Standard
Records Management for Information from Decommissioned Applications

This standard falls under *A1477 Data and Information Management Administrative Policy.*

Program Impacted	Project and Asset Management *The City of Edmonton's projects are well managed and assets are maintained for accountable service delivery.* Technology and Data *The City of Edmonton's technology and data are leveraged to enable quality decision-making and enhance innovative service delivery.*
Approved By	City Clerk
Date of Approval	March 18, 2025
Approval History	N/A
Next Scheduled Review	March 2026

Standard Statement

This standard is required to be followed in order to maintain City information for the full length of its required retention period, as detailed in the City of Edmonton Classification and Retention Schedule. This standard is required to be followed by all City of Edmonton business areas and employees who decommission applications and migrate, transfer or delete application data.

This standard falls under the Lifecycle Management (LM) functional domain, as defined in *A1477 Data and Information Management Administrative Policy.*

Definitions

Application refers to a program, such as a word processor or a database program, that performs a particular task or set of tasks.

Application decommissioning refers to the process of retiring or discontinuing an application that is no longer needed or relevant to meet or support a business or service outcome.

City of Edmonton Classification and Retention Schedule refers to a living policy document that categorizes records based on similar use and purpose to facilitate lifecycle management. The schedule provides rules that identify the length of time a record needs to be kept (retention period), what to do with the record when it is no longer needed (disposition method) and supplementary information.

City record refers to recorded information in any form that is acquired or developed during the course of City business.

Data refers to any object(s), number(s) or text that can be recorded or processed in different formats and in different environments.

Disposition refers to the action that occurs when City records and information reach the end of their life cycles and are no longer required for operational or legislative purposes. The final disposition is indicated in a retention schedule and may include destruction, deletion or transfer to the City Archives or another entity.

Information refers to what is conveyed or represented by a particular arrangement or sequence of things, such as objects, numbers or text, in any medium or form.

Information asset refers to information owned and/or used by the City.

Retention period refers to the length of time City records and information are required to be retained, as governed by a records schedule.

Standard Specification

If an application is to be decommissioned and replaced, the Corporate Records and Information Management team within the Office of the City Clerk is required to review application data retention requirements during the *planning phase* of acquiring a new application to replace any application scheduled to be decommissioned.

If an application is to be decommissioned and *not* replaced, the Corporate Records and Information Management team within the Office of the City Clerk is required to review application data retention requirements for all information, including legacy data, before that application is decommissioned.

Application information needs to be retained and accessible for the full retention period, as per the City of Edmonton Classification and Retention Schedule, even if the application itself has been decommissioned.

Accessible data means the data is readable and available to the business area for the foreseeable future. Business areas should consult with Data Storage in Open City and Technology (OCT) and the Corporate Records and Information Management team within the Office of the City Clerk (OCC) for ongoing storage and readability options.

Disposition of data is completed using the corporate disposition process when data meets its retention requirements. This means that some data may be eligible for disposition annually until no data is left from the decommissioned application.

Compliance

Records management compliance is the responsibility of the business area, overseen by the Branch Manager as per the Corporate Records and Information Management Accountability Model (RASCI). Failure to comply with this procedure could result in the loss of City records and information, damage to the City of Edmonton's reputation, unnecessary costs and fines, environmental impacts including those created by continually increasing electricity requirements, increased legal risk and potential breaches of personal and other information.

References and Supporting Resources

Legislation
- [Municipal Government Act, RSA 2000, c M-26](#)

Policy and Policy Tools
- [A1477 Data and Information Management Administrative Policy](#)
- [City of Edmonton Classification and Retention Schedule](#)

Supporting Resources
- [Corporate Information Management Glossary of Terms](#)
- [Corporate Records and Information Management Accountability Model (RASCI)](#)

DGWC REVIEW AND SIGN OFF
Only one person from each area needs to sign off.

Subject Matter Expert Area	Branch / Department (or Division)	Sign Off (Name)
Access and Privacy	Office of the City Clerk / Office of the City Manager	*Christina Hopkins Crichton*
Archives	Community Recreation and Culture / Community Services	*Kathryn Ivany*
Business Solutions / Google	Open City and Technology / Financial and Corporate Services	*Stephen Mundy*
Data Analytics	Service Innovation and Performance / Financial and Corporate Services	*Keith Wu*
Data Governance	Service Innovation and Performance / Financial and Corporate Services	*Sean Clovechok*
Data Ethics	Service Innovation and Performance / Financial and Corporate Services	*Jared Bielby*
Enterprise Commons	Open City and Technology / Financial and Corporate Services	*Mike Wordell*
Enterprise Performance Management	Service Innovation and Performance / Financial and Corporate Services	*Sajid Majeed*
Enterprise Architecture / Technology Planning	Open City and Technology / Financial and Corporate Services	*Mangulal Halai*
GIS	Service Innovation and Performance / Financial and Corporate Services	*Nicole Gaskell*
Information Security	Open City and Technology / Financial and Corporate Services	*Achint Mathur*
Information Management	Office of the City Clerk / Office of the City Manager	*Gina Smith*
Legal Services	Legal Services / Employee and Legal Services	*Michelle Bohn*
Department or Division Representative		
City Operations		*Non-responsive*
Community Services		*Richard Williams*
Employee and Legal Services		*Mostafa Nejati Ajibisheh*
Financial and Corporate Services		*Mike Chong*
Integrated Infrastructure Services		*Tara Elniski*
Office of the City Manager		*Christina Molnar*
Urban Planning and Economy		*Peter Contessa*