures and training, are provided to employees so they can manage their information.

SCOPE

The scope of the Town's Information Management policy includes the management of all information, in all media created, received, and collected while conducting municipality business and under the control or custody of the Town.

The Information Management policy applies to all the employees, contracted resources, agents, and the Town Council. This policy is also applicable to all committees and boards under the Municipality. These individuals will ensure that municipal business is adequately documented to meet business needs and accountability requirements.

ROLES AND RESPONSIBILITIES

Chief Administrative Officer: Responsible for ensuring the Town complies with all Information Management requirements in the *Municipal Government Act.*

Director of Corporate Services: Responsible for supporting the Information Management program and ensuring it is operating effectively.

Legislative Coordinator: Responsible for the operational management of the information of the Town.

Information Management Coordinators: Responsible for supporting their respective business areas in the management of the Town's information.

Municipal employees: (including contractors, vendors, agents) Responsible for complying with Information Management policies and procedures.

Town Council: Responsible for complying with Information Management policies and procedures.

POLICY

All information created, received, and maintained while working in the Town of Coaldale is the responsibility of the Town and its employees. This information must be:
- Managed according to legislation and standards,
- Trustworthy, usable, and accessible to authorized people,
- Managed throughout its lifecycle from creation through the active, semi-active, and inactive stage until the information reaches its final disposition.
- Digital by default when possible.

AUTHORITY

- *Alberta Evidence Act*
- *Electronic Transactions Act*
- *Municipal Government Act*
- *Historical Resources Act*
- *Records Management Regulation*
- *Freedom of Information and Protection of Privacy Act*
- *Regulations and Legislation the Town is mandated to follow*

FOUNDATIONAL DOCUMENTS

Schedule A: Scope and Approach
Schedule B: Ownership, Custody, and Control
Schedule C: Roles, Responsibilities, and Accountabilities

GLOSSARY

Record

- A record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers, and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records (FOIP Act).

Disposition

- Range of processes associated with implementing records retention, destruction, or transfer decisions which are documented in disposition authorities or other instruments (ISO 15489-1).

Information Management

- Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records (ISO 15489:32001).

Storage Requirements

- see International Organization for Standardization (ISO)/Technical Requirements 15489-2 Section 4.3.7

AUTHORITY
Town of Coaldale Information Management Policy

INTRODUCTION
The responsibilities for the Town of Coaldale's information management are defined in the Municipal Government Act (2000). The Act allows municipalities to create a policy for the management and destruction of information. The Directors of each Department are responsible for ensuring the policies and procedures are followed when information is managed within their respective business areas.

SCOPE

SCOPE – INFORMATION MANAGEMENT PROGRAM
The Town of Coaldale's Information Management Program (IM Program) provides direction and support for the management of information within the Town. The IM Program is comprised of the following components:

- Business-driven electronic systems (see addendum):
  - Categorization and organization of business records
  - Business rules associated with electronic records keeping systems and physical records
- Retention and disposition schedules,
- Disposition of information,
- Information security,
- Regular promotion activities and training,
- Town litigation related activities,
- Vital record identification, protection and recovery,
- Archival records identification, and
- Business continuity and risk planning.

SCOPE – RECORDS

A record is defined by the Government of Alberta in the Freedom of Information and Protection of Privacy Act (2000) as:

> *"Information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records".[1]*

The Town of Coaldale has accepted the International definition of record through its adoption of various industry standards. The International Organization for Standardization (ISO) and Canadian General Standards Board (CGSB) define a record as:

> "*Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business".[2]*

The Town is responsible for knowing what information assets it has in its possession and to be able to retrieve them when required.

The scope of the Town's IM Program will encompass the management of all information, in all media, created, received, and collected while conducting municipal business. This information belongs to the Town of Coaldale and not the business unit, employee, contracted resource, or agent.

The scope of the Town's IM Program will not include bibliographic resources or library material unless that material has been used as a basis for decision or action, or serves as a supporting document that helps clarify or support evidence of such decisions or actions.

SCOPE – ORGANIZATIONAL UNITS

The Town's IM program is applicable to the Town Council and all departments, committees, boards, and agencies falling under the authority of the Town.

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[1] Freedom of Information and Protection of Privacy Act. RSA 2000, Chapter F-25 sec.1 (q).

[2] CAN/CGSB 72.34 2005. Electronic Records as Documentary Evidence. Canadian General Standards Board 2005, and ISO 15489-1. Information and Documentation – Records Management – Part 1: General. International Organization for Standardization 2001.

APPROACH

APPROACH – LOCATIONS
Physical information will be decentralized and managed by the business units. Units may reflect a complete department or a portion of any business unit/office.
Electronic information will be maintained and managed in Town approved and supported electronic information management system and in electronic based business systems to enable information maintenance, access, security, and disposal.
Portable devices such as laptops, CDs, DVDs, diskettes, flash drives, memory sticks, etc. are not to be used as a long-term storage tool for official Town records. These devices may be used as a temporary tool when transporting copies of electronic documents to another location as long as they follow the Town of Coaldale's Data and Information Security Standard.

APPROACH – INFORMATION STORAGE
Departments are responsible for securely storing their information in a manner appropriate to their media and associated business risks. At all times, information must be protected, retrievable, trustworthy, and uncorrupted. The IM Program approved storage facilities and strategies will ensure the following requirements are addressed:
- Active physical information is kept close to where it is being used, is accessible, and is appropriately secured for the business situation,
- Physical and electronic information is appropriately classified to ensure the it can be recognized and retrieved for day-to-day business, recovery, FOIP, audit, litigation, and disposal purposes,
- Physical information is secured from hazards such as theft, water, fire, mice, and mold, until such time that it can be converted and stored electronically (unless wet signatures or seals are required as a legislated authorized copy),
- Inactive physical information is moved into IM Program approved secured storage facilities in order to make the most efficient use of office space,
- Active electronic information is accessible in a timely and efficient manner,
- Inactive electronic information is stored in a way to support its identification and retrieval in a timely manner for recovery, litigation, and disposal purposes, and
- Electronic information is stored on shared server with a back-up.

Note: see *Information Management Foundations – 04 – Roles, Responsibilities, and Accountabilities* for further details on specific roles, responsibilities and accountabilities.

APPROACH – CONTROL

The Information Management Officer is responsible for overseeing all aspects of the development and management of the IM Program including:

- Providing policies, procedures, standards, and best practices for effective information management,
- Business rules associated with information management software are set up and managed,
- Ensuring taxonomies used to categorize and organize business information meet the IM program objectives,
- Developing and implementation of business-driven recordkeeping systems, and
- Creation of and submission for approval to Town Council of records retention schedules

APPROACH – ELECTRONIC INFORMATION MANAGEMENT TOOL

The Electronic Information Management (EIM) tool establishes controls over unstructured data (records and information) while supporting more efficient and effective business operations. The EIM tool also serves as a repository of content that links to electronic based business systems designated as systems of record through approved and controlled metadata schemas.

The IM Program establishes controls for the EIM system. A municipal supported EIM tool must be able to manage the life cycle of structured and unstructured data in order to meet:

- The requirements under the Records Management Regulation, the Municipal Government Act, and the Electronic Transactions Act,
- Mandatory standards established by the Town of Coaldale's IM Program to support the authenticity and trustworthiness of the structured and unstructured data stored in the system,
- The need for interoperability and sharing of structured and unstructured data between dependant electronic based business systems, and
- The need to reduce collection of redundant information, records, and administrative effort in managing information as an asset

APPROACH – ELECTRONIC BASED BUSINESS SYSTEMS

Business has shifted progressively towards relying on and using automated solutions for the delivery of business services and products. Many legacy environments support transactional business activities but were not designed or implemented to replace

physical recordkeeping systems. Where business programs shift to electronic based business systems in place, they shall follow these items below:

- System documentation is complete and maintained so that it continually reflects the exact state of the system to provide evidence of the integrity of the system of record,
- Documentation of change management processes and events are maintained in accordance with approved standards and rules to support proof of information integrity,
- Recovery mechanisms, in the event of disaster, corruption, loss, or tampering are such that information can be recovered and its integrity assured,
- Quality assurance plans and processes are in place to validate the accuracy of information transferred to the system, and
- Audit trails are maintained and backed up for as long as legally required to provide evidence of the authenticity of the stored electronic information.

All electronic based business systems will require integration with municipal approved and supported electronic information management tools to be recognized as a system of record.

Business units using electronic based business systems that cannot meet these requirements will work with the Information Management Officer to ensure their recordkeeping processes comply with the objectives of the Town of Coaldale's Information Management Program.

APPROACH – VITAL RECORDS
Copy sets of vital records kept as backups will be retained in appropriately secured locations until superseded or made obsolete by the official record. The final disposition of copy sets of vital records is destroy, unless the "original" vital records have been rendered inaccessible or unreadable. In this case the copy set would inherit the final disposition of the official record. These copy sets will be retained and disposed of according to the appropriate records retention and disposition schedule.

APPROACH – ARCHIVAL RECORDS
Physical records that are identified as having archival value will be sent to the Town's archives and museum once they have met their closure criteria and appropriate retention.

FOUNDATIONAL MAINTENANCE CYCLE
This Information Management Foundational document is developed and maintained by the Department of Corporate Services.

APPROVAL PROCESS
After acceptance by the Director of Corporate Services, it is forwarded to the Chief Administrative Officer and the Town Council for final approval.

MAINTENANCE PROCESS
This document will be reviewed yearly to remain current with the Town's direction.

ADDENDUM: BUSINESS-DRIVEN ELECTRONIC SYSTEMS

Alberta Emergency Alert (AEA)
- System owned and managed by the Alberta Emergency Management Agency
- Authorized Town users can enter information for creating emergency alerts for the public

Active 911
- Application used to alert firefighters of incidents requiring emergency response services

AutoCAD
- Program used for creating engineered drawings and maps

Bellamy
- Software used for creating and storing information for various business activities in the Town:
    - Financial information about payroll, accounts receivable and payable (including property taxes and utilities billing) and all information required for year end
    - Utilities-related information such as new meter installs and water consumption
    - Work Orders for vehicle and equipment maintenance and for maintenance on some Town infrastructure
    - Business licenses

Bistrainer

- Safety management software used for creating and storing occupational health and safety-related information (e.g., Town health and safety meeting minutes and presentations, training)
- Bistrainer will be implemented as the primary system for the Town's health and safety information and will include documentation on:
  o Hazard Controls
  o Contractors and third parties
  o Safety committees
  o Qualifications and training
  o Inspections
  o Emergency response (e.g., inspect fire extinguishers, emergency lighting and ventilation)
  o Incident investigation
  o System administration

Central Asset Management System (CAMS)

- Software used to track Coaldale Peace Officers (CPOs) during shifts
- CPOs log in at start of shift and log out at the end of shift

Caseware

- Software used for financial reporting. It groups all information by account (e.g., if there are 10 cash accounts, these are all grouped under cash)
- Information from Bellamy is downloaded into Excel and that information is uploaded into Caseware
- Supporting documents are also stored in this software year by year

City Reporter

- Software for tracking firefighter equipment such as radios, breathing apparatus, and bunker gear
- Also used for storing information on fire investigations and recording information on residential inspections conducted for the Home Safety Program

Field Data Manager (FDM) Live

- Software utilized by Emergency Services
- Stored information includes emergency response reports, incident report sheets, and monthly fire inspection reports for businesses in the Town

iCompass
- Software for creating, tracking, and storing Council Meeting agenda packages
- Software will also be implemented as the Town's Information Management repository

Justice Online Information Network (JOINS)
- System owned and maintained by the Government of Alberta's Department of Justice and Solicitor General
- Used to transfer information about traffic fines information between the Town and the Department
- The Department summarizes the received data and reports back on it to the Town

Kantech
- System used for assigning Town building access cards to Town staff

Kustom Signals Inc. Eye Witness Data Vault
- Software for Body Worn Cameras (BWCs)
- Footage from BWCs are uploaded to this software

MAConnect
- Portal owned and managed the Government of Alberta Municipal Affairs website
- Information uploaded to this portal includes the Town's emergency management plan

Medical First Response (MFR) Portal
- Portal owned and managed by the provincial government's Ministry of Health
- Town's First Responders create and upload patient care reports through this portal

MOVES
- A database owned and managed by the Government of Alberta where personal driving and motor vehicle information is collected, amalgamated, and maintained
- Photos captured through the Town's Automated Traffic Enforcement program is uploaded to this database

MSA Accountability
- Software used in the fire truck to track air usage when firefighters use their breathing apparatus during a call
- This data could be exported out of the system if needed

Oldman River Regional Services Commission (ORRSC) – Geographic Information System (GIS)
- System owned and managed by the ORRSC
- Spatial and geographic information on Town boundaries, services, property information, infrastructure, contours, land use, and hydrography is stored in this system

Questica
- Software to be used during the budget development process
- The Town's business areas will enter their budget requests directly into the software, then the requests will go to the appropriate approver for consideration for putting forth to Council for approval in the budget

RAVE
- Software used as part of the Town's internal alert system for emergencies
- Stored information in this system includes Town staff names, email addresses, and phone numbers

RecDesk
- Reservation and scheduling system for Town facilities
- Stored information includes facility users' name, email address, mailing address, and phone number

Report Exec (Omnigo software)
- Software used by Enforcement
- Stored information includes reports, forms, and statistical information on bylaw infractions; also includes Remedial Orders and information received from the courts
- The license for this software is shared with Lethbridge County, the Town of Coalhurst, and Ridge Regional Public Safety Services. Enforcement information is shared through this system amongst all partners under the same Report Exec licensing agreement.

Sensus
- Software used for the utility meter reads process

Target Solutions

- Software used for storing information on firefighter credentials, training, attendance, and lesson plans; homework is also assigned to firefighters through this system
- Fire Department's Standard Operating Guidelines will eventually be stored in this system

Vision Basic
- Software used for calibrating machine for chlorine gas detection
- Device keeps the calibration information internally

WatchGuard
- Software used in Enforcement vehicles for recording audio and video
- Information stored in this software includes footage downloaded from the vehicle's hard drive

POLICY ARG-028 – SCHEDULE B
INFORMATION MANAGEMENT FOUNDATIONS
– OWNERSHIP, CUSTODY AND CONTROL

AUTHORITY
Town of Coaldale Information Management Policy

INTRODUCTION
In order for the requirements of the Town of Coaldale's Information Management (IM) policy, standards, and guidelines to be properly applied, it is important that the Town of Coaldale as a whole understands the concepts of who owns, who has custody, and who has control of the information regardless of the medium in which the it is created or maintained or where it is located.

OWNERSHIP
Information created, received, and collected while conducting municipal business are the property of the Town of Coaldale. The information does not belong to the business unit, employee, contracted resource, or the agent who created, received, or collected the municipal information. As such, information is managed as a municipal asset.

CUSTODY
The Town is deemed to have custody of all information that is in its physical possession or under its guardianship. This information includes:
- Information created, received, or collected, in any media or through any business system, by Town employees or contracted resources,
- Town information maintained on-site or at an off-site location under the control of the Town, and
- Personal information and records belonging to Town employees or contracted resources created, received, or collected using municipal equipment and stored on municipal equipment.

While the Town of Coaldale does not discourage the use of municipal equipment for personal purposes that are in alignment with the Code of Ethics, it is responsible for the maintenance and delivery of efficient systems to support business service delivery. Therefore, personal information belonging to employees or contracted resources on these systems is subject to management by the Town of Coaldale.

Custody and control of the any agent information is defined within a Memorandum of

Understanding between the Town of Coaldale and the agent.

CONTROL

The responsibility for the management of information throughout its lifecycle belongs to the Town when:

- The Town has established policy, standards, and legal instruments that identify the need and the approach to be used in managing information in any media or business system representing its business operations,
- A councillor, officer, employee, contracted resource, or agent of the Town created, received, or collected the information representing the Town's business operations,
- The information is specified in a contract as being under the control of the Town, even if the information is not in the custody of the Town.

The control of Town information held in shared municipal systems is determined through collaboration between the municipalities that make use of these shared systems.

FOUNDATIONAL MAINTENANCE CYCLE

This Information Management Foundational document is developed and maintained by the Department of Corporate Services.

APPROVAL PROCESS

After acceptance by the Director of Corporate Services, it is forwarded to the Chief Administrative Officer and the Town Council for final approval.

MAINTENANCE PROCESS

This document will be reviewed yearly to remain current with the Town's direction.

POLICY ARG-028 – SCHEDULE C
INFORMATION MANAGEMENT FOUNDATIONS
– ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

AUTHORITY
Town of Coaldale Information Management Policy

INTRODUCTION
The methods by which information is created, received, and collected in today's work environment has changed the responsibilities associated with managing the Town's evidence of business operations and transactions. These responsibilities are no longer limited to the Records Manager or administrative support staff. Each employee and contracted resources conducting work on behalf of the Town has specific accountabilities for complying with the Information Management (IM) Program.

RESPONSIBILITIES
Employees and contracted resources are responsible for:

- Familiarizing themselves and complying with the IM policies, standards, and practices,
- Creating Town documents in a timely manner that provide concise, accurate, and complete evidence of their decisions, transactions, and activities,
- Identifying documents that warrant capture as official Town information due to their business content,
- Ensuring the relevant indexing or metadata describing documents identified as official Town information is captured,
- Ensuring only necessary information is created and collected
- Ensuring transitory information created, received, or collected is disposed of regularly and in accordance with Town standards,
- Complying with all information security, confidentiality, and privacy protection requirements of the Town,
- Ensuring official Town information is only destroyed in accordance with authorized retention and disposition schedules,
- Classifying, categorizing, and storing information according to Town guidelines for appropriate sharing, reuse, and tracking,
- Identifying information management training and skills development needs in consultation with their manager or supervisor, and

- Completing mandatory IM training and refreshing this training at the required intervals.

SUMMARY OF INFORMATION MANAGEMENT RESPONSIBILITIES (SEE ATTACHED ADDENDUM FOR RACI MATRIX)

Role	Responsibility Description
Town Council	• Responsible for approving IM policies and retention and disposition schedules (including amendments) • Responsible for creating, receiving, securing, and keeping official information and documenting the municipal business they perform
Chief Administrative Officer (CAO)	• Responsible for ensuring the Town complies with all IM requirements under the Municipal Government Act • Responsible for endorsing and championing the IM Program, its policies, processes, and strategies to meet municipal requirements for managing information as a valuable asset
Director of Corporate Services (CS)	• Responsible for ensuring the IM Program is operating effectively
Legislative Coordinator (LC)/ Information Management (IM) Officer	• Responsible for the operational management of the Town's information • Responsible for providing direction and advice to the IM contacts in the various business units • Overseeing records disposition activities • Responsible for auditing against IM policies and procedures
Town Management Team	• Responsible for identifying and defining information required to achieve business objectives and document accountability requirements • Responsible for ensuring employees and contracted resources create, keep, and secure information as an integral part of their work and accordance with established policies, procedures, and standards

Role	Responsibility Description
	• Responsible for ensuring that vital records required to activate and continue Business Continuity procedures are identified • Responsible for providing the necessary resources for the management of information in their business units and liaising with the Information Management Officer • Responsible for ensuring staff and contracted resources complete required IM training
Information Management Coordinators in each business unit	• Responsible for performing day-to-day physical and electronic information management tasks such as file classification, and portions of the records disposition process (e.g., boxing records and producing box inventories) within each business unit
All Town Employees, Contracted Resources, and Agents **(Staff)**	• Responsible for creating, receiving, securing, and keeping official information and documenting the business they perform • Responsible for ensuring this information is captured into authorized IM systems
FOIP Coordinator	• Responsible for the overall management of access to information and protection of privacy within the Town
Legal	• Responsible for providing legal opinions on records retention and disposition schedules

FOUNDATIONAL MAINTENANCE CYCLE

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APPROVAL PROCESS

After acceptance by the Director of Corporate Services, it is forwarded to the Chief Administrative Officer and the Town Council for final approval.

MAINTENANCE PROCESS

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ADDENDUM: RACI MATRIX

The following matrix contains activities that are required to establish, maintain, and sustain a comprehensive Information Management Program. Individuals may play more than one role in the Program. The following legend is used in the matrix:

Authority Level	Description of Authority
R	Responsible – The person or role responsible for performing the task. The actual person doing the task.
A	Accountable – The person who is ultimately accountable for the task being done in a satisfactory manner.
C	Consulted – People whose input is used to complete the task.
I	Informed – People who are informed as to the status of the task.

A - Information Management Program

ID #	Responsibility	Town Council	CAO	Dir CS	LC/IM Officer	Town Mgt Team	IM Coordinators	Staff	FOIP	Legal
A1	Ensure records in the custody or under the control of the Town are managed in accordance with the Municipal Government Act and the policies, standards, and procedures established for the Town's Information Management (IM) Program		A		R	R	R		R	
A2	Ensure adequate resources are provided to establish and implement an IM Program for the Town		R/A	C	C	C			C	
A3	Develop and maintain policies, procedures, plans, and standards for the establishment and systematic implementation of the Town's IM Program		A		R	C	C		C	C
A4	Approve policies for the establishment and systematic implementation of the Town's IM Program	R	A	I	I	I	I	I	I	
A5	Approve procedures, plans, and standards for the establishment and systematic implementation of the Town's IM Program		R/A	I	I	I	I	I	I	
A6	Implement policies, procedures, plans, and standards for the Town's IM Program		A		R	R	I	I	R	
A7	Comply with all security and confidentiality processes and standards	R	R/A				R			
A8	Conduct an IM audit on a regular basis	C	A	C	R	C	C	C	C	
A9	Represent the Town in organizational-wide IM initiatives and forums		A		R					

B - Taxonomy and Records Retention and Disposition Schedules

ID #	Responsibility	Town Council	CAO	Dir CS	LC/IM Officer	Town Mgt Team	IM Coordinators	Staff	FOIP	Legal
B1	Develop, maintain, and ensure the implementation of a comprehensive Town-wide taxonomy for all information		A		R	C	C	C	C	
B2	Develop and maintain comprehensive records retention and disposition schedules for all Town administrative and operational information in all media		A		R	C	C	C	C	C
B3	Approve comprehensive records schedules for all Town administrative and operational information in all media	R	A	I	I	I	I	I	I	
B4	Implement comprehensive records schedules for all municipal administrative and operational information in all media		A		R	I	I	I	I	
B5	Ensure that information is destroyed only in accordance with policies established for the Town's IM Program		A		R	R				
B6	Create, collect, and capture only necessary information	R	R/A					R/A		
B7	Store, retrieve, and use active information according to established processes	R	R/A					R/A		
B8	Determine when records have met closure criteria at the business level				C/I	R/A	R	C		
B9	Apply retention schedules to closed records				R/A	C	R	C		
B10	Approve transfer of closed records that have met their full retention for final disposition activity (destruction or Archives)				C/I	R/A	I			
B11	Identify records whose final disposition should be delayed due to outstanding litigation or FOIP requests		R		C/I	R/A	C	C	R	C
B12	Transfer closed records to storage on a regular basis				R/A		I			

ID #	Responsibility	Town Council	CAO	Dir CS	LC/IM Officer	Town Mgt Team	IM Coordinators	Staff	FOIP	Legal
	according to approved records schedules at the business unit level									
B13	Identify any changes to record series that affect record retention schedules or file standards				C/I	R/A		C	C	
B14	Amend approved record schedules to identify and update any changes to record series format/media		A		R	C	C	C	C	C
B15	Approve amended record schedules that identify and update any changes to records series format/media	R	A	I	I	I	I	I	I	