

# ***ARMS 2014***

*(Records Retention, Classification and Disposal Schedule #517)*

## Listing of Records Series

<b>Section: Building and Properties</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1000	Buildings and Land Maintenance	6 years
1005	Buildings and Land Management	Condition+15 years
1010	Space Management	6 years
<b>Section: Equipment and Supplies</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1100	Asset Control	6 years
1105	Equipment and Supplies	3 years
1110	Vehicle Management	6 years
<b>Section: Finance</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1200	Accounting	6 years
1205	Accounts – Payable	6 years
1210	Accounts – Receivable	6 years
1215	Advances – Accountable	6 years
1220	Banks and Banking	6 years
1225	Budgets	6 years
1230	Claims	Condition+6 years
1235	Expenditure Control	6 years
1240	Garnishees and Third Party Demands	6 years
1245	Grants	6 years
1250	Revenue Control	6 years
1255	Taxes	6 years
1260	Treasury Board	6 years
<b>Section: Governance</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1300	Audits and Compliance Reviews	6 years
1305	Board of Directors Appointments – Internal	Condition+2 years
1310A	Board of Directors – Internal A – Board Minutes	Condition
1310B	Board of Directors – Internal B – Other Records	6 years
1315	Cabinet	10 years
1320	Committees and Commissions	6 years
1325	Delegation of Authority	Condition+6 years
1330	Evaluations and Review	6 years
1335	Executive Services	6 years
1340	Legislative Matters	6 years
1345	Organization	10 years
1350	Planning	10 years
1355	Policy A – Development Files	6 years
1355	Policy B – Approved	Condition+6 years
1360	Procedures, Guidelines and Standards A – Development Files	2 years
1360	Procedures, Guidelines and Standards B – Final/Approved	Condition+6 years

<b>Section: Human Resources</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1400	Classification	Condition+2 years
1405	Disciplinary Case Files	Condition
1410	Employee Leave and Attendance – A	7 years
1410	Employee Leave and Attendance – B(1)	55 years
1410	Employee Leave and Attendance – B(2)	7 years
1415	Employee Record	Condition
1420	Grievances, Complaints and Arbitration	Condition+6 years
1425	Human Resource Programs	6 years
1430	Human Rights Issues	6 years
1435	Labour Issues	6 years
1440	Labour Relations	6 years
1445	Occupational Health and Safety	6 years
1450	Performance/Probationary Reviews	6 years
1455	Salary Disputes	Condition+6 years
1460	Staffing	6 years
1465	Training and Development	6 years
1470	Workers' Compensation Board Claims	Condition+6 years
<b>Section: Information Services</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1500	Books and Publications Development	6 years
1505	Inquiries	2 years
1510	Library Services	2 years
1515	Records Management	6 years
1520	Records Management – Access and Privacy	6 years
1525	Records Management – Disposition	50 years
1530	Records Management – Storage and Retrieval	Condition+2 years
1535	Research, Studies and Surveys	6 years
<b>Section: Information Systems and Technology</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1600	System Development	Condition+2 years
1605	System Operations	3 years

<b>Section: Legal, Compliance and Regulatory Affairs</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1700	Acts and Legislation	10 years
1705	Agreements and Contracts – Major A – Approved	Condition+15 years
1705	Agreements and Contracts – Major B – Non Approved	6 years
1710	Agreements and Contracts – Minor A – Approved	Condition+6 years
1710	Agreements and Contracts – Minor B – Non Approved	2 years
1715	Commissions of Inquiry	Condition
1720	Complaints A – Routine Complaints	Condition+2 years
1720	Complaints B – Ombudsman Complaints	Condition+10 years
1725	Legal Services	Condition+15 years
1730	Insurance	Condition+6 years
1735	Inventions, Patents and Copyrights	Condition+6 years
1740	Investigation/Incident Case Files	Condition+6 years
1745	Public Interest Disclosure	Condition+6 years
<b>Section: Office Support</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1800	Licences and Permits	Condition+6 years
1805	Meetings	2 years
1810	Office Management	2 years
1815	Procurement and Receipt	2 years
<b>Section: Public Relations and External Relations</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
1900	Outreach	6 years
1905	Public Relations and Communications	6 years
1910	Collaboration and Liaison	6 years
<b>Section: Reports and Statistics</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
2000	Annual and Special Reports	6 years
2005	Financial Reports and Statements A – Daily/Weekly	1 month
2005	Financial Reports and Statements B – Monthly/Quarterly/Trimester	2 years
2005	Financial Reports and Statements C – Financial Analysis/Financial Statements/Year-End/Other	6 years
2010	Reports and Statistics	2 years
<b>Section: Security</b>		
<b>Code</b>	<b>Records Series</b>	<b>Retention</b>
2100	Security Management and Safety	6 years
2105	Security Checks	6 years

# **SECTION: BUILDINGS AND PROPERTIES**

## **1000 BUILDINGS AND LAND MAINTENANCE**

Records documenting maintenance and upkeep of buildings (including utilities), facilities and properties.

Includes: Alterations and Repairs (billing advice, job requisitions, etc.), Damage Case Files, Janitorial Services, Maintenance Services, Grounds Maintenance, Garbage/Waste/Recycling Disposal Files, Improvement Project Files, Air Conditioning/Ventilation, Heating Systems, Humidity Control, Refrigeration, Systems/Facilities Case Files, Inventories of Land, Land Zoning, Landscaping, Utilities (heating systems, electrical, plumbing, water, etc.), etc.

**For Agreements and Contracts SEE 1705 Agreements and Contracts – Major or 1710 Agreements and Contracts - Minor.**

**For records relating to major expansion and renovation SEE 1005 Buildings and Land Management.**

**For Space Management SEE 1010 Space Management.**

<b>Retention</b>
6 years

## **1005 BUILDINGS AND LAND MANAGEMENT**

Records documenting the construction of new facilities, major renovations/expansions to existing properties, as well as land concessions such as rights of way, easements, leases, planning, design, construction/implementation, etc. Also includes proposed or actual acquisition of buildings or land by transfer, lease, purchase, etc., as well as records relating to the disposal of buildings or land by sale, transfer of lease, expiration of lease, etc.

Includes: Construction Project Case Files, Expansion/Renovation Project Files, Land Concession Project Files, Appraisals/Valuations, Acquisition and Disposal Case Files, etc.

**For Agreements and Contracts, Construction Contracts and Land Contracts SEE 1705 Agreements and Contracts – Major.**

**For Space Management SEE 1010 Space Management.**

<b>Retention</b>
<b>After disposition of building/land and/or expiration of lease or cancellation of project + 15 years</b>

# **SECTION: BUILDINGS AND PROPERTIES**

## **1010 SPACE MANAGEMENT**

Records documenting the routine management of current and future accommodation and storage spaces.

Includes: Offers of Space, Planning and Requirements, Space Allocation, Employee Housing, Building Floor Plans, Organizational Moves, Building Standards, Facilities Management Case Files, Parking Facilities, Signs, Parking Area Project Files, etc.

**For Agreements and Contracts SEE 1705 Agreements and Contracts – Major.**

**For records relating to the construction of new facilities, major renovations/expansions, etc. SEE 1005 Buildings and Land Management.**

<b>Retention</b>
6 years

# SECTION: EQUIPMENT AND SUPPLIES

## **1100 ASSET CONTROL**

Records documenting the management of fixed assets.

Includes: Fixed Asset Records, Assets Loss Inventory, Asset Transfer and Disposal, Inventory of Lands, etc.

**NOTE: Does not include any records documenting financial assets.**

Retention
6 years

## **1105 EQUIPMENT AND SUPPLIES**

Records documenting the justification, use, issues, maintenance and repairs, and disposal of equipment and supplies, etc.

Includes: Acquisition Files, History/Case Files, Inventories, Loan Files, Problems and Maintenance Issue Files, Research Files and Recycling Files relating to a variety of Equipment and Supplies, including: Clothing, Commercial or Government Developed Special Items, Electronic Storage Media, Food, Fuels, Furniture, Computer Hardware, Office Machines, Products, Software and Telecommunications. Also includes: Fax Transmission Receipts/Reports, Frequency Licences, Product and Service Information, etc.

**For Routine Contracts SEE 1710 Agreements and Contracts – Minor.**

**For Information Technology Architecture SEE 1600 System Development and Maintenance.**

**For Fixed Asset Records related to vehicles SEE 1110 Vehicle Management.**

**For records relating to procurement SEE 1815 Procurement and Receipt.**

**For the Planning, Development, and Maintenance of Automated Information Systems and Technology SEE 1600 System Development and Maintenance.**

**For Software Licenses SEE 1800 Licenses and Permits.**

**For the Development of Computer Software/System SEE 1600 System Development and Maintenance.**

Retention
3 years

# **SECTION: EQUIPMENT AND SUPPLIES**

## **1110 VEHICLE MANAGEMENT**

Records documenting the administration, maintenance, repair, transfer, accidents, operating standards, insurance, registration, licenses, etc. of off-road, road, and water vehicles used by government.

Includes: Private Use of Government Vehicles, Vehicle Replacement, Vehicle Inventory, Vehicle Establishment, Central Vehicle Agency Requisitions, Central Vehicle Agency Reports, Vehicle Research Files, Vehicle History/Case Files, Vehicle Fixed Asset Records, Vehicle Depreciation, etc.

<b>Retention</b>
6 years



# SECTION: FINANCE

## **1200 ACCOUNTING**

Records documenting financial transactions for accounting purposes.

Includes: Accounting Codes, Interest Rates on Overdue Accounts, Security Deposits/Letters of Credit, General Ledgers/Final Entry Summaries, Public Accounts Preparation Records, Reconciliations, Adjustment Requests, Billing Advice, Accommodation/Portfolio Review, Charges, Cash Mail Records, Cash Input Documents, Cash Receipt Journals, Returned and NSF Cheques, Payment Vouchers, Journal Vouchers, Deposits, Travel Vouchers, Replacement (In-Lieu) Cheques, Batch Control, Cheque Requisitions, S4's, Expenses, etc.

**For Audits and Compliance Reviews SEE 1300 Audits and Compliance Reviews.**

**For Motions For Return SEE 1340 Legislative Matters.**

**For Reconciliations relating to Bank Accounts SEE 1220 Banks and Banking.**

**For Cancelled Cashed Cheques SEE 1220 Banks and Banking.**

Retention
6 years

## **1205 ACCOUNTS – PAYABLE**

Records documenting the tracking and reporting of payment of accounts and expenditure of funds.

Includes: Overdue Accounts, Invoice Summary Sheets, Timeliness of Payment Reports, Refunds of Vote, Payment Errors and Compliance Reports, Refunds, Equalized Payments, Accounts Payable, Statement of Account, Credit/Purchase Card Payment, etc.

**For Expenditures and Commitment Control SEE 1235 Expenditure Control.**

Retention
6 years

## **1210 ACCOUNTS – RECEIVABLE**

Records documenting the tracking and reporting of the revenue generated by a government institution through services rendered or the sale of goods.

Includes: Cash Register Tapes, Outstanding Accounts, Write-Offs (Uncollectible Accounts), Accounts Receivable, etc.

Retention
6 years

## **SECTION: FINANCE**

### **1215 ADVANCES – ACCOUNTABLE**

Records documenting the control of advances on accounts.

Includes: Float, Petty Cash, Salary, Imprest Accounts, etc.

**For Relocation and Travel Advances SEE 1235 Expenditure Control.**

<b>Retention</b>
6 years

### **1220 BANKS AND BANKING**

Records documenting the establishment, maintenance, and termination of an institution's bank account(s).

Includes: Bank Accounts, Trust Accounts, Deposits, Transfers, Activity, Interest, Bank Charges, Reconciliations, Cancelled Cheques, and any other account transactions, etc.

**For Signing Authority SEE 1325 Delegation of Authority.**

<b>Retention</b>
6 years

### **1225 BUDGETS**

Records documenting the process of budget preparation, planning, forecasting, and implementation; and the establishment, distribution, and operation of appropriated funds, revolving funds, and special accounts.

Includes: Working Papers, Budget Submissions, Finalization Minutes, Budget Forecasts, Budget Development Packages, Approved Budgets, Revolving Fund Case Files, Reallocation of Funds, etc.

**For Virements SEE 1260 Treasury Board.**

**For Briefing Books SEE 1335 Executive Services.**

<b>Retention</b>
6 years

## **SECTION: FINANCE**

### **1230 CLAIMS**

Records documenting debts and claims for payments made by and against the Crown.

Includes: Claim Case Files, etc.

**For Workers Compensation Board Claims SEE 1465 Workers Compensation Board Claims.**

<b>Retention</b>
<b>After Settlement + 6 years</b>

### **1235 EXPENDITURE CONTROL**

Records documenting expenditure administration and control, travel expense claims, advances and approved options for travel on government business.

Includes: Appropriation and Commitment Control, Approvals, Authorizations for Expenditure, Commitment Fund Case Files, Credit/Purchase Card Issuance, Expenditure Reduction Exercise, Expenditure Forecasts, Justifications, Ministers' Travel Expenses, Non-government Personnel, Travel Case Files, Relocation and Travel Advances, Hospitality and Business Expenses, etc.

**For Payment of Credit/Purchase Cards SEE 1205 Accounts – Payable.**

**For Travel Vouchers, S4's, etc. SEE 1200 Accounting.**

<b>Retention</b>
<b>6 years</b>

### **1240 GARNISHEES AND THIRD PARTY DEMANDS**

Records documenting encumbrances and reimbursements in regards to financial transactions within a government institution.

Includes: Setoffs, Requirements to Pay, Garnishees, Inter-Agency Encumbrances, Other Encumbrances, Third Party Demands, etc.

**NOTE: A record of any employee pay action must be kept in HUMAN RESOURCES 1415 Employee Record.**

<b>Retention</b>
<b>6 years</b>

## **SECTION: FINANCE**

### **1245 GRANTS**

Records documenting the application, adjudication, management, and control of grant money to or from outside organizations, agencies, or individuals.

Includes: Grant Applications, Grant Management Files, etc.

**For records relating to the granting of money specific to the organization's mandate SEE appropriate Operational Records System.**

<b>Retention</b>
6 years

### **1250 REVENUE CONTROL**

Records documenting recoverable amounts and potential revenue from various factors such as production, royalties, sales, etc.

Includes: Revenue Accounts, Suspense Accounts, Recoverable Amounts, Cost Recoveries, Revenue Forecasts, etc.

<b>Retention</b>
6 years

### **1255 TAXES**

Records documenting reporting of taxable payments, federal customs and excise tariffs, Goods and Services Tax (GST), Provincial Sales Tax (PST), etc.

Includes: Goods and Services Tax, Provincial Sales Tax, Other Taxes, etc.

<b>Retention</b>
6 years

### **1260 TREASURY BOARD**

Records documenting Treasury Board submissions, pre-approvals and related documentation.

Includes: Special Warrants, Treasury Board Submissions/Approvals, Treasury Board Orders and Directives, Treasury Board Minutes, Virements, etc.

**For Reallocation of Funds SEE 1225 Budgets.**

<b>Retention</b>
6 years

# SECTION: GOVERNANCE

## **1300 AUDITS AND COMPLIANCE REVIEWS**

Records documenting the process of audits and reviews within a government institution.

Includes: Provincial Comptroller Audits, Provincial Auditor Audits, Internal Audits, Audits of Automated Information Systems, Compliance Reviews, Other Reviews, etc.

Retention
6 years

## **1305 BOARD OF DIRECTORS APPOINTMENTS – INTERNAL**

Records documenting the activities associated with the appointments and ongoing arrangements of internal Board of Directors members.

Includes: Member Appointments, Mandate, etc.

Retention
<b>Upon expiration or termination of appointment + 2 years</b>

## **1310 BOARD OF DIRECTORS – INTERNAL**

Records documenting the administration of meetings for internal Board of Directors.

Includes: Minutes, Arrangements, Notices, Agendas, Decision Making, etc.

**For Board of Directors Appointments, etc. that your agency manages as part of its mandated function, see the appropriate Operational Records System.**

Retention
<b>A – Board Minutes, including supporting documentation (attachments, reports, etc.) –</b> Until dissolution of agency and transferred to the Provincial Archives of Saskatchewan.  Board Minutes can be transferred to the custody and control of the Archives, with the Archives consent, before the above condition is met providing: the minutes are no longer required to support any business needs of the organization and the Archives is satisfied that records can be opened to the public with proper review as per <i>The Health Information Protection Act</i> (HIPA) and <i>The Freedom of Information and Protection of Privacy Act</i> (FIPPA), and other applicable legislation.
<b>B – Other Records – 6 years</b>

## **SECTION: GOVERNANCE**

### **1315 CABINET**

Records documenting the development of Cabinet memorandums, Cabinet discussion papers and Cabinet submissions.

Includes: Cabinet Information Items, Cabinet Decision Items, Memos to Cabinet, Minister's Orders, Orders-in-Council, etc.

<b>Retention</b>
10 years

### **1320 COMMITTEES AND COMMISSIONS**

Records documenting the management of internal and external committees and commissions, task forces, working groups and external boards.

Includes: General Committees, Cabinet Committees, Internal Committees, Executive Committees, Inter-Provincial/Territorial/Federal Committees, Inter-Institutional Committees, International Committees, Committee Establishment Files, Appointment of Members, Terms of Reference, Proceedings, Minutes of Meetings, Agendas, etc.

**For Internal Board of Directors SEE 1310 Board of Directors – Internal.**

<b>Retention</b>
6 years

### **1325 DELEGATION OF AUTHORITY**

Records documenting the process of delegating power to authorize an action, and the seeking and granting of permission to undertake a requested action.

Includes: Authorities, Cancelled Authorities, Signing Authorities, etc.

<b>Retention</b>
<b>Upon expiration/termination of authority + 6 years</b>

## **SECTION: GOVERNANCE**

### **1330 EVALUATIONS AND REVIEW**

Records documenting reviews, assessments and evaluations of internal programs, projects, etc.

Includes: Program Evaluations and Reviews, Lean Reviews, Risk Assessments, Performance Measures, etc.

**For Performance Reviews SEE 1445 Performance/Probationary Reviews.**

<b>Retention</b>
6 years

### **1335 EXECUTIVE SERVICES**

Records documenting the preparation, tracking, collection, program monitoring and information on current issues for and by the government institution's executives.

Includes: Executive Briefing Documents, Executive Correspondence Referrals, Executive Issues, Program Monitoring Information, etc.

<b>Retention</b>
6 years

### **1340 LEGISLATIVE MATTERS**

Records documenting the background information and working papers for legislative action on matters of interest to government institutions.

Includes: Parliamentary Inquiries, Minister's Questions and Motions for Returns, Motions for Papers, Bills, Orders of the Day, Debates, Throne Speech Material, Questions and Motions for Return, etc. when not kept in appropriate record series in ARMS2014 or an approved ORS.

<b>Retention</b>
6 years

# SECTION: GOVERNANCE

## **1345 ORGANIZATION**

Records documenting organizational matters, planning, establishment and revision of organisational structure in order to meet the agency mandate and goals.

Includes: Organization and Responsibilities (unit, branch, division, etc.), Organizational Objectives, Functions, Relationships, Organizational Charts, Mission/Vision Statements, Reorganization (centralization, decentralization etc.), Administration History, etc.

**For records relating to visual identity SEE 1905 Public Relations and Communications.**

<b>Retention</b>
10 years

## **1350 PLANNING**

Records documenting the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organizational strategies.

Includes: Program Implementation Planning Files, Financial Planning Files, Business Continuity Plans, Communication Plans, Personnel Planning Files, Project Files, Risk Management Planning Files, Human Resource Planning, Technical Change, Emergency Measures (contact lists), etc.

**For Budget Planning SEE 1225 Budgets.**

<b>Retention</b>
10 years

## **1355 POLICY**

Records documenting the development, establishment, revisions and approval of policies.

Includes: Approved Policies, Approved Retention Schedules, Disaster Plans, Policy Proposals, Research Papers, Major Drafts, Development Files, etc.

<b>Retention</b>
<b>A – Policy Development Files – 6 years</b>
<b>B – Approved Policies – After policy has been revised or is obsolete + 6 years</b>



# **SECTION: GOVERNANCE**

## **1360 PROCEDURES, GUIDELINES AND STANDARDS**

Records documenting the development and establishment of procedures, guidelines and standards consistent with approved policies.

Includes: Final Procedures, Research Papers, Major Drafts, Communications Guidelines, External and Internal Circulars and Directives, etc.

<b>Retention</b>
<b>A – Development Files – 2 years</b>
<b>B – Final/Approved – After procedure, guideline or standard has been revised or is obsolete + 6 Years</b>

## **SECTION: HUMAN RESOURCES**

### **1400 CLASSIFICATION**

Records documenting the establishment, classification and reclassification of positions, classification reviews, appeals and historical information relating to the implementation of changes to classification plans.

Includes: Classification Files, Position History Files, Job Standards, Classification Issues, etc.

**For records relating to Ministry/Agency organization information SEE 1345 Organization.**

<b>Retention</b>
<b>Upon revision, settlement and/or closure of file + 2 years</b>

### **1405 DISCIPLINARY CASE FILES**

Records documenting the administration of disciplinary action.

Includes: Individual Case Files, etc.

**For Precedent Files SEE 1440 Labour Relations.**

<b>Retention</b>
<b>According to terms of the applicable collective agreement(s) and/or according to the approved internal policy of the government institution.</b>

# SECTION: HUMAN RESOURCES

## 1410 EMPLOYEE LEAVE AND ATTENDANCE

Records documenting the administration of employee leave and attendance **where not required to be filed on individual employee record.**

Includes: Timecards, work schedules, routine leave and attendance requests and approvals (eg. vacation leave pre-approvals), etc.

**NOTE: *The Saskatchewan Employment Act* requires that specific records be kept for each employee; for the full list of records please refer to *The Saskatchewan Employment Act, s.2-38(1)* or see Appendix B.**

Retention
<p><b>A. Leave and attendance information from time cards which is captured and maintained in the official government payroll system (eg. MIDAS administered by the PSC) or in another official payroll system maintained by a government institution – 7 years</b></p> <p><b>This retention period also applies to supporting leave and attendance documentation (work schedules, requests and pre-approvals, etc.)</b></p> <p><b>NOTE: If it is unclear whether leave and attendance information has been entered into a payroll system please consult the area responsible for payroll in your organization (e.g. PSC) or apply the retention outlined in B (1).</b></p>
<p><b>B. (1) Timecards maintained as the only official record documenting employee leave and attendance – 55 years</b></p> <p><b>B. (2) Routine leave and attendance information (pre-approvals, work schedules, etc.) – 7 years</b></p>

# **SECTION: HUMAN RESOURCES**

## **1415 EMPLOYEE RECORD**

Records documenting employee work history such as personal data, resumes, oaths, work plans and appraisals of job performance, work histories, skills, training and education, commendations and discipline.

Includes: Employee File (by employee), Pay Records, Hours of Work (by employee), Seniority Calculations, Long-term Disability, Designated Paid Holidays, Special and Other Types of Leave, etc.

**NOTE: *The Saskatchewan Employment Act* requires that specific records be kept for each employee; for the full list of records please refer to *The Saskatchewan Employment Act: s.2-38(1)* or see *Appendix B*.**

**NOTE: Employee includes permanent, temporary, part-time, casual, labour service, students etc.**

**NOTE: Employee Discipline Case Files must be managed in accordance with the applicable collective agreements or internal human resources policies.**

**Performance Reviews may also be classified under HUMAN RESOURCES 1445 Performance/Probationary Reviews.**

<b>Retention</b>
<b>Age 75 of employee or 5 years after death (whichever is earlier) provided 5 years have elapsed since the last administrative action on the file.</b>

## **1420 GRIEVANCES, COMPLAINTS AND ARBITRATION**

Records documenting the investigation of grievances and complaints, arbitration findings and final reports, etc.

Includes: Grievances and Human Resources Complaints Case Files, Harassment Case Files, Arbitration Case Files, etc.

**For Human Rights Complaints SEE 1430 Human Rights Issues**

<b>Retention</b>
<b>After settlement + 6 years</b>

## ***SECTION: HUMAN RESOURCES***

### **1425 HEALTH AND SAFETY**

Records documenting the administration of health examinations, safety and first aid programs, counselling, occupational health, etc.

Includes: Health and Safety Incident Logs, Non-Compensable Accidents, Occupational Health Program, Hazardous Material Information, etc.

<b>Retention</b>
6 years

### **1430 HUMAN RESOURCE PROGRAMS**

Records documenting human resource programs in the public service including program information, communication, program delivery, development, etc. Records may also document programs relating to persons providing services to government institutions as volunteers, and to the requirements and conditions of voluntary service.

Includes: Recognition Programs, Employment Equity Programs, Employee Family Assistance Programs, Job Enhancement Case Files, Pre-Retirement Benefits/Programs, Retirement Programs, List of Retirees and Options Chosen, Staff Reduction Programs, Volunteer Programs, Employee Health and Wellness Program, etc.

**For Occupational Health and Safety SEE 1425**

<b>Retention</b>
6 years

### **1435 HUMAN RIGHTS ISSUES**

Records documenting human rights issues and matters referred to the Saskatchewan Human Rights Commission, etc.

Includes: Human Rights Issues Case Files, etc.

**For Internal Grievances and Complaints SEE 1420 Grievances, Complaints and Arbitration.**

**For Ombudsman Investigations SEE 1720 Complaints.**

<b>Retention</b>
6 years

## ***SECTION: HUMAN RESOURCES***

### **1440 LABOUR ISSUES**

Records documenting job action, petitions, demonstrations, strikes, etc.

Includes: Events, Disruptions, Strikes, Job Action, Petitions, Demonstrations, etc.

<b>Retention</b>
6 years

### **1445 LABOUR RELATIONS**

Records documenting employer-employee relations (both unions and professional associations).

Includes: Union Relations, Bargaining Agent Certification Orders, Negotiations, Proposals, Precedent Files, Interpretations, Collective Agreements, etc.

<b>Retention</b>
6 years

### **1450 PERFORMANCE/PROBATIONARY REVIEWS**

Records documenting performance review of individual employees.

Includes: Individual Work Plans, Probationary Reviews, Performance Measurements, etc.

**NOTE: Records related to performance/probationary reviews may be filed here or on an employee file under HUMAN RESOURCES 1415 Employee Record, based on internal Human Resource Policy and Practices.**

<b>Retention</b>
6 years

### **1455 SALARY ADMINISTRATION**

Records documenting the administration of salaries.

Includes: Calculation of salary and wages, rates of pay, deductions, regulations regarding payment of wages and substitution pay, salary schedules, salary disputes, etc.

**Final decisions regarding an individuals employee salary matters should also be filed in HUMAN RESOURCES 1420 Employee Record.**

<b>Retention</b>
<b>After settlement/closure of file + 6 years</b>

# **SECTION: HUMAN RESOURCES**

## **1460 STAFFING**

Records documenting the process of staffing positions through appointments, competitions, recruitment, separations, transfers, reassignments, terminations, layoffs, etc.

Includes: Acting and Temporary Appointments, Competition Files, Recruitment Case Files, Separations, Layoffs, Testing, Exchanges, Educational Leave, Interview Formats and Questions, Selection Standards, Staffing Requisitions, Re-employment Lists, Foreign Postings and Allowances, Exit Interviews, etc.

**For Secondments SEE 1710 Agreements and Contracts – Minor.**

**For Relocation Expenses SEE 1235 Expenditure Control.**

**NOTE: Criminal Record Checks are retained by PSC.**

<b>Retention</b>
6 years

## **1465 TRAINING AND DEVELOPMENT**

Records documenting the planning and administration of staff training and development activities for both technical and non-technical training. Also includes the development of staff training programs, etc.

Includes: Course and Training Case Files (for courses developed and/or presented by staff), Resource Personnel/Facilitators, Training Equipment, Conferences, Seminars and Symposia, Establishment and Organization Case Files as well as Participation Case Files, Staff Development, Training and Programs Case Files (attended by staff), Course Packages, Training Program Packages, etc.

**For Informal Training and Support for Automated Systems (help desk, user orientation, etc.) SEE 1605 System Operations.**

**For Facilitator Contracts SEE 1705 Agreement and Contracts – Major.**

**NOTE: Records relating to certification courses delivered as per an organizational mandate should be filed according to the appropriate Operational Records System.**

<b>Retention</b>
6 years

## **SECTION: HUMAN RESOURCES**

### **1470 WORKERS' COMPENSATION BOARD CLAIMS**

Records documenting accidents and personal injuries as a direct result of work duties.

Includes: Workers' Compensation Board Claims, etc.

**For Financial Claims SEE 1230 Claims.**

<b>Retention</b>
<b>Upon settlement of claim + 6 years</b>



# **SECTION: INFORMATION SERVICES**

## **1500 BOOKS AND PUBLICATIONS DEVELOPMENT**

Records documenting the preparation and distribution of all books, publications and manuscripts in any format.

Includes: Inventory, Pricing, Distribution File, Publication Requests, Publication Listing, Internal Publications (such as newsletters, circulars, procedure manuals etc), Originals used for development of in-house Publications, Publication Development Files, Manuscripts, etc.

**For Annual Report Development and Publication Files SEE 2000 Annual and Special Reports.**

<b>Retention</b>
6 years

## **1505 INQUIRIES**

Records documenting inquiries from the public, outside organizations and other government agencies regarding services, information requests (includes employee information requests), etc.

Includes: Inquiries and Responses, etc.

<b>Retention</b>
2 years

## **1510 LIBRARY SERVICES**

Records documenting the cataloguing, circulation, reference and distribution of library materials.

Includes: Maintenance, Cataloguing in Publication Programs, Library Classification Schedules, Descriptive Cataloguing Manuals, Indexes to Catalogued Materials, Library Coding Input Entry Forms (completed), Library Holdings Lists, Subject Analysis Standards, Subscription Agency Services, Subscription and Renewals, Acquisition Lists, Interlibrary Loans, Circulation Records, Online Search Services, Reference Requests, Reading Room Requests, Telephone Requests, etc.

**For Library Reference Inquiries SEE 1505 Inquiries.**

<b>Retention</b>
2 years

# **SECTION: INFORMATION SERVICES**

## **1515 RECORDS MANAGEMENT**

Records documenting the management of an agency's information and knowledge resources in all formats.

Includes: Creating, Capturing, Registering, Classifying, Indexing, Storing and Retrieving of Records, Developing Strategies to Manage Records, Conservation Issues, Implementation Projects, Program Development Case Files, Records Management Project Case Files, Release of Information, etc.

**For Records Management Policies, including Schedule Development Files and Approved Retention Schedules, SEE 1355 Policy.**

**For Access Requests under *The Freedom of Information and Protection of Privacy Act* SEE 1520 Records Management – Access and Privacy.**

**For Word Processing Services and Data Entry Services SEE 1810 Office Management.**

<b>Retention</b>
6 years

## **1520 RECORDS MANAGEMENT – ACCESS AND PRIVACY**

Records documenting the management of access to information under *The Freedom of Information and Protection of Privacy Act* (FIPPA), *The Health Information Protection Act* (HIPA), etc.

Includes: Access to Information Requests Case Files, Privacy Complaints and Issues, Privacy Commission Investigations, Impact Assessments, etc.

<b>Retention</b>
6 years

## **1525 RECORDS MANAGEMENT – DISPOSITION**

Records documenting the final physical disposal through either destruction or transfer to the Provincial Archives of Saskatchewan in accordance with approved retention and disposal schedules and other authorities.

Includes: Disposal Requests and Approvals, List of Records Transferred to and from Other Jurisdictions, Other Disposal Authorities, etc.

<b>Retention</b>
50 years

## ***SECTION: INFORMATION SERVICES***

### **1530 RECORDS MANAGEMENT – STORAGE AND RETRIEVAL**

Records documenting the transfer and storage of semi-active records in storage facilities, and their subsequent retrieval.

Includes: Documentation of Transfers to Storage, Records Retrieval Case Files, etc.

**For records acquired by the Provincial Archives of Saskatchewan for permanent preservation SEE 1525 Records Management – Disposition.**

<b>Retention</b>
<b>As long as records are in storage + 2 years</b>

### **1535 RESEARCH, STUDIES AND SURVEYS**

Records documenting polling, compilation of data and research.

Includes: Polls and Surveys, Research, etc.

**NOTE: Research, Studies and Surveys related to a specific function may be classified in a case file under the appropriate records series.**

<b>Retention</b>
<b>6 years</b>

# **SECTION: INFORMATION SYSTEMS AND TECHNOLOGY**

## **1600 SYSTEM DEVELOPMENT**

Records documenting planning, development, design, system maintenance records, control, and review of information systems, networks, databases and software.

Includes: Planning, Design and Review, Projects, Research Monitoring and Evaluations of New Technologies, Information Technology Architecture Standards, Requirements Analysis, Construction, Testing, Deployment, System Documentation, User Documentation, Database Maintenance, Network Maintenance, Backup/Recovery Procedures, Data Sharing, etc.

**For records relating to the development of website content SEE 1905 Public Relations and Communication.**

**For records relating to computer equipment, hardware and software SEE 1105 Equipment and Supplies.**

**For Audits and Compliance Reviews SEE 1300 Audits and Compliance Reviews.**

**NOTE: Published documentation for commercial systems are not scheduled records, but may be filed here for convenience.**

<b>Retention</b>
<b>Until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system + 2 years</b>

# **SECTION: INFORMATION SYSTEMS AND TECHNOLOGY**

## **1605 SYSTEM OPERATIONS**

Records documenting the day to day operations of automated information systems (i.e. commercial applications, customized applications, websites, etc.), support services to end-users, security and reliability of automated information systems regarding access and backup/recovery.

Includes: Performance Monitoring and Evaluation, Help Centre/Help Desk, Information Retrieval Services, Training and Support, Problems and Incidents, Space Management, System Monitoring, Access Controls, Service Requests, etc.

**For Disaster Recovery Plans SEE 1355 Policy.**

**For records related to information stored on electronic media (tape library, inventories, etc.) SEE 1515 Records Management.**

**For Computer Training and Development Courses SEE 1460 Training and Development.**

**For Computer Equipment and Supplies SEE 1105 Equipment and Supplies.**

**For Information Technology Planning and Review SEE 1600 System Development and Maintenance.**

**For System Audits SEE 1300 Audits and Compliance Reviews**

**For Data Entry/Input Forms SEE Transitory Records Policy.**

<b>Retention</b>
3 years

# **SECTION: LEGAL, COMPLIANCE AND REGULATORY AFFAIRS**

## **1700 ACTS AND LEGISLATION**

Records documenting the development of proposals for new and amended internal and external legislation as well as comparative studies in legislation from various levels of government, research, etc.

Includes: Comparative Studies, Issues, Legislation Case Files, Regulation Case Files, Emergency Orders, Saskatchewan Government Legislation and Regulations, Federal Government Legislation and Regulations, Other Provincial/Territorial Legislation and Regulations, Local Authorities, International Bills, Acts and Legislation, etc.

<b>Retention</b>
10 years

## **1705 AGREEMENTS AND CONTRACTS – MAJOR**

Records documenting processes associated with the establishment, maintenance, management, review and negotiation of agreements and contracts of major impact on program, services, etc.

Includes: Federal Agreements, Foreign Agreements, Inter-Provincial and Territorial Agreements, Intra-Provincial Agreements, Local Authority Agreements, Local Government Agreements, Provincial Agreements, Crown Corporation Agreements, Construction Contracts, Land Contracts, Partnership Agreements, Building Leases, Contract Bids/Tender Bonds, Non- Approved Agreements, Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc.

<b>Retention</b>
<b>A – Approved – Upon termination of agreement/contract + 15 years</b>
<b>B – Non-Approved – 6 years</b>

# **SECTION: LEGAL, COMPLIANCE AND REGULATORY AFFAIRS**

## **1710 AGREEMENTS AND CONTRACTS – MINOR**

Records documenting processes associated with the establishment, maintenance, review and negotiation of contracts for routine goods and services.

Includes: Contract Case Files (i.e. Equipment Contract Case Files), Secondment Contract Files, Letter of Agreement, Building Maintenance Contracts, Utilities Service Contracts, Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc.

<b>Retention</b>
<b>A – Approved – Upon termination of agreement/contract + 6 years</b>
<b>B – Non-Approved – 2 years</b>

## **1715 COMMISSIONS OF INQUIRY**

Records documenting Commissions of Inquiry, including their establishment, research, investigations and final reports preparation.

Includes: Submissions to Commissions of Inquiry, Hearings, Activities associated with the presentation of a final report to the Governor-General and Parliament, Submissions and Proceedings, etc.

<b>Retention</b>
<b>Upon completion of Inquiry</b>

## **1720 COMPLAINTS**

Records documenting complaints, criticisms, and Ombudsman Investigations.

Includes: Complaints and Criticism, Ombudsman Investigations, etc.

**For Human Rights Issues SEE 1430 Human Rights Issues.**

<b>Retention</b>
<b>A – Routine Complaints – Upon resolution or closure of case + 2 years</b>
<b>B – Ombudsman Complaints – Upon resolution or closure of case + 10 years</b>

# **SECTION: LEGAL, COMPLIANCE AND REGULATORY AFFAIRS**

## **1725 LEGAL SERVICES**

Records documenting the administration of legal matters.

Includes: Written Judicial Decisions, Legal Challenges, Legal Opinions and Advice, Commissioners of Oaths/Notaries Public, etc.

<b>Retention</b>
<b>Upon closure of case or no longer applicable + 15 years</b>

## **1730 INSURANCE**

Records relating to the identification and analysis of loss exposure resulting from destruction or theft of assets, inability to provide services, incurring of extra expense, legal liability and death or disability of employees.

Includes: Insurance Policy Files, Insurance Claim Files, etc.

<b>Retention</b>
<b>Settlement of claim or termination of policy + 6 years</b>

## **1735 INVENTIONS, PATENTS AND COPYRIGHTS**

Records documenting the application for patents, copyrights, industrial designs, or trademarks (intellectual property) made on behalf of the Crown.

Includes: Case Files, etc.

<b>Retention</b>
<b>Life of the patent, trademark, industrial design or copyright + 6 years</b>



# **SECTION: LEGAL, COMPLIANCE AND REGULATORY AFFAIRS**

## **1740 INVESTIGATION/INCIDENT CASE FILES**

Records documenting the assessing, monitoring, processing and reporting of investigations/inspections and incidents. Also includes investigations of major security breaches.

Includes: Investigations, Investigation/Incident Reports, Register of Incidents, Fire Inspections, Compliance Notices, Major Security Breaches and Special Investigation Case Files, Fraud and Alleged Fraud, etc.

**For investigations conducted as part of a mandated function SEE appropriate Operational Records System.**

**For Ombudsman Investigations SEE 1720 Complaints.**

**For Workers' Compensation Board Claims SEE 1465 Workers Compensation Claims.**

**For Privacy Commissioner Investigations SEE 1520 Records Management – Access and Privacy.**

<b>Retention</b>
<b>Upon conclusion/completion of case + 6 years</b>

## **1745 PUBLIC INTEREST DISCLOSURE**

Records documenting the management of the receipt, assessment and processing of disclosures under *The Public Interest Disclosure Act*.

Includes: Requests for Advice, Public Disclosure Case Files (contains investigations), etc.

<b>Retention</b>
<b>Upon resolution and/or closure of case + 6 years</b>

## ***SECTION: OFFICE SUPPORT***

### **1800 LICENCES AND PERMITS**

Records documenting the procuring, receiving, cancelling, revoking, suspending or refusal of applications for licences and permits.

Includes: Licences and Permit Files, etc.

**NOTE: Records relating to the issuing of licenses and permits as part of a mandated function should be filed in an approved ORS.**

<b>Retention</b>
<b>Upon expiration/cancellation/denial + 6 years</b>

### **1805 MEETINGS**

Records documenting regularly scheduled or routine internal meetings held for the exchange of information and/or to provide updates to staff, such as general staff meetings, unit/branch meetings, etc.

Includes: Arrangements, Agendas, Minutes and Supporting Documentation, etc.

**For Executive Committees and Commissions SEE 1320 Committees and Commissions.**

**For meetings relating to specific issues, projects or programs SEE appropriate records series in ARMS2014 or file in an approved ORS.**

<b>Retention</b>
<b>2 years</b>

### **1810 OFFICE MANAGEMENT**

Records documenting support service activities necessary for the daily operation of the agency.

Includes: Duplication and Reproduction Services, Translation Services, Word Processing Services/Data Entry Services, Mail Log Records, Mailing Lists, Mail Services, Forms Management, Forms Catalogue, Forms Design and History, Forms Original, etc.

<b>Retention</b>
<b>2 years</b>

## **SECTION: OFFICE SUPPORT**

### **1815 PROCUREMENT AND RECEIPT**

Records documenting procurement requisitions, and standing offer agreements on commodities or services available to government institutions.

Includes: General Purchase Orders, Standing Purchase Orders, Blanket Purchase Orders, Local Purchase Orders, Purchasing Requisitions, Stockroom Requisitions, Receiving Reports, Packing Slips, Forms Procurement, Forms Issue, Purchasing Agency Standing Offers, Non-Purchasing Agency Standing Offers, Printing Estimates and Specifications, Printing Requisitions/Orders, etc.

<b>Retention</b>
2 years

# ***SECTION: PUBLIC RELATIONS AND EXTERNAL RELATIONS***

## **1900 OUTREACH**

Records documenting the establishment and/or the operations of advertising and promotion of services to organizations, groups, specific audiences or the general public.

Includes: Tours, Exhibits, Events, Exhibitions, Presentations, etc.

<b>Retention</b>
6 years

## **1905 PUBLIC RELATIONS AND COMMUNICATIONS**

Records documenting rapport with the community and raising and maintaining the organization's public profile.

Includes: Leaflets, Biographical Sketches, Advertising Projects, Marketing Projects, Media Projects, Communications Projects, Information Resources and Reference Files, Deputy Ministers' Speeches, Premier's and Ministers' Speeches, Other Lectures and Speeches, Media Lists and Contacts, Interviews, Public Awards Programs, Communications Packages, Displays, Travel Case Files, Other Public Programs, Website Content Development Files, Information/Content Updates, Ceremonies and Celebrations, Awards and Honours, Consular Corps, Visual Identity, Tracking (communication log), etc.

**For records relating to marketing as part of your mandate SEE appropriate Operational Records System.**

**Records relating to media lists, contacts, etc. may be filed here however they do not need to be retained for the 6 year retention period as they are typically considered to be transitory records. SEE Transitory Records Policy.**

**NOTE: Newspaper clippings may be filed here or in the Record Series to which they relate.**

**NOTE: Information generated through the transactional or interactive portion of websites should be classified under the appropriate Records Series.**

<b>Retention</b>
6 years

# **SECTION: PUBLIC RELATIONS AND EXTERNAL RELATIONS**

## **1910 COLLABORATION AND LIAISON**

Records documenting the exchange of information and communications between representatives of the Saskatchewan Provincial Government and public, private or government representatives; provisions of informal advice; discussions; and collaboration on projects.

Includes: Collaboration and Liaison Case Files with: Members of the Public, Stakeholders, Local Authorities, the Saskatchewan Provincial Government, Other Provincial/Territorial Governments, the Federal Government, the Governments of Foreign Nations, International Groups, Corporations, Companies, Associations, Clubs, Societies, etc.

**For records relating to conferences, seminars and symposia SEE 1460 Training and Development.**

**For records related to Executive Committees and Commissions SEE 1320 Committees and Commissions.**

<b>Retention</b>
6 years

# **SECTION: REPORTS AND STATISTICS**

## **2000 ANNUAL AND SPECIAL REPORTS**

Records relating to the reporting and statistical analysis of administrative and operational activities.

Includes: Annual Reports, Special or One-time Reports, etc.

<b>Retention</b>
6 years

## **2005 FINANCIAL REPORTS AND STATEMENTS**

Records documenting financial reporting systems, financial management reports, statistics and statements not included elsewhere in the finance section.

Includes: RES, Daily, Monthly and Year-End Reports, Financial Analysis Statements, etc.

<b>Retention</b>
<b>A – Daily/Weekly – 1 month</b> <b>B – Monthly/Quarterly/Trimester – 2 years</b> <b>C – Financial Analysis/Financial Statements/Year-End/Other – 6 years</b>

## **2010 REPORTS AND STATISTICS**

Records documenting reporting and statistical analysis.

Includes: Drafts, Supporting Documentation, Reports (monthly, quarterly, trimester, weekly), etc.

**NOTE: Reports and Statistics may be filed here or they may be filed on the individual case file to which they relate.**

<b>Retention</b>
2 years

# **SECTION: SECURITY**

## **2100 SECURITY MANAGEMENT AND SAFETY**

Records documenting the management and prevention of personal, electronic and information security issues. Also includes, records documenting programs and services provided by health and safety units and other government medical facilities, accident prevention, etc.

Includes: Identification Methods, Security Clearance Files (Individual), Access Control, Threats to Security, Security Systems, Security Breach Case Files, Periodic Inspections, Disaster Preparedness Files, Fire Evacuation Protocol, Fire Prevention Systems, etc. Also includes records related to Information Technology, Buildings and Personal Security, etc.

**For Security Checks regarding Staffing SEE 2105 Security Checks.**

**For Major or Escalated Security Breaches that require Investigation SEE 1740 Investigation/Incident Case Files.**

**NOTE: Information Technology Security Issues may also be filed in 1600 System Development.**

**NOTE: Security Clearance Files for government employees may appear on employee files SEE 1415 Employee Record.**

**NOTE: Records relating to Emergency Measures Contact Lists may be filed here however they do not need to be retained for the 6 year retention period as they are transitory. SEE Transitory Records Policy.**

<b>Retention</b>
6 years

## **2105 SECURITY CHECKS**

Records documenting security checks for individuals.

Includes: Volunteer Criminal Records Checks, Security Checks, etc.

<b>Retention</b>
6 years

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