

*Saskatchewan Archives Board*

# *ARMS 2006*

## *Administrative Records Management System*

*2006*

*For Saskatchewan Government Ministries, Crown  
Corporations, Agencies, Boards and Commissions*



Correspondence should be addressed to:

Saskatchewan Archives Board  
Information Management Unit  
P.O. Box 1665  
Regina, Saskatchewan  
S4P 3C6

Phone: (306) 787-0734 Fax: (306) 787-0708  
email: [recordhelp@archives.gov.sk.ca](mailto:recordhelp@archives.gov.sk.ca)



## **PREFACE**

**The Saskatchewan Administrative Records System (SARS) was first approved by the Legislative Assembly in 1993. Three years later a section relating to Information Systems and Technologies was added. Beginning in 2001, the Saskatchewan Archives, in consultation with a number of ministries, commissions and boards, began to update and revise SARS. This revised version, renamed the Administrative Records Management System (ARMS), was approved by the Legislative Assembly on June 16, 2003 for use by government ministries, agencies, commissions and boards. In 2004-05 the system was updated and revised to include crown corporations. The input and support of officials across government has been greatly appreciated, and has contributed substantially to the enhanced quality of the system.**

**While maintaining the comprehensiveness of SARS, ARMS 2006, as with ARMS, offers a more streamlined classification system with fewer primaries and secondaries. As well the simplified retention schedule first introduced in ARMS has been retained in ARMS 2006. One of the most significant additions to ARMS 2006 is the final disposition column and the detailed procedures for the proper use of this column. Use of these procedures will facilitate the speedy disposition of administrative records that have met the required retention period.**

**Those ministries that have not yet implemented the common classification system will find that the regular application of ARMS 2006 will result in significant savings in terms of space, retrieval time, and the disposition process. These efficiencies will translate into financial savings for your agency and the government as a whole. I encourage all provincial government institutions to become familiar with and implement the Administrative Records Management System 2006 as soon as possible.**

**The staff of the Information Management Unit of the Saskatchewan Archives has developed this ARMS 2006 manual for your use. I trust you will find it easy to use and beneficial to your organization.**

**Linda B. McIntyre  
Provincial Archivist**



ADMINISTRATIVE RECORDS CLASSIFICATION, RETENTION, AND DISPOSAL SYSTEM  
(The Saskatchewan Archives Act, 2004)

Administrative Records Management System 2006

It is hereby recommended under the authority of *The Archives Act, 2004*, being Chapter A-26.1, of *The Statutes of Saskatchewan, 2004*, that the public records listed in the attached **Records Schedule** named **Administrative Records Management System 2006 (ARMS 2006)**, belonging to **DEPARTMENTS OF THE GOVERNMENT OF SASKATCHEWAN, CROWN CORPORATIONS, COMMISSIONS, BOARDS, AGENCIES OR OTHER BRANCHES OF THE PUBLIC SERVICE OF SASKATCHEWAN** and successors in charge of such documents, be classified, retained, and disposed of as indicated.

To enable the selection and transfer of records with historical significance to the Saskatchewan Archives Board, government institutions must follow, for records listed in this schedule, the Disposal and Transfer Guidelines for Administrative Records developed by the Saskatchewan Archives Board.

This retention schedule replaces Schedules No.10, 326, 329 and 356 and portions of all other records retention schedules predating 1993 that pertain to administrative records.


Any public records not listed in this schedule or in an approved operational records schedule will be considered to have permanent value and will be retained until such time as they are included in an approved records schedule or authorized for disposal by an order-in-council or statute.

"Permanent" shall mean that the documents shall be preserved permanently either by retention within the department or by transfer to the Saskatchewan Archives Board.

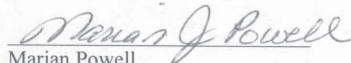
This schedule pertains only to records deemed to be official records. "Official Record" shall mean a record that is retained for legal, fiscal, operational or historical purposes *within* each **Government Department, Crown Corporation, Agency, Board, Commission, or other institution of the Executive Government of Saskatchewan**. Official Records can be the original and only copy of a record, a microfilm copy, an electronic copy or any other replacement copy of a record after verification. Legal and fiscal concerns for storage media must be satisfied before a record is designated as Official. All records created, deposited or received by a government institution in the administration of public affairs in Saskatchewan must have a designated "Official Record" that resides within that government institution.

"Additional Record" shall mean any copy of an Official Record. Additional records shall be disposed of in accordance with *authorized* policies and procedures established by the **DEPARTMENTS OF THE GOVERNMENT OF SASKATCHEWAN, CROWN CORPORATIONS, COMMISSIONS, BOARDS, AGENCIES OR OTHER BRANCHES OF THE PUBLIC SERVICE OF SASKATCHEWAN** and without written authorization from the Provincial Archivist.

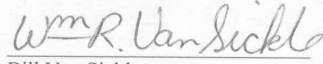
PUBLIC RECORDS COMMITTEE

  
Trevor J.D. Powell,  
Provincial Archivist, Saskatchewan Archives

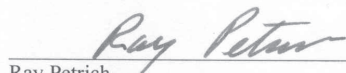
Date: March 21, 2006

  
Marian Powell  
Legislative Librarian, Legislative Library

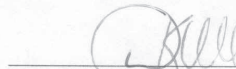
Date: March 21, 2006

  
Bill Van Sickle  
Executive Director, Department of Finance

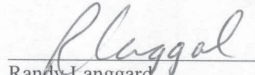
Date: March 21, 2006

  
Ray Petrich,  
Crown Counsel, Department of Justice

Date: Mar. 21/06

  
Doug Kosloski,  
General Counsel, Crown Investments Corporation

Date: March 21, 2006

  
Randy Langgard  
Senior Policy Advisor, Executive Council

Date: March 21, 2006

Approved by the Public Records Committee: March 21, 2006





## **EXECUTIVE SUMMARY**

**The Administrative Records Management System 2006 (ARMS 2006) is an executive tool to assist government ministries, boards, commissions, agencies and crown corporations in proper information management. ARMS 2006 combines a comprehensive classification system for administrative records with an up-to-date records schedule.**

**ARMS 2006 is based on records management theories and practices tested and proven in other provincial governments, in the federal government and in organizations around the world. The idea is simple: combine an easy-to-use records classification system with a retention schedule and institutions will have a far greater degree of control over their information. Staff members will always know where information is located and when it can be disposed of.**

**The Saskatchewan Administrative Records System (SARS) was passed in May 1993 and revised over a two year period ending in June 2003. That revision resulted in the amalgamation of a number of primaries, the deletion and addition of other primaries, and changes to format and retention information. In 2004-2005 a further review of the manual was undertaken to incorporate changes necessary for use by crown corporations, as well as the addition of a final disposition column, added in order to facilitate provisions of The Archives Act, 2004.**

**This version of the ARMS 2006 manual contains all the information you will need to use the new system. Included are complete lists of all primaries and secondaries, a detailed index, glossary of terms, a how-to section, reference to the operational records system, information on the disposal process and concordance tables from both SARS and ARMS to ARMS 2006 for easy reference to changes made to the original.**



# **TABLE OF CONTENTS**

## **INTRODUCTION**

<b>Chapter 1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	Background	
1.1.1	Legislation	
1.2	Your Responsibilities	
1.2.1	Classification System	
1.2.2	Retention Schedule	
1.3	Benefits of ARMS 2006	
1.3.1	Easy Organization of Records	
1.3.2	Fewer “active” Records	
1.3.3	Legislative Compliance	
1.3.4	Cost Savings	
1.3.5	Security and Privacy	
<b>Chapter 2</b>	<b>HOW TO USE ARMS 2006 .....</b>	<b>6</b>
2.1	Definitions	
2.2	Records Classification	
2.2.1	Division by Function	
2.2.2	Sections	
2.2.3	Primaries and Scope Notes	
2.2.4	Secondaries	
2.2.5	Tertiaries (and beyond)	
2.2.6	Numbering	
2.3	Records Schedule	
2.3.1	How to Read and Understand the Retention Information	
2.3.2	Official Records	
2.3.3	Codes	
2.4	The Complete Picture	
<b>Chapter 3</b>	<b>FOR THE FUTURE.....</b>	<b>16</b>
3.1	Amending and Updating	
<b>Chapter 4</b>	<b>OPERATIONAL RECORDS SYSTEM (ORS) .....</b>	<b>17</b>
4.1	Benefits	
4.1.1	Legislative Compliance	
4.1.2	Credibility	
4.1.3	Cost Savings	
4.2	Creating Operational Records Systems	

Continued ...

**Chapter 5 DISPOSAL OF RECORDS ..... 20**

5.1 Introduction

5.2 Designated Records Officer

5.3 Disposal Process for Operational Records AND for Administrative Records prior to meeting the Accreditation requirements

5.3.1 Where to Begin

5.4 Disposal Process for Administrative Records once Accreditation Requirements have been met

5.4.1 Final Disposition Column

5.4.2 Procedures for disposal of records designated “Appraisal Required” (A)

5.4.3 Procedures for disposal of records designated “Destroy”(D)

5.5 Transfer to the Archives

**Chapter 6 GETTING STARTED ..... 28**

**ARMS 2006**

Administrative Records Sections

Administration.....	1000
Buildings and Properties .....	2000
Equipment and Supplies .....	3000
Finance .....	4000
Human Resources .....	5000
Information Systems and Technology .....	6000

**APPENDICES**

**SARS to ARMS 2006**

- A. Concordance Table
- B. Retention Period Changes
- C. New Primaries
- D. New Secondaries

**ARMS to ARMS 2006**

- E. Concordance Table
- F. Retention Period Changes
- G. New Primaries
- H. New Secondaries

**Legislation**

- The Archives Act , 2004*
- The Labour Standards Act, Section 70*

**GLOSSARY OF TERMS**

**INDEX**

## **Chapter 1. INTRODUCTION**

In today's information driven environment an efficient information management system is essential for all government offices. Recorded information provides the basis for all government activities, from employee information to medical statistics to policies and procedures. Information is important!

Records are your "institutional memory," they are necessary for decision making and policy development, for legislative compliance, for fiscal and legal requirements and for almost every aspect of day-to-day office work. An effective information management system provides quick and easy access to your institution's memory, it reduces the volume and cost of paperwork and control, and it greatly improves institutional efficiency. It also reduces storage costs, provides evidence of disposal of records which have met their retention periods, provides an accountability structure and ensures the preservation of your institution's and province's history.

The Administrative Records Management System 2006 (ARMS 2006) combines two of the basic tools of information management: a classification system and a records retention schedule. A classification system is necessary for the filing and retrieval of information. The schedule indicates the minimum time an office must retain a record (based on administrative, legal and fiscal requirements) and serves as a legal tool for disposal of the record once its usefulness is complete.

ARMS 2006 deals exclusively with administrative records commonly found in all units of government. ARMS 2006 does not apply to:

- \* Operational records (see 2.1 for definition)
- \* Non-government Records (see 2.1 for definition)
  - transitory records
  - published records
  - non-work related records

Information on operational records systems is available from the Information Management Unit of the Saskatchewan Archives Board. See Chapter 4.

### ***1.1 Background***

Accountable management of public records is not new to Saskatchewan. From the very earliest days records were maintained for a variety of purposes including public administration, land titles, and records of births, deaths and marriages. Since 1945 the Saskatchewan Archives Board (SAB) has played a prominent role in records management, principally through the instrument of records schedules and by acquiring and preserving records of continuing historical significance. Records management during the early life of a document has typically been the responsibility of the office creating or acquiring the record. With the Administrative Records Management System 2006, the

Saskatchewan Archives Board is providing ongoing support to government institutions in the day-to-day management of information in government.

The Saskatchewan Administrative Records System (SARS) was initially developed by the Saskatchewan Archives Board in response to *The Freedom of Information and Protection of Privacy Act* (FOIPP) passed in 1991. The re-named system continues to be maintained as part of the core program of the SAB.

### 1.1.1 Legislation

In Saskatchewan there are two main statutes which dictate aspects of information management in government: *The Archives Act, 2004* and *The Freedom of Information and Protection of Privacy Act*.

#### *The Archives Act, 2004*

It is a requirement of *The Archives Act, 2004* that all government institutions prepare records schedules for all of the public records created or held by the institution and that, following approval of the schedule(s) by the Public Records Committee, that every records schedule applicable to that institution be implemented. A records schedule as defined in *The Archives Act, 2004* is a “formal plan that identifies the public records that are subject to the plan, establishes a classification system and retention periods of those records and provides for their disposition.”

*The Archives Act, 2004* authorizes government institutions to destroy any public record, subject to the Disposal and Transfer Guidelines for Administrative Records, in their custody without the written permission of the Provincial Archivist, providing the record is **“administrative in nature and is addressed in a common administrative records schedule approved by the public records committee.”**

#### *The Freedom of Information and Protection of Privacy Act*

*The Freedom of Information and Protection of Privacy Act* gives the public the right to access information in government. There are some restrictions on that right. However, if an access request is made, records must be located and accounted for prior to the decision on access being made. If the information is not available the institution should be able to demonstrate that records were disposed of properly. This requires proof that the records were destroyed in accordance with *The Archives Act, 2004* with the approval of the Provincial Archivist and the Public Records Committee, or that they were transferred to the Saskatchewan Archives or some other government institution. Government institutions have thirty days to make the decision on access.

**All government institutions are accountable to the public for their records in the same way they are accountable for monetary expenditure.**

---

## ***1.2 Your Responsibilities***

### **1.2.1 Classification System**

Government institutions are responsible for efficient and proper management of government information in compliance with the requirements of *The Freedom of Information and Protection of Privacy Act*, *The Archives Act, 2004* and other relevant legislation. ARMS 2006 is a tool which assists government institutions in fulfilling these responsibilities and meeting the demands of the changing environment. The ARMS 2006 classification system is based on division by function and subject, which makes the system flexible enough to accommodate reorganizations and any new filing situations. The system's hierarchical structure, with each classification level becoming more specific and definite, creates quick and easy access to information. The integration of a retention schedule with the classification system facilitates disposal of information. As specified in *The Archives Act, 2004*, government institutions are required to use ARMS 2006 as both a retention schedule **and** a classification system for their administrative records.

---

### **1.2.2 Retention Schedule**

The retention schedule applies to all government institutions in Saskatchewan and must be used when disposing of records. For government ministries, crown corporations, boards, commissions and agencies, ARMS 2006 supersedes Schedule No. 10, Schedule 326, Schedule 329, Schedule 356 and **ALL** portions of other retention schedules pertaining to administrative records. Keep in mind, however, that **any portion of your current schedule which deals with operational records is still in effect** until your new Operational Records System is approved.

---

## **1.3 Benefits of ARMS 2006**

### **1.3.1 Easy organization of records**

ARMS 2006 will simplify daily use of information because:

- It is easy to follow.
- It allows for greater accessibility.
- It simplifies information exchange.
- It is not affected by organizational changes in government institutions.
- It can be consistently applied throughout your organization.
- It will provide accurate and consistent classification of records throughout government.
- It will reduce training requirements when relocating staff.

---

### **1.3.2 Fewer “active” records**

Proper use of ARMS 2006 will result in the regular disposal of records which are no longer required in your office. This will mean:

- Fewer records to be searched for administrative or FOIPP requests.
- An accurate audit trail of record disposal.
- Prompt and accurate disposal of records which have met their retention periods.
- Transfer to the Archives of records with historical value.

---

### **1.3.3 Legislative Compliance**

ARMS 2006 will help you meet many information-related legislative requirements. For example:

- Compliance with *The Archives Act, 2004* will be quick and simple.
- An effective records classification system will allow quick retrieval of records requested under FOIPP legislation. Quick retrieval means more time is available to review the record before deciding on questions of access.



- ARMS 2006 ensures that records are kept for the period of time necessary to satisfy any legal, fiscal and administrative requirements stated in relevant legislation and ensures timely disposal of records containing personal information as required by The Overarching Personal Information Privacy Framework for Executive Government and The Crown Sector Privacy Framework.
- 

### **1.3.4 Cost Savings**

Poor records management can be very costly to government. Time spent in trying to locate missing records, as well as storage costs for maintaining records beyond their administrative and legislative requirements all have a fiscal impact on your institution. As well, lost or missing records can result in substantial litigation costs.

- The integrated records retention schedule and classification system will ensure a more efficient management of files and the timely disposal of records.
- 

### **1.3.5 Security and Privacy**

Application of the ARMS 2006 standardized classification system and retention schedule may facilitate the process of identifying records containing information of a personal or confidential nature and ensure that consistent security measures are applied to all the records. Improper management and disposal of records can compromise security and the privacy of clients, increasing the risk of liability for government and for individual citizens.

These benefits are even more significant when ARMS 2006 is combined with an up-to-date Operational Records System (ORS). Information on developing a new system is available from the Saskatchewan Archives Board.

## **Chapter 2. HOW TO USE ARMS 2006**

### ***2.1 Definitions***

The following definitions are important for your understanding of ARMS 2006. Additional terms are defined in the Glossary of this manual.

**ACCREDITATION:** An institution must be accredited in order to use the Final Disposition (FD) column in ARMS 2006. Accreditation will be granted when the following requirements are met: the work unit uses ARMS 2006 for classification and disposition, the institution has established an accountable records management program (including written policies and procedures dealing with filing practices, disposal of additional records, filing of electronic records, etc.), all records management responsibilities are clearly defined and assigned, the institution has a Designated Records Officer (DRO), the head of the institution has indicated, in writing, that their records management program is sufficient, the Archives has reviewed the records management policies and procedures, and the ministry or branch has an approved ORS in place.

**ADDITIONAL RECORD:** Refers to any other copy of a record (other than the official record) required for administrative purposes. Additional records cannot be disposed of without an approved policy. For more information, see the [Saskatchewan Records Management Guidelines](#).

**ADMINISTRATIVE RECORD:** Records pertaining to administration or “housekeeping” activities of the organization not central to the mandated function of the institution in question. For most government ministries and some crown corporations, administrative records may include the management of facilities, property, material, finances, human resources, and information systems.

**CHRONOLOGICAL FILES:** These files consist of records compiled to serve administrative purposes only - they do not include records of a transitory nature created for short-term reference purposes (e.g. convenience photocopies).

**CONVENIENCE COPIES:** Copies of records produced for short-term reference. These can be photocopies, electronic records or any other copy provided a classified and scheduled record exists. Convenience copies do not need to be scheduled.

**DESIGNATED RECORDS OFFICER (DRO):** The DRO is the person(s) in the institution, designated by the Deputy Minister or President/CEO, that has the final responsibility for signing off on the disposal of records.

**DESTRUCTION:** Destruction occurs when records have served the required retention period and have been identified for destruction according to the Final Disposition (FD) column in ARMS 2006 or if the records have been reviewed by the Saskatchewan Archives Board and determined to possess no long-term historical significance.

**DESTRUCTION NOTIFICATION:** Used for **ADMINISTRATIVE** records with **DESTROY (D)** in the Final Disposition Column of ARMS 2006. Notification is sent to the Saskatchewan Archives Board advising that certain administrative records have met their retention periods and have been destroyed. A *Destruction Notification Form*, which is provided by the Saskatchewan Archives Board, must be used. This includes the name of personnel authorizing destruction (head of institution or designate), date of destruction, where the destruction took place, who witnessed it, and the method of destruction.

**DISPOSAL REQUEST:** Request sent to the Archives to request disposal of **OPERATIONAL** records and **ADMINISTRATIVE** records, for those institutions that have not met the accreditation requirements, which have met their required retention periods. Disposal can include destruction or transfer of records to the Saskatchewan Archives Board. Disposal requests must be made on a *Disposal Request Form*, which is provided by the Saskatchewan Archives Board. An inventory must accompany the *Disposal Request Form*. Inventory forms are available from the Saskatchewan Archives Board. Other inventory forms (ministry or Records Centre) may be used, providing the relevant information is included.

**DOCUMENT:** A single record item (letter, memorandum, form, etc.).

**FINAL DISPOSITION:** The action taken with regard to the disposal of inactive records. Final disposition can involve either the physical destruction of records or appraisal; appraisal can result in transfer of the records to the Saskatchewan Archives Board for permanent preservation, or for unselected records, authorization to destroy.

**FINAL DISPOSITION COLUMN:** Column in ARMS 2006 which provides information on the final disposition of administrative records.

**GOVERNMENT RECORDS:** Government records include all recorded information that relates to the transaction of government business, regardless of physical form, including documents, maps, electronic records, e-mail, drawings, photographs, letters, vouchers, papers, etc. which are received, created, deposited or held by an office of a ministry, agency, board, crown corporation, commission, or other institution of the Government of Saskatchewan.

**NON-GOVERNMENT RECORDS:** Not all records created by government institutions are considered a government record and, therefore are not subject to the requirements of *The Archives Act, 2004*. Such records include transitory records [records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document (i.e. convenience (duplicate) copies, advertising material, blank forms, etc.)], published records, non-work-related records (i.e. employees' personal e-mails and letters, records of other organizations with which an employee is involved, but not as part of the government business, i.e. associations, community organizations, etc.), etc.

**OFFICIAL RECORD:** Refers to the official copy of a record that is retained, within your institution, for legal, fiscal, operational, or historical purposes. It exists to fulfill long-term financial, legal and audit requirements. It can be the original and only copy of the record or a replacement copy that is designated as official. Legal concerns for storage media, as defined by *The Electronic Documents Act* and *The Saskatchewan Evidence Act*, must be satisfied before a record is designated as official.

**OPERATIONAL RECORD:** Records which relate to the operations and services provided by an office in carrying out the functions for which it is responsible according to statute, mandate, or policy. In most cases, operational records are distinct from common administrative functions and are unique to each government institution.

**PUBLICATIONS:** Generally include books, magazines, pamphlets, printed annual reports, etc.; i.e. any published material with the exception of master copies of institutional publications. In the context of e-mail, messages and digests received from listservs and newsgroups are also publications, and may be disposed of without a schedule or a disposal request. It is important to note however that while these documents are not considered government records according to *The Archives Act, 2004*, *The Legislative Assembly and Executive Council Act, 2007* has specific instructions with regards to publications. Agencies should consult that act before discarding publications.

**RECORD:** Recorded information, regardless of medium (paper, computer disks, electronic, microfilm, e-mail, photographs, maps, etc.) or characteristics. A record can refer to a single document or a group of documents in a file folder. Throughout ARMS 2006, “record” most commonly refers to a file folder which may contain a single document, paper or electronic, or many documents.

**RECORDS APPRAISAL:** The process of determining the historical value of records for possible transfer to the Saskatchewan Archives Board.

**RECORD or FILE CLASSIFICATION SYSTEM:** A logical and systematic arrangement of records or files into subject groups or categories. This arrangement is based on some definite scheme of natural relationships using numbers, letters or key words for identification.

**RECORD SCHEDULE:** Records Schedules are the authority by which government organizations may dispose of records no longer required. The schedule is an effective tool for records management which provides a classification system, a concise and convenient description of each record and its required retention period. All Records Schedules must be approved according to the procedures set out in *The Archives Act, 2004*.

**RECORD SERIES or FILE SERIES:** A group of similar or related records that are normally used and filed together as a unit and can be evaluated as a unit for determining the record retention period.

**RECORDS MANAGER/CO-ORDINATOR:** The ministry records manager is whoever is responsible for preparing disposal requests in your branch or unit (the terminology may be different depending on each institution). This person(s) is responsible for properly identifying records as administrative or operational, ensuring that the records are properly classified and all retention requirements have been met, as well as preparing the requests, ensuring that the appropriate documentation/requests are signed by the Designated Records Officer (DRO), and arranging for transfer or destruction of the records in compliance with the procedures set out by the Saskatchewan Archives Board.

**REQUEST FOR APPRAISAL:** Used for **ADMINISTRATIVE** records with **APPRAISAL REQUIRED (A)** in the Final Disposition column (FD) in ARMS 2006. Request sent to the Saskatchewan Archives Board asking for an archival review of administrative records that have met their retention period and have been identified for appraisal in ARMS 2006. Records will either be transferred to the Archives for permanent archival retention or identified for destruction. A *Request for Appraisal Form* must be used. Forms are available from the Saskatchewan Archives Board. An inventory must accompany the *Request for Appraisal Form*. Inventory forms are available from the Saskatchewan Archives Board. Other inventory forms (ministry or Records Centre) may be used, providing the relevant information is included.

**TRANSITORY RECORDS:** Records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document. They are not required to meet statutory obligations or to sustain administrative or operational functions. Once they have served their purpose, they should be destroyed.

**SCHEDULE:** See Record Schedule

---

## 2.2 *Records Classification*

### 2.2.1 **Division by Function**

The records classification system in ARMS 2006 has as its principle element a division by function. This is combined with a block numeric system of coding or numbering where blocks of numbers are assigned to broad function or subject groupings.

The function-based system is flexible enough to accommodate a variety of record-keeping practices and thus allows individual institutions to fine-tune the system to best suit their needs. It is a simple, logical grouping of functions and subjects that allows organizational changes to be made without affecting the file structure and retention. The hierarchical structure, with each level becoming more specific and definitive, creates quick and easy access for information retrieval.

---

### 2.2.2 **Sections**

ARMS 2006 is arranged into three basic levels of record description - Sections, Primaries and Secondaries. Each level is based on the administrative function the information supports and each level is progressively more specific than the last.

The first major division of ARMS 2006 is into six groups representing the six basic administrative functions of government offices: **Administration, Buildings and Properties, Equipment and Supplies, Finance, Human Resources, and Information Systems and Technology.**

---

### 2.2.3 **Primaries and Scope Notes**

Within each major functional group or section, records are classified under a heading or **primary** title. This is the first level of description for that record. *Each primary relates to a function, activity, or general subject.* It does not reflect record type (i.e. correspondence or memoranda). Primaries are arranged in a logical order, in most cases alphabetically. ARMS 2006 provides **scope notes** within each **primary** explaining what type of records appear within that **primary**.

For example the following primaries appear in the *Equipment and Supplies Section*:

**3015 Equipment and Supplies - Contracts** *The scope notes inform the user that this primary is intended for:* Records relating to the administration of contracts pertaining to equipment and supplies. Includes rental, lease to purchase, equipment maintenance, supporting documentation, specific contracts, tenders, expressions of interest, requests for proposal (RFP's), etc.

**3070 Building Materials** *The scope notes inform the user that this primary is intended for:* Records relating to building materials and supplies such as lumber, hardware, etc.

**3315 Office** *The scope notes inform the user that this primary is intended for:* Records relating to office machines, supplies, and stationery, including procurement, justification, user specifications, issue, maintenance and repairs.

*ARMS 2006 includes a complete list of primaries which are available for use in any government office; however, it is important to know that your office will not need every primary. In fact you will probably need less than half of those available. They are included in ARMS 2006 because they apply to administrative records kept in other offices in government.*

---

#### 2.2.4 Secondaries

Within each primary are secondaries, which are subdivisions of a primary. **Most primaries have four standard secondaries:**

- **Policy and Procedure.** This includes records relating to procedures, regulations, and precedent or management decisions. Policy and Procedure appears in every primary as file number 00.
- **General.** This secondary is intended to be used sparingly. It can be used ONLY if the records are not required to support financial, legal or specific administrative functions. General appears as a secondary in every primary (with the exception of general primaries) as file number 01.
- **Reports and Statistics.** This secondary includes reports and statistics; it can include one-time reports or cyclical reports relating specifically to the primary in question. Reports and Statistics appears in most primaries as file number 20.
- **Subject and Case files.** These include records and information on one topic brought together to facilitate information retrieval (e.g. general product and service information) or records that pertain to a specific time-limited entity (e.g. specific product history files.) Subject and case file numbers typically range from 02 to 99.

For example, the 3315 Office primary includes the following secondaries:

- 00 Policy and Procedure
- 01 General
- 02 Product and Service Information
- 03 Office Supplies and Stationery
- 20 Reports and Statistics
- 50 Office Machine Research Files
- 55 Office Machine History/Case Files

**2.2.5 Tertiaries (and beyond)**

In many cases the secondary subject or case files provided in ARMS 2006 are quite general and may need to be further divided to accommodate particular needs. Individual offices can create **tertiaries** (or further divisions) under existing **secondaries** for internal use. For example:

*Office Machine History/Case Files* could be divided into separate files (**tertiaries**) for each piece of equipment in your office or it could be kept as a single file.

**Each tertiary will have the same retention period as the secondary under which it falls.**

ARMS 2006 always proceeds from the general to the specific. Classification develops in a hierarchical structure such as in the diagram below:

<u>Section</u>	<u>Primaries</u>	<u>Secondaries</u>	<u>Tertiaries</u>
3000 Equipment and Supplies	3070 Building Materials	3070-00 Policy and Procedure	
		3070-01 General	3070-02/service provider
		3070-02 Product and Service Information	3070-02/supplier name
		3070-03 Supplies	3070-02/prices
		3070-20 Reports and Statistics	
		3070-50 Product Research Files	
	3315 Office	3315-00 Policy and Procedure	
		3315-01 General	
		3315-02 Products and Services	3315-50/photocopier
		3315-03 Office Supplies and Stationary	3315-50/fax
3315-20 Reports and Statistics		3315-50/printer	
		3315-50 Office Machine Research Files	
		3315-55 Office Machine History/Case Files	



### 2.2.6 Numbering

The numbers from 0 to 9999 have been reserved for ARMS 2006. Numbers 10000 and higher have been set aside for the Operational Records Systems (ORS).

ARMS 2006 is broken into six major sections. A range of 1000 numbers is assigned to each section.

Section 1:	Administration	<b>1000-1999</b>
Section 2:	Buildings and Properties	<b>2000-2999</b>
Section 3:	Equipment and Supplies	<b>3000-3999</b>
Section 4:	Finance	<b>4000-4999</b>
Section 5:	Human Resources	<b>5000-5999</b>
Section 6:	Information Systems and Technology	<b>6000-6999</b>

Secondary numbers are also pre-assigned. Within the secondary breakdown:

- 00** is reserved for Policy and Procedures
- 01** is reserved for the General file
- 20** is reserved for Reports and Statistics
- 02 to 49** are typically subject files
- 50 to 99** are typically case files.

**Please note: Secondary numbers are established by the Saskatchewan Archives Board. They CANNOT be added at the Government Institution level.**

Tertiaries may be given a numeric, alphabetical or alpha-numeric designation. The decision on type of designation has been left to the individual offices.

For example within the *Equipment and Supplies Section (3000-3999)* the *Office* primary is numbered **3315**. The *Office Machine History/Case Files* secondary is numbered **55**. Your office may wish to break this file into tertiaries for a postage machine and a photocopier. To do this you could assign another level of numbers to these new files or create an alphabetic code which is easily understood by everyone. Hence the file number for postage machines might be **3315-55/post**, and for the photocopier **3315-55/copy**.



---

## 2.3 Records Schedules

### Retention:

ARMS 2006 incorporates a **retention schedule** into the classification system outlined above. It provides a fully comprehensive and up-to-date schedule for all administrative records in government.

A **Records Schedule** is an essential tool for information management. As required by *The Archives Act, 2004* it provides a classification system, as well as a timetable for retention and disposal of public records held by government institutions. The retention schedule is a list of records with assigned retention periods determining for how long the records **must** be retained. Please note, however, that these retention periods are the **minimum time** a record must be retained. In rare cases, certain records may be subject to specific legislation, regulations, or other directives and the suggested retention periods may not be sufficient. Consultation with legal counsel may be necessary.

All schedules are approved by the Public Records Committee. It is the principle means by which the public maintains control over documents used in government offices on its behalf.

---

### 2.3.1 How to Read and Understand the Retention Information

All the retention information in ARMS 2006 is contained in the Retention column on the right side of each page. As shown below, the retention information reflects the total amount of time that the **official record** must be retained.

For further information on official vs. additional records see 2.3.2.

Secondaries	Record Retention
Refers to a condition that must be met before year countdown commences	SO + 6y
Number of years a record must be kept after condition has been met	_____
Unconditional Retention Period- Countdown begins with the year following the last action on file.	_____ → 6y

---

### 2.3.2 Official Records

As an additional tool to help reduce the quantity of records in government, ARMS 2006 refers only to **Official Records**. The **Official Record** is the official copy of a record that is retained for legal, fiscal, operational, or historical purposes. Official Records can be:

- The original and only copy of a record;
- A microfilm copy, electronic copy, or any other replacement copy of a record after verification. Legal and fiscal concerns for storage media must be satisfied before a record is designated as official.

The **Official Record** exists to fulfill long-term financial, legal, and audit requirements. The term **Additional Record** refers to any other copy of a record required for administrative purposes. Once the **Official Record** is identified it allows for the earlier disposal of **Additional Records**. Individual Government Institutions may dispose of additional records providing the institution has developed and approved written internal policies and procedures for disposal of additional records. Copies of the policies and procedures should be forwarded to the Archives for review prior to their final approval.

*See The Saskatchewan Records Management Guidelines for more information on additional records.*

**Official Records may not be disposed of except in accordance with *The Archives Act, 2004*. See Chapter 5 “Disposing of Records” for procedures related to the destruction or transfer of records to the Archives.**

---

### 2.3.3 Codes

The following codes are used for retention periods:

SO Superseded or Obsolete

N/A Not applicable - a retention period is not required for this classification

- \* Denotes an exception to the rule or that a condition is applied to the retention of the record. Refer to the bottom of that page for additional information.

A number combined with a “y” indicates the length of time in years a record must be retained prior to disposal. The number **must** always be read as “**current fiscal year plus (the number of years listed).**” For example:

- 2y current fiscal year PLUS two years
- 4y current fiscal year PLUS four years
- 6y current fiscal year PLUS six years

---

## 2.4 The Complete Picture

Within ARMS 2006 all of the above information is combined in an easy-to-read format.

If you are gathering information on various photocopiers being considered for your office, you would create a file using the following steps:

1. Check the ARMS 2006 index for office machines. It refers you to *primary number 3315*.
2. Read the *scope notes* to determine if it is the correct primary.
3. Choose the appropriate *secondary*. In this case, because no machine has yet been purchased, the information would be classified under the **Office Machine Research File** secondary.
4. You have now determined that the correct classification is **Office - Office Machine Research Files**. The file number is **3315-50**.
5. You can now place the file number on the information itself (this way you avoid having to repeat classification of the record if it is removed from the folder) and place the information in the correct file, or open a new file if necessary.

The retention information for **3315-50 Office Machine Research Files** is as follows:

50	Office Machine Research Files	SO + 2y
----	-------------------------------	---------

ARMS 2006 has informed you that the information contained in this file must be retained until superseded or obsolete (i.e. the information is no longer relevant) plus two years past the fiscal year in which it was created.

## **Chapter 3. FOR THE FUTURE**

### ***3.1 Amending and Updating***

As the records of government continue to change it is recognized that ARMS 2006 will require on-going amendments and updates in order to remain relevant. The system is designed to accommodate changes with a minimal impact on your office needs. Further revisions will be greatly influenced by you - the user. **The Archives is very interested to hear any concerns - large or small - you may have regarding ARMS 2006.** Please call us at 787-0734 or email [recordhelp@archives.gov.sk.ca](mailto:recordhelp@archives.gov.sk.ca).

## **Chapter 4. OPERATIONAL RECORDS SYSTEM (ORS)**

**Operational Records** relate to the operations and services provided by a government organization in carrying out the functions for which it is responsible according to statute, mandate, or policy. Operational records are distinct from administrative records and are unique to each government organization. Operational records usually consist of client files, program files, and subject files of specific application or interest to your government institution.

Because of the unique nature of operational records, ORS cannot be developed in a common schedule format as with ARMS 2006. Rather, they are developed on an agency-by-agency basis in consultation with archivists from the Saskatchewan Archives Board.

Operational records schedules are designed to be compatible with the Administrative Records Management System 2006 (ARMS 2006) in that they are block-numeric systems of classification and numbering. Records are arranged in simple, logical groupings that allow for organizational changes to be made without affecting the file structure and schedule. The classification system is hierarchical in structure, meaning the headings start out very broadly, and become more narrowly defined as needed. The system is based on the function of the record, and is flexible enough to accommodate a variety of record keeping systems.

### **4.1 Benefits**

There are many benefits to having an up-to-date operational records schedule, including:

#### **4.1.1 Legislative Compliance**

The integrated records retention schedule and classification system will enable you to comply with the requirements of *The Archives Act, 2004*.

It will also allow you to produce information requested under *The Freedom of Information and Protection of Privacy Act (FOIPP)* within the required thirty day period because it provides a complete up-to-date inventory of all current and stored records, reduces the number of older records to be searched and provides an accurate audit trail of records disposal.

*The Overarching Personal Information Privacy Framework for Executive Government* states that government institutions must ensure that personal information is disposed of in a timely and accountable manner. ARMS 2006, ORS and the Records Disposition System (RDS) provide a fully documented audit trail for the disposition of all records.

### 4.1.2 Credibility

All government ministries are required to demonstrate proper records management techniques and apply them to the disposal of records. A records retention schedule and classification system will greatly enhance your abilities in this regard.

An effective records classification system allows quick retrieval of records requested under FOIPP legislation. Quick retrieval means more time is available to review the record before deciding on questions of access.

---

### 4.1.3 Cost Savings

Poor records management can be very costly to government. Time spent trying to locate missing records, storage costs for maintaining records beyond their administrative and legislative requirements, all have a fiscal impact on your institution. Furthermore, improper disposal of records can compromise security and privacy of clients, increasing the risk of liability for government.

---

## 4.2 *Creating Operational Records Systems*

The process for creating or updating records schedules is governed by *The Archives Act, 2004* and includes the following components:

1. **The Government Institution**  
Staff members within each government institution know their own operational records and their functions. They are best placed to inventory operational records and recommend retention periods. Government offices, with assistance from the Archives, are therefore expected to develop their own operational records schedules relevant to their institution.
2. **The Saskatchewan Archives**  
Staff at the Saskatchewan Archives Board work in consultation with government ministries when developing ORS. Archivists are available to provide advice on various issues including adequate retention periods, to review all drafts of records schedules, and to help ensure that schedules are presented to the Public Records Committee for approval in an acceptable format.

**3. The Public Records Committee**

All records schedules must be approved by the Public Records Committee. Their role is to ensure that all fiscal and legal requirements are met. The Public Records Committee reviews all schedule submissions. The Public Records Committee may approve, amend or reject the schedule.

Further information relating to Operational Records Systems development can be found in the Archives publication *Operational Records Systems (ORS) Development - Reference Guide*. This publication is posted on the Archives website ([www.saskarchives.com](http://www.saskarchives.com)) or may be obtained by contacting our office at 787-0734 or [recordhelp@archives.gov.sk.ca](mailto:recordhelp@archives.gov.sk.ca)

## **Chapter 5. DISPOSAL OF RECORDS**

### ***5.1 Introduction***

All official government records must be retained by the responsible government institution for the length of time designated in the applicable records schedule, the Administrative Records Management System 2006 (ARMS 2006) for administrative records or an institution-specific Operational Records System (ORS) for operational records. Once the retention period described in these schedules is met, official records may be disposed of using the procedures set out by the Saskatchewan Archives Board. Additional records are disposed of through institution-specific **approved** additional records disposal policies (see *The Saskatchewan Records Management Guidelines*).

Disposition includes the destruction of records, as well as appraisal and transfer to the Saskatchewan Archives Board. Disposition is applicable to **ALL FORMATS** of records, including electronic.

Although the disposal process for administrative and operational records is defined differently by *The Archives Act, 2004*, there are a number of requirements that must be met prior to using the disposal process for administrative records defined in the Act. These requirements are discussed in detail in section 5.4. **Prior to meeting these requirements, all ministries, agencies, crown corporations, etc. must use the disposal procedures detailed in section 5.3 for all records, whether administrative or operational.**

---

### ***5.2 Designated Records Officer (DRO)***

The first step in any records disposal (destruction or appraisal) is to have a Designated Records Officer (DRO) in place.

- The head of the institution must assign the responsibility for signing off on the disposal of records to a position or positions at a senior management level.
  - The Designated Records Officer (DRO) is the person(s) in the institution, designated by the Deputy Minister or President/CEO, that has the final responsibility for authorizing disposal of records. The Saskatchewan Archives must be advised, in writing, who has been assigned as DRO (forms are available from the Archives).
  - The DRO need not be the person responsible for preparing disposal requests.
-



### ***5.3 Disposal Process for Operational Records AND for Administrative Records prior to meeting the Accreditation requirements detailed in section 5.4.***

#### Records Manager/Co-ordinator

- 1 Identify records that have met their retention requirements and that the ministry/branch wishes to submit for disposal (either destruction or transfer to the Archives).
- 2 Confirm that the retention requirements and other conditions have been met and that the records have been related to the appropriate records schedule.
- 3 Prepare a disposal request to submit to the Saskatchewan Archives Board on either a *Disposal Request Form – Operational Records* or a *Disposal Request Form – Administrative Records* (both available from the Archives) and have the form signed by the Designated Records Officer (DRO).

An inventory of the records must accompany the disposal request. Inventory forms are available from the Archives, however, other forms from the Government Services Records Centre, or ones created by the institution may be used PROVIDING they contain all of the required information.

- ministry/branch name
- transfer number (if applicable)
- medium identification (hard copy or electronic – if electronic provide the application name and version number)
- location of records and, for medium other than paper, how they can be accessed. It is the responsibility of the ministry, etc. to have available the necessary hardware and software to make all electronic records accessible for review.
- titles of files or file groupings, including a brief description of records.
- inclusive dates
- schedule and item numbers (e.g. primary and secondary numbers)
- volume of records (how many boxes, CDs, etc.)
- name and phone number of a contact person

#### Designated Records Officer (DRO)

- 4 Authorize disposal (destruction or transfer) of records by signing the *Disposal Request Form* (either administrative or operational). Submit the relevant form along with an inventory form, to the Saskatchewan Archives Board.

Disposal Archivist, Saskatchewan Archives Board

- 5 Ensure that the request is complete, that the records are eligible for disposal, that they have been related to the correct schedule and that they have met their retention requirements. Although the Archives conducts a review, these conditions should be confirmed by the submitting ministry prior to requesting disposal. If additional information is needed you will be contacted by the Disposal Archivist either in writing or by phone. If, during the review process, it is discovered that all or some of the records are not eligible for disposal you will be advised by letter to retain them.

Appraisal Archivist, Saskatchewan Archives Board

- 6 Examine lists of records and select those that require a physical appraisal in order to determine the historical value of records.
- 7 Send a letter to the branch advising on the disposition of records. The letter may: authorize destruction of all the records included in the disposal request; authorize destruction of some of the records and advise to retain the remaining records for physical appraisal; or advise to retain all of the records for appraisal

Records Manager/Co-ordinator

- 8 Destroy any of the records that were authorized by the Archives for destruction, according to ministry/branch procedure.

Appraisal Archivist, Saskatchewan Archives Board

- 9 Appraise records and identify those required for archival retention.
- 10 Send the list of historically significant records to be acquired by the Archives to the Ministry personnel responsible for records management. Send documentation confirming the appraisal and provide authorization that records not selected for archival retention may proceed to destruction.

Records Manager/Co-ordinator

- 11 Using the list provided by the Appraisal Archivist, select records identified as archival and contact the Saskatchewan Archives Board to arrange for their transfer to the Archives.

Archivist, Saskatchewan Archives Board

- 12 Send confirmation to ministry personnel when the records have been accessioned into the holdings of the Saskatchewan Archives Board.

### 5.3.1 Where to Begin

- **Collecting Information:** To begin the disposal process you need at least the following information about your records: medium identification (if records are boxed include box numbers, if records are electronic include where and how they can be accessed), records titles, dates for each record/group of records. This information can be included in inventory listings, file lists, any other file listings, or Government Services Records Centre transfer sheets. If the file listings are not complete, it will be necessary to review the records to fill in the missing data. If this information is not available, it will be necessary to conduct a records inventory.
- **Assigning Schedule Designations and Calculating Disposal Dates:** All records must be related to the appropriate operational records system. Once this has been done it is necessary to verify that the records have met the retention requirement specified in the system. To determine disposal dates it is necessary to determine the fiscal year of last action on the file. For example, if a record has an end date of May 15, 1992, its current fiscal year is 1992-1993. If the record in question has a six year retention period, you begin counting those six years AFTER the current fiscal year, i.e. 1993-94, 1994-95, 1995-96, 1996-97, 1997-98, 1998-99. Therefore the date that this record became eligible for disposal was 1 April 1999.
- **Submitting the Disposal Request:** Submit a *Disposal Request Form* (either Administrative or Operational), signed by the Designated Records Officer (DRO), accompanied by an inventory of the records with schedule designations, to the Saskatchewan Archives Board. If you are using the Government Services Records Centre transfer sheets (or inventory sheets from any other storage facility) please ensure that the schedule designation information on these sheets is correct before submitting to the Archives. Often several years have elapsed from the time of placement in semi-active storage to date of disposal request. It must be determined if a new ORS has been approved within that time period or if there have been any relevant changes to the administrative records system (e.g. ARMS 2006 replacing ARMS). The records must be related to a current approved system prior to submission to the Archives.

Provincial Archivist  
Saskatchewan Archives Board  
P.O. Box 1665  
Regina, Saskatchewan  
S4P 3C6

**Before sending a disposal request to the Archives, please ensure that all listed records are eligible for disposal and that the request has been authorized by the Designated Records Officer.**

#### How to contact us

If you require assistance at any time in the disposal process, you can call our inquiry line at 787-0734 or email us at [recordhelp@archives.gov.sk.ca](mailto:recordhelp@archives.gov.sk.ca).

#### ***5.4 Disposal Process for Administrative Records once Accreditation requirements have been met***

*The Archives Act, 2004* authorizes government institutions to destroy any public record in their custody without the written permission of the Provincial Archivist providing the record is **“administrative in nature and is addressed in a common administrative records schedule approved by the Public Records Committee.”** In order to facilitate this provision of the Act, the ARMS 2006 manual includes a Final Disposition column and procedures for the proper use of this column.

An institution cannot use the Final Disposition column unless:

- the work unit uses ARMS 2006 for classification and disposition
- the institution has established an accountable records management program including written records management policies and procedures dealing with filing practices, disposal of additional records, filing of electronic records, etc.
- all records management responsibilities are clearly defined and assigned
- the head of the institution has assigned responsibility for “signing off” on the disposal of records to a position or positions at a senior management level (DRO)
- the head of the institution has indicated in writing that their records management program is sufficient and they agree to follow procedures set out by the Archives
- the Archives has reviewed the records management policies and procedures
- the ministry or branch has an approved ORS in place so that the records are properly identified as either operational or administrative

#### **Institutions unable to fulfill these requirements should follow the Disposal Process outlined in Section 5.3.**

**Once these requirements have been met** the institution is accredited by the Archives and the following procedures may be used to dispose of ADMINISTRATIVE Records.

##### **5.4.1 Final Disposition Column**

**ARMS 2006 provides information regarding the final disposition of administrative records. This does NOT include the records of the head of the institution which will all be held for appraisal.**

The Final Disposition column (FD) will contain one of the following:

- A** Appraisal is required for possible transfer to the Saskatchewan Archives Board
- D** Records may be destroyed

---

#### **5.4.2 Procedures for disposal of Administrative records designated “Appraisal Required” (A)**

An **appraisal** must be requested when the records have met the requirements of their retention periods and have been identified as “A” in the Final Disposition (FD) column in ARMS 2006.

**The Final Disposition column DOES NOT relate to the records of the head of the institution (Deputy Minister, President/CEO, etc.). All of the records will be appraised for possible transfer to the Archives.**

##### Records Manager/Co-ordinator

- 1 Identify records designated for archival appraisal as indicated in the Final Disposition column in ARMS 2006.
- 2 Prepare inventories of the material designated for archival appraisal. Inventory forms are available from the Archives. Internal inventory forms or Records Centre inventory forms may be used provided the relevant information is included.
- 3 Send a *Request for Appraisal Form\**, reviewed, approved and signed by the Designated Records Officer (DRO), along with records inventories to the Provincial Archivist.

##### Appraisal Archivist, Saskatchewan Archives Board

- 4 Appraise records and identify those required for archival retention.
- 5 Send the list of historically significant records to be acquired by the Archives to the ministry personnel responsible for records management. Send documentation confirming the appraisal and provide authorization that records not selected for archival retention may proceed to destruction.

##### Records Manager/Co-ordinator

- 6 Using the above list, select records identified as archival and contact the Saskatchewan Archives Board to arrange for their transfer to the Archives.

Archivist, Saskatchewan Archives Board

- 7 Confirmation will be sent to the ministry personnel when the records are accessioned into the holdings of the Saskatchewan Archives Board.

**Destruction:** All remaining records not selected for archival retention may be destroyed according to the procedures for disposal of records designated “Destroy” (D) which are outlined in section 5.4.3.

**5.4.3 Procedures for disposal of Administrative records designated “Destroy”(D).**

**The Final Disposition column DOES NOT relate to the records of the head of the institution (Deputy Minister, President/CEO, etc.). All of these Records will be appraised for possible transfer to the Archives.**

Records Manager/Co-ordinator

- 1 Identify records that have met their retention requirements and that have been identified for destruction (D) in the Final Disposition column of ARMS 2006.
- 2 Prepare detailed inventories of the material designated for destruction. Confirm that retention periods and other conditions have been met, that the records are administrative in nature and that they have been related to appropriate primary and secondary in ARMS 2006.

Designated Records Officer (DRO)

- 3 Authorize destruction of records by signing a *Destruction Notification Form\**.

Records Manager/Co-ordinator

- 4 Destroy records authorized for destruction. Complete the *Destruction Notification Form\** (signed by the DRO) and send a copy to the Saskatchewan Archives Board, including the inventory of the records destroyed. This inventory will be used for audit purposes by the Archives. The ministry/branch is responsible for retaining a copy of the inventory as well as records that document destruction of material. The *Destruction Notification Form\** contains the following information: date of destruction, where destruction took place, who witnessed it and the method of destruction.

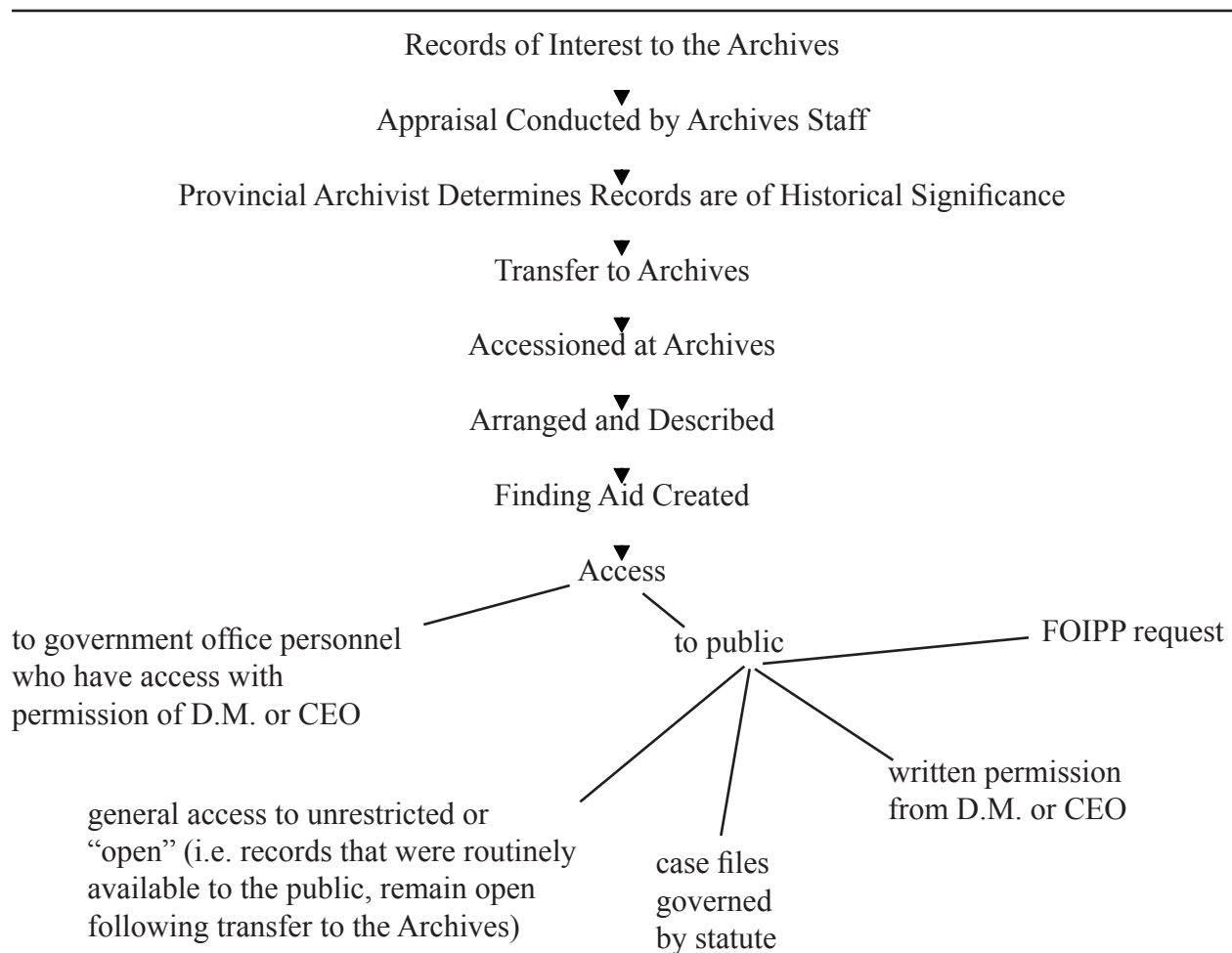
**Note: Government offices using external shredding or recycling services should follow their ministries policies with respect to the provisions of *The Freedom of Information and Protection of Privacy Act (FOIPP)*, *The Health Information Protection Act (HIPA)* and any other Legislation governing information access and privacy.**

\*all forms are available from the Archives

### 5.5 *Transfer to the Archives*

The Saskatchewan Archives Board offers a safe and secure environment for records of historical value. Our primary facility has environmentally-controlled, limited access storage areas. We have a staff of professional archivists, records managers, a legislative compliance and access officer, and support personnel whose job it is to care for the historical records of Saskatchewan. This staff will ensure that records transferred from your ministry will be preserved, protected from all unauthorized access and made available where appropriate.

Records transferred to the Archives become part of the holdings of the Saskatchewan Archives Board (accessioned to the Archives). The records are then arranged and described according to standard archival principles. Finding aids are provided to researchers prior to accessing the actual records. This allows them to identify records of interest without having to handle the entire collection.



## **Chapter 6. GETTING STARTED**

The Saskatchewan Archives is able to assist government agencies in both administrative and operational records systems development.

The Archives will provide support in all aspects of ARMS 2006 implementation. Archives staff are available to answer questions and provide advice on disposal policy and procedures. Archives staff will also be available to help with full-scale implementation of ARMS 2006, including records conversions and systems maintenance. Introductory seminars are available to help people become more familiar with ARMS 2006 and its use. Finally, Archives staff will also be available on an on-going basis for consultation and communications regarding all aspects of the system.

Archivists at the Saskatchewan Archives Board are available to assist ministries that wish to create or up-date operational records schedules.

For more information on the options available to your institution call (306)787-0734 or email [recordhelp@archives.gov.sk.ca](mailto:recordhelp@archives.gov.sk.ca).

For more information on the Saskatchewan Archives Board and our services, both to the public and to government, see our website [www.saskarchives.com](http://www.saskarchives.com).



## ADMINISTRATION

1000 - 1999

The Administration Section covers a variety of subject matter of concern to government institutions. Included are acts and legislation, agreements, committees and commissions, co-operation and liaison, website development, strategic planning, etc. This section also includes records directly related to the administrative functions of institutions including correspondence management, information services, records management, office support services, reports and statistics, etc.

### LIST OF PRIMARIES

1000	Administration - General	1220	Committees and Commissions - Cabinet
1015	Administration - Meetings	1230	Committees, Commissions and Boards – Internal
1025	Administration - Organization	1235	Committees and Commissions - Inter-institutional
1035	Acts and Legislation - General	1240	Committees and Commissions - International
1070	Acts and Legislation - Internal	1245	Committees and Commissions - Inter-Provincial/Territorial/Federal
1080	Acts and Legislation – External	1250	Complaints and Investigations
1090	Agreements - General	1255	Conferences, Seminars and Symposia
1100	Agreements - Federal	1265	Co-operation and Liaison - General
1105	Agreements - Foreign	1270	Co-operation and Liaison - Internal
1115	Agreements - Inter-Provincial and Territorial	1300	Co-operation and Liaison - External
1120	Agreements - Saskatchewan Government	1355	Delegation of Authority
1125	Agreements - Local Authorities	1370	Emergency Measures
1145	Appreciation, Invitations, Greetings and Congratulations	1380	Executive Services
1155	Associations, Clubs and Societies	1400	Forms Management
1170	Cabinet	1430	Information Services - General
1190	Campaigns and Canvassing	1435	Information Services - Advertising and Marketing
1205	Circulars, Directives, and Manuals		
1215	Committees and Commissions - General		

continued....

1445	Information Services - Audio-Visual and Photographic Media	1620	Licences and Permits
1450	Information Services - Books and Publications - Distribution	1635	Mail, Freight, and Courier Services
1455	Information Services - Books and Publications - Development	1645	Management Services
1475	Information Services - Inquiries	1665	Office Support Services
1485	Information Services - Lectures and Speeches	1680	Plans and Programs
1495	Information Services - Media Relations	1720	Protocol and Diplomacy
1510	Information Services - Public Programs and Communications	1745	Records Management - General
1515	Information Services - Research and Surveys	1760	Records Management – Program Development
1520	Information Services - Standards, Style and Terminology	1770	Records Management – Information Security
1525	Information Services - Websites	1775	Records Management - Format Conversion
1530	Inventions, Patents and Copyrights	1780	Records Management - Schedules and Disposition Authorities
1545	Legal Matters	1800	Records Management - Storage, Retrieval and Physical Disposal
1555	Legislative Matters	1810	Records Management - Freedom of Information and Protection of Privacy
1565	Library Materials	1840	Reports and Statistics
1575	Library Services - General	1845	Risk Management and Insurance
1580	Library Services - Cataloguing	1860	Security - General
1585	Library Services - Acquisition	1885	Security - Personnel
1595	Library Services - Circulation	1890	Security - Physical
1605	Library Services - Reference	1900	Strategic Planning

<b>1000 ADMINISTRATION - GENERAL</b>
--------------------------------------

Records relating generally to administrative functions and activities **not shown elsewhere in this section.**

**NOTE: Correspondence relating to a specific function must be related to a specific administrative or operational primary and secondary.**

Number	Secondary Title	Retention	Final Disposition
<b>1000-00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>1000-02</b>	<b>Contact Lists</b> - includes telephone, fax, email, etc.	SO	D
<b>1000-20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1000-50</b>	<b>Chronological Files</b> - These files consist of records compiled to serve administrative purposes only - they do not include records of a transitory nature created for short-term reference purposes (e.g. convenience photocopies)	2y	D
<b>1000-55</b>	<b>Appointment Books/Notebooks</b> - Diaries relating to specific activities should be classified under the appropriate administrative or operational classification	1y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1015

**1015 ADMINISTRATION – MEETINGS**

Policies, procedures, minutes, agendas and other records relating to the convening and conducting of internal meetings of staff, supervisors, directors, etc.

**NOTE: Meeting records related to a specific function must be related to a specific administrative or operational primary and secondary.**

Number	Secondary Title	Retention	Final Disposition
1015 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1015 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1015 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1015 - 50	<b>Meetings Case Files</b>	6y	D

<b>1025 ADMINISTRATION – ORGANIZATION</b>
---

Includes reorganization proposals, organization and function charts, mission statements, vision statements and policies and procedures relevant to changes to organization, governance, objectives, functions or relationships.

For records relating to employee position organization **SEE** primary 5160.

For records relating to strategic planning **SEE** primary 1900.

Number	Secondary Title	Retention	Final Disposition
<b>1025 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1025 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1025 - 02</b>	<b>Administration History</b>	SO + 6y	A
<b>1025 - 04</b>	<b>Organization and Responsibilities</b> - Branch, Region, District, etc. Also includes organizational charts.	SO + 6y	A
<b>1025 - 06</b>	<b>Reorganization</b> - includes centralization, decentralization, etc.	SO + 6y	A
<b>1025 - 07</b>	<b>Mission/Vision Statements</b>	SO + 6y	A
<b>1025 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1035

**1035 ACTS AND LEGISLATION – GENERAL**

Records **not shown elsewhere in the Acts and Legislation primaries** which relate to acts and legislation. Includes comparative studies of legislation from various levels of government, research, etc.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>1035 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>1035 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1035 - 50</b>	<b>Comparative Studies</b>	6y	D
<b>1035 - 60</b>	<b>Issues</b>	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1070 ACTS AND LEGISLATION – INTERNAL</b>
---

Records relating to legislation where the principal responsibility for administering the legislation rests with your institution. Includes individual bills, acts and regulations. This primary also includes correspondence, working papers, drafts, research and other records leading to the preparation and amendment of legislation.

Number	Secondary Title	Retention	Final Disposition
<b>1070 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1070 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1070 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	A
<b>1070 - 50</b>	<b>Legislation Case Files</b>	SO + 6y	A
<b>1070 - 55</b>	<b>Regulations Case Files</b>	SO + 6y	A
<b>1070 - 60</b>	<b>Emergency Orders</b>	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1080

**1080 ACTS AND LEGISLATION – EXTERNAL**

Records relating to legislation where the principal responsibility for administering the legislation rests outside your institution. Includes research, individual bills, acts and regulations related to other Saskatchewan government institutions, other provinces/territories, federal government, local or international authorities.

For Acts and Legislation internal to your organization **SEE** primary 1070.

Number	Secondary Title	Retention	Final Disposition
1080 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1080 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1080 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1080 - 50	<b>Saskatchewan Government Legislation and Regulations</b> - includes information and working papers	SO + 6y	A
1080 - 55	<b>Federal Government Legislation and Regulations</b> - includes constitutional matters	SO + 6y	A
1080 - 60	<b>Other Provincial/Territorial Legislation and Regulations</b>	SO + 6y	A
1080 - 65	<b>Local Authorities</b> - includes Educational Authority Bylaws, Municipal Bylaws, etc.	SO + 6y	A
1080 - 70	<b>International Bills, Acts and Legislation</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>1090 AGREEMENTS - GENERAL</b>
----------------------------------

Records **not shown elsewhere in the Agreements primaries** which relate to formal agreements, memoranda of understanding and protocols. Includes draft/non-approved agreements, approved agreements, negotiations, correspondence, working papers and other records leading to the development and approval of agreements. This primary also includes records relating to multi-party agreements.

For records relating to the financial details of agreements SEE primary 4120.

**NOTE: Agreements relating to operational matters may be filed in an appropriate ORS.**

Number	Secondary Title	Retention	Final Disposition
<b>1090 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1090 - 02</b>	<b>Agreements Register</b>	6y	D
<b>1090 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1090 - 50</b>	<b>Non-approved Agreements</b> - includes drafts, working papers	SO + 6y	A
<b>1090 - 55</b>	<b>Approved Agreements</b> - includes working papers	<b>SO*</b> + 6y	A

**SO\* = upon termination of agreement.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1100

**1100 AGREEMENTS - FEDERAL**

Records relating to all formal federal agreements, memoranda of understanding and protocols. Includes correspondence, working papers and other records leading to the development and approval of federal agreements.

**NOTE: Agreements relating to operational matters may be filed in an appropriate ORS.**

Number	Secondary Title	Retention	Final Disposition
<b>1100 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1100 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1100 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1100 - 50</b>	<b>Non-approved Federal Agreements</b> - includes working papers	SO + 6y	A
<b>1100 - 55</b>	<b>Approved Federal Agreements</b> - includes working papers	<b>SO*</b> + 15y	A

**SO\* = upon termination of agreement.**

<b>1105 AGREEMENTS - FOREIGN</b>
----------------------------------

Records relating to all formal agreements, memoranda of understanding and protocols with foreign governments. Includes draft agreements, approved agreements, negotiations, correspondence, working papers and other records leading to the development and approval of foreign agreements.

**NOTE: Agreements relating to operational matters may be filed in an appropriate ORS.**

Number	Secondary Title	Retention	Final Disposition
<b>1105 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1105 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1105 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1105 - 50</b>	<b>Non-approved Foreign Agreements</b> - includes working papers	SO + 6y	A
<b>1105 - 55</b>	<b>Approved Foreign Agreements</b> - includes working papers	<b>SO*</b> + 6y	A

**SO\* = upon termination of agreement.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1115

**1115 AGREEMENTS - INTER-PROVINCIAL AND TERRITORIAL**

Records relating to all formal inter-provincial and territorial agreements, memoranda of understanding and protocols. Includes draft agreements, approved agreements, negotiations, working papers and other records leading to the development and approval of inter-provincial and territorial agreements.

**NOTE: Agreements relating to operational matters may be filed in an appropriate ORS.**

Number	Secondary Title	Retention	Final Disposition
1115 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1115 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1115 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1115 - 50	<b>Non-approved Inter-Provincial and Territorial Agreements</b> - includes working papers	SO + 6y	A
1115 - 55	<b>Approved Inter-Provincial and Territorial Agreements</b> - includes working papers	SO* + 6y	A

**SO\* = upon termination of agreement.**

<b>1120 AGREEMENTS – SASKATCHEWAN GOVERNMENT</b>
--

Records relating to all formal agreements, memoranda of understanding, and protocols between Saskatchewan government institutions. Includes draft agreements, approved agreements, negotiations, working papers and other records leading to the development and approval of intra-provincial agreements.

**NOTE: Agreements relating to operational matters may be filed in an appropriate ORS.**

Number	Secondary Title	Retention	Final Disposition
<b>1120 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1120 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1120 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1120 - 50</b>	<b>Non-approved Intra-Provincial Agreements</b> - includes working papers	SO + 6y	A
<b>1120 - 55</b>	<b>Approved Intra-Provincial Agreements</b> - includes working papers	<b>SO*</b> + 6y	A

**SO\* = upon termination of agreement.**

PRIMARY 1125

**1125 AGREEMENTS - LOCAL AUTHORITIES**

Records relating to all formal agreements, memoranda of understanding, and protocols with local authorities. Includes draft agreements, approved agreements, negotiations, correspondence, working papers and other records leading to the development and approval of agreements with local authorities.

**NOTE: Agreements relating to operational matters may be filed in an appropriate ORS.**

Number	Secondary Title	Retention	Final Disposition
<b>1125 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1125 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1125 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1125 - 50</b>	<b>Non-approved Educational Authority Agreements</b> - includes working papers	SO + 6y	A
<b>1125 - 55</b>	<b>Approved Educational Authority Agreements</b> - includes working papers	<b>SO*</b> + 6y	A
<b>1125 - 60</b>	<b>Non-approved Municipal Agreements</b> - includes working papers	SO + 6y	A
<b>1125 - 65</b>	<b>Approved Municipal Agreements</b> - includes working papers	<b>SO*</b> + 6y	A

**SO\* = upon termination of agreement.**

Continued...

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1125 AGREEMENTS - LOCAL AUTHORITIES (continued)</b>
--

Number	Secondary Title	Retention	Final Disposition
1125 - 70	<b>Other Non-Approved Local Authority Agreements</b> - includes working papers	SO + 6y	A
1125 - 75	<b>Other Approved Local Authority Agreements</b> - includes working papers	SO* + 6y	A

SO\* = upon termination of agreement.

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1145

**1145 APPRECIATION, INVITATIONS, GREETINGS AND CONGRATULATIONS**

Includes letters, e-mails or other correspondence related to appreciation, greetings, thanks, congratulations, condolence, invitations, etc.

For correspondence related to complaints SEE primary 1250.

Number	Secondary Title	Retention	Final Disposition
1145 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1145 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1145 - 02	<b>Greetings, Messages and Cards</b> - includes letters of introduction, condolences, etc.	1y	D
1145 - 03	<b>Invitations</b>	1y	D
1145 - 04	<b>Appreciation/Thanks</b>	1y	D
1145 - 07	<b>Congratulations</b>	1y	D
1145 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>1155 ASSOCIATIONS, CLUBS AND SOCIETIES</b>
---

Includes correspondence, proceedings, minutes, annual reports, financial statements, membership fees, etc. relating to associations, clubs, federations, foundations, leagues, orders, societies and similar organizations.

For records relating to operational matters SEE appropriate ORS.

Number	Secondary Title	Retention	Final Disposition
1155 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1155 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1155 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1155 - 50	<b>Associations, Clubs, Societies, etc.</b> - includes records which document significant transactions with associations, etc.	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1170

<b>1170 CABINET</b>
---------------------

Records relating to Cabinet. Includes Orders-in-Council, Cabinet agenda items, minutes, Cabinet decision items, Cabinet information items, Cabinet directives, etc.

For records relating to personnel appointments via Order-in-Council SEE primary 5680.

Number	Secondary Title	Retention	Final Disposition
<b>1170 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1170 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	A
<b>1170 - 02</b>	<b>Cabinet Items</b> - includes Cabinet decision items, Cabinet information items, minutes, submissions, Cabinet directives, Cabinet agenda items, etc.	SO + 6y	A
<b>1170 - 04</b>	<b>Ministers' Orders</b>	SO + 6y	A
<b>1170 - 05</b>	<b>Orders-in-Council</b>	SO + 6y	A
<b>1170 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1190 CAMPAIGNS AND CANVASSING</b>
--------------------------------------

Records relating to charity appeals, blood donor clinics and other campaigns and drives.

For records relating to payroll deductions **SEE** primary 5190.

Number	Secondary Title	Retention	Final Disposition
1190 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1190 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1190 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1190 - 50	<b>Campaigns and Canvassing Case Files</b>	2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1205

**1205 CIRCULARS, DIRECTIVES, AND MANUALS**

Includes administrative and operational manuals, circulars, directives, regulations, instructions, etc.

For manuals relating to specific functions SEE the appropriate primary in ARMS 2006 or an Operational Records System.

For Treasury Board Orders, Directives, etc. SEE primary 4580.

For Cabinet Orders, Directives, etc. SEE primary 1170.

Number	Secondary Title	Retention	Final Disposition
1205 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1205 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1205 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1205 - 50	<b>Administrative and Operational Manuals</b>	SO + 6y	A
1205 - 55	<b>External Circulars and Directives</b>	SO + 6y	A
1205 - 60	<b>Internal Circulars and Directives</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1215 COMMITTEES AND COMMISSIONS - GENERAL</b>
--

Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, Royal Commissions, sub-committees, task forces and working groups **not shown elsewhere in the Committees and Commissions primaries**. Includes agendas, notices, minutes, reports and other records.

**NOTE: It is highly recommended that committees and commissions that relate to operational matters be scheduled in an Operational Records System. However, they may be classified within the committees and commissions primaries of ARMS 2006.**

Number	Secondary Title	Retention	Final Disposition
1215 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1215 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1215 - 50	<b>General Committees</b>	SO + 6y	A
1215 - 55	<b>Commissions of Inquiry</b>	SO*	A
1215 - 60	<b>Ministerial/Corporate Submissions to Commissions of Inquiry</b>	SO* + 6y	A

SO\* = completion of inquiry.

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1220

**1220 COMMITTEES AND COMMISSIONS - CABINET**

Records relating to the establishment, organization and functions of Cabinet Committees and related Deputy Ministers' Committees, including agendas, notices, minutes, reports and other records.

Number	Secondary Title	Retention	Final Disposition
1220 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1220 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	A
1220 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1220 - 50	<b>Cabinet Committees</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A- Appraise*

<b>1230 COMMITTEES, COMMISSIONS AND BOARDS - INTERNAL</b>
---

Records relating to the establishment, organization and functions of commissions, committees, boards, councils, groups, panels, sub-committees, task forces and working groups which are exclusive to a particular government institution. Includes agendas, notices, minutes, reports and other records.

**NOTE: It is highly recommended that committees and commissions that relate to operational matters be scheduled in an Operational Records System. However, they may be classified within the committees and commissions primaries of ARMS 2006.**

Number	Secondary Title	Retention	Final Disposition
1230 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1230 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1230 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1230 - 50	<b>Internal Committees</b>	SO + 6y	A
1230 - 55	<b>Board of Directors</b>	SO* + 2y	A

**SO\* = dissolution of the agency/corporation.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1235

**1235 COMMITTEES AND COMMISSIONS – INTER-INSTITUTIONAL**

Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, Royal Commissions, sub-committees, task forces and working groups which include the participation of **more than one Saskatchewan government institution or local authority**. Includes agendas, notices, minutes, reports and other records.

**NOTE: It is highly recommended that committees and commissions that relate to operational matters be scheduled in an Operational Records System. However, they may be classified within the committees and commissions primaries of ARMS 2006.**

Number	Secondary Title	Retention	Final Disposition
1235 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1235 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1235 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1235 - 50	<b>Committees</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>1240 COMMITTEES AND COMMISSIONS – INTERNATIONAL</b>
--

Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, Royal Commissions, sub-committees, task forces and working groups which include the participation of international organizations and agencies. Includes agendas, notices, minutes, reports and other records.

**NOTE: It is highly recommended that committees and commissions that relate to operational matters be scheduled in an Operational Records System. However, they may be classified within the committees and commissions primaries of ARMS 2006.**

Number	Secondary Title	Retention	Final Disposition
1240 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1240 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1240 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1240 - 50	<b>International Committees</b>	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1245

**1245 COMMITTEES AND COMMISSIONS - INTER-PROVINCIAL/  
TERRITORIAL/FEDERAL**

Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, Royal Commissions, sub-committees, task forces and working groups which include the participation of other provincial or territorial governments and/or the federal government. Includes agendas, notices, minutes, reports and other records.

**NOTE: It is highly recommended that committees and commissions that relate to operational matters be scheduled in an Operational Records System. However, they may be classified within the committees and commissions primaries of ARMS 2006.**

Number	Secondary Title	Retention	Final Disposition
1245 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1245 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1245 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1245 - 50	<b>Inter-provincial/Territorial/Federal Committees</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A- Appraise*

<b>1250 COMPLAINTS AND INVESTIGATIONS</b>
---

Records relating to complaints and criticisms, as well as investigations conducted by the Office of the Ombudsman.

For Human Rights Issues SEE primary 5305.

Number	Secondary Title	Retention	Final Disposition
1250 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1250 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1250 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1250 - 50	<b>Complaints and Criticism</b>	6y	A
1250 - 55	<b>Ombudsman Investigations</b>	SO* + 6y	A

SO\* = upon settlement.

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 1255

<b>1255 CONFERENCES, SEMINARS AND SYMPOSIA</b>
--

Records relating to participation in or the establishment, organization and function of non human resources related conferences, symposia, seminars and workshops. Includes agendas, notices, minutes, reports and other records.

For records relating to Human Resources developmental seminars **SEE** primary 5800.

Number	Secondary Title	Retention	Final Disposition
1255 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1255 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1255 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1255 - 50	<b>Establishment and Organization Case Files</b>	SO + 6y	A
1255 - 55	<b>Participation Case Files</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1265 CO-OPERATION AND LIAISON - GENERAL</b>
--

Records of a general nature relating to routine liaison activities with organizations **not shown elsewhere in the Co-operation and Liaison primaries**. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc.

Number	Secondary Title	Retention	Final Disposition
1265 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1265 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1265 - 50	<b>Co-operation and Liaison Case Files</b>	4y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1270

**1270 CO-OPERATION AND LIAISON – INTERNAL**

Records of a general nature relating to routine liaison activities within Saskatchewan government institutions (e.g. branches, affiliated institutions, etc.). Includes the exchange of information, routine notifications and inquiries, offers of service, etc.

Number	Secondary Title	Retention	Final Disposition
<b>1270 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1270 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1270 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1270 - 50</b>	<b>Co-operation and Liaison Case Files</b>	4y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1300 CO-OPERATION AND LIAISON - EXTERNAL</b>
---

Records of a general nature relating to routine liaison activities with other Saskatchewan or federal government ministries, departments, agencies, local authorities, corporations, companies, etc. Includes the exchange of information, routine notifications and inquiries, offers of service, etc.

Number	Secondary Title	Retention	Final Disposition
1300 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1300 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1300 - 02	<b>Other Saskatchewan Government Institutions</b>	4y	A
1300 - 03	<b>Federal Government Institutions</b>	4y	A
1300 - 04	<b>International</b>	4y	A
1300 - 05	<b>Local Authorities</b> - includes educational, municipalities, First Nation groups, etc.	4y	A
1300 - 06	<b>Other Provincial and Territorial Government Institutions</b>	4y	A
1300 - 07	<b>Corporations, Companies, etc.</b>	4y	A
1300 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1355

**1355 DELEGATION OF AUTHORITY**

Records relating to all matters involving the delegation of authority. Includes delegation of staffing and classification authority, purchasing authority, financial management payment and spending/signing authorities and all other signing authorities, authorizations, signature sample cards, matrices, etc.

Number	Secondary Title	Retention	Final Disposition
1355 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1355 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1355 - 02	<b>Cancelled Authorities</b>	6y	D
1355 - 03	<b>Authorities</b> - includes signing authorities, signature sample cards, matrices, etc.	SO + 6y	D
1355 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>1370 EMERGENCY MEASURES</b>
--------------------------------

Records relating to policies and plans for the continuation of a government institution's operations in the event of an emergency. Also includes records relating to civil defence planning actions and precautions, the provision of assistance in emergency conditions, etc.

For computer backup and recovery procedures **SEE** primary 6200.

Number	Secondary Title	Retention	Final Disposition
1370 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1370 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1370 - 03	<b>Contact List</b>	SO + 2y	D
1370 - 04	<b>Disaster Recovery Planning</b>	SO + 6y	A
1370 - 05	<b>Emergency Procedures</b> - includes Civil Defence	SO + 6y	A
1370 - 20	<b>Reports and Statistics</b>	SO + 2y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1380

**1380 EXECUTIVE SERVICES**

Records relating to the provision of various administrative services for and by the government institution's executive. Includes the handling of referrals for Minister's letters and other executive correspondence, the preparation and use of executive briefing notes and reports, tracking and program monitoring information and the collection of information on current issues.

Number	Secondary Title	Retention	Final Disposition
1380 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1380 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	A
1380 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1380 - 50	<b>Executive Briefing Documents</b> - includes house books, briefing books, notes, etc.	SO + 6y	A
1380 - 55	<b>Executive Correspondence Referrals</b> - includes Minister's Inquiries	6y	A
1380 - 60	<b>Executive Issues</b>	SO + 6y	A
1380 - 65	<b>Program Monitoring Information</b> - includes information from various branches, divisions, etc. on programs delivered by the government agency.	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

<b>1400 FORMS MANAGEMENT</b>
------------------------------

Records relating to forms management (regardless of format) including forms analysis, design, control, identification, authorization and preparation. Includes the original artwork used in forms production.

For procurement and issue of blank forms SEE primary 3195.

Number	Secondary Title	Retention	Final Disposition
1400 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1400 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1400 - 02	<b>Forms Catalogue</b>	SO + 2y	D
1400 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1400 - 50	<b>Forms Design and History</b>	SO + 2y	A
1400 - 55	<b>Forms – Originals</b>	SO + 2y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1430

**1430 INFORMATION SERVICES - GENERAL**

Records relating to the general administration of public relations and public affairs **not shown elsewhere in the Information Services primaries**. Includes news clippings, current issues, biographical sketches, etc.

Number	Secondary Title	Retention	Final Disposition
1430 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1430 - 02	<b>Biographical Sketches</b>	SO + 2y	A
1430 - 05	<b>Newspaper Clippings</b>	SO + 2y	A
1430 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1430 - 50	<b>Issues</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1435 INFORMATION SERVICES - ADVERTISING AND MARKETING</b>
--

Records relating to marketing campaigns and advertising in newspapers and periodicals, on radio and television, etc.

Number	Secondary Title	Retention	Final Disposition
1435 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1435 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1435 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1435 - 50	<b>Advertising Projects</b>	SO + 6y	A
1435 - 55	<b>Marketing Projects</b> - may include related advertising	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 1445

**1445 INFORMATION SERVICES - AUDIO-VISUAL AND PHOTOGRAPHIC MEDIA**

Records relating to motion pictures, slide shows, video tapes, photographs and other audio-visual aids.

Number	Secondary Title	Retention	Final Disposition
1445 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1445 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1445 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1445 - 50	<b>Project Files</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1450 INFORMATION SERVICES - BOOKS AND PUBLICATIONS - DISTRIBUTION</b>
--

Records relating to the general administration, preparation, binding, sale and distribution of all **published** materials, including books, maps, plans, drawings, brochures, pamphlets, bulletins, newsletters, etc.

Number	Secondary Title	Retention	Final Disposition
1450 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1450 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1450 - 05	<b>Publication Inventory</b>	SO + 2y	D
1450 - 06	<b>Publication Listing</b>	SO + 2y	A
1450 - 07	<b>Publication Pricing</b>	SO + 2y	D
1450 - 09	<b>Publication Distribution File</b> - includes publication distribution list, publication initiation forms, etc.	SO + 2y	D
1450 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1450 - 60	<b>Publication Requests</b>	2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1455

**1455 INFORMATION SERVICES - BOOKS AND PUBLICATIONS - DEVELOPMENT**

Records relating to the preparation, editing and compilation of books, pamphlets and other publications. The originals used in publication can comprise various media, including textual manuscripts, digital, maps, photographs, computer output microforms (COM), source document microforms, films, sound recordings, etc.

For records relating to website content SEE primary 1525.

**NOTE: *The Legislative Assembly and Executive Council Act, 2007* has specific requirements relating to the distribution and disposal of published information. Please contact the Legislative Library before disposing of published material.**

Number	Secondary Title	Retention	Final Disposition
1455 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1455 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1455 - 02	<b>Originals used for Publications</b>	SO + 6y	A
1455 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1455 - 50	<b>Publication Development Files</b> - a copy of the publication should be kept in this file	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>1475 INFORMATION SERVICES - INQUIRIES</b>
--

Records relating to inquiries from the public, outside organizations and other government agencies regarding services performed by the government institution.

For library reference inquiries SEE primary 1605.

Number	Secondary Title	Retention	Final Disposition
1475 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1475 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1475 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1475 - 50	<b>Information Resources and Reference Files</b> - for frequent or repeat inquiries	SO + 2y	D
1475 - 55	<b>Inquiries and Responses</b>	2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 1485

**1485 INFORMATION SERVICES - LECTURES AND SPEECHES**

Records relating to speeches, lectures, addresses and the arrangements for speaking engagements, including speech drafts, etc.

Number	Secondary Title	Retention	Final Disposition
1485 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1485 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1485 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1485 - 30	<b>Deputy Ministers' Speeches</b> - working papers and final copies	6y	A
1485 - 50	<b>Premier's and Ministers' Speeches</b> - working papers and final copies	6y	A
1485 - 60	<b>Other Lectures and Speeches</b>	6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

<b>1495 INFORMATION SERVICES - MEDIA RELATIONS</b>
--

Records relating to the preparation, distribution and collection of news and press releases. Includes records relating to contacts with the media.

Number	Secondary Title	Retention	Final Disposition
1495 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1495 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1495 - 02	<b>Media Lists and Contacts</b>	SO + 2y	D
1495 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1495 - 50	<b>Media Projects</b> - includes releases, news conferences, working papers and final copies	SO + 6y	A
1495 - 65	<b>Interviews</b> - includes radio, TV, print, etc.	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 1510

**1510 INFORMATION SERVICES - PUBLIC PROGRAMS AND COMMUNICATIONS**

Records relating to activities involving interaction with the public, including educational institutions and other organizations. Includes communications programs, packages, plans, projects, etc. as well as displays, exhibits, fairs, exhibitions, tours, etc. that are presented by government institutions.

Number	Secondary Title	Retention	Final Disposition
1510 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1510 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1510 - 04	<b>Public Awards Programs</b>	6y	A
1510 - 05	<b>Communications Plans</b>	SO + 6y	A
1510 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1510 - 50	<b>Communications Packages</b>	SO + 6y	A
1510 - 55	<b>Communications Projects</b>	6y	A
1510 - 65	<b>Exhibits, Fairs, Exhibitions, Displays</b>	2y	A
1510 - 70	<b>Tours</b>	2y	A
1510 - 75	<b>Other Public Programs</b> - includes educational programs	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

<b>1515 INFORMATION SERVICES - RESEARCH AND SURVEYS</b>
---

Records relating to polling, compilation of data and research.

**For research and survey records that pertain to specific operational or administrative matters SEE the specific primary in ARMS 2006 or the appropriate operational schedule.**

Number	Secondary Title	Retention	Final Disposition
1515 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1515 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1515 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1515 - 50	<b>Polls and Surveys</b>	6y	A
1515 - 55	<b>Research Issues</b>	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1520

**1520 INFORMATION SERVICES – STANDARDS, STYLE AND TERMINOLOGY**

Records relating to channels of communication and the production and control of communication (tracking, terminology, style, quality, etc.). Includes policies, procedures, guidelines, etc.

Number	Secondary Title	Retention	Final Disposition
1520 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1520 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1520 - 02	<b>Communications Guidelines</b>	SO + 2y	D
1520 - 03	<b>Tracking</b> - includes communication log	SO + 2y	D
1520 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1525 INFORMATION SERVICES - WEBSITES</b>
---

Records related to the development and update of the content of government web pages (internet, intranet, extranet). Includes planning, proposals, drafts of contents, final drafts, visual design, updates, etc.

This primary relates only to those websites or portions of websites that do not involve interaction with the public (i.e. websites that are read-only or static) and do not document any transactions (e.g. inquiries from the public, payments of fees, licensing, purchases, etc.). Information generated through the transactional or interactive portion of websites should be classified under the appropriate ARMS 2006 or ORS primary.

Number	Secondary Title	Retention	Final Disposition
1525 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1525 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1525 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1525 - 50	<b>Website Development Files</b>	SO + 6y	A
1525 - 55	<b>Information/Content Updates</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1530

**1530 INVENTIONS, PATENTS AND COPYRIGHTS**

Records relating to the application for patents, copyrights, industrial designs, or trademarks (intellectual property) made on behalf of the Crown. Includes records relating to infringements, permission to use copyright material, etc.

Number	Secondary Title	Retention	Final Disposition
1530 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1530 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1530 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1530 - 75	<b>Case Files</b>	SO* + 6y	A

**SO\* = life of the patent, trademark, industrial design and copyright.  
These will vary according to applicable legislation.**



<b>1545 LEGAL MATTERS</b>
---------------------------

Records relating to the administration of legal matters, including legal opinions and decisions, powers of attorney, Commissioners for Oaths, Notaries Public, etc.

Number	Secondary Title	Retention	Final Disposition
1545 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1545 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1545 - 02	<b>Judicial Decisions</b>	SO + 10y	A
1545 - 03	<b>Legal Challenges</b>	SO + 10y	A
1545 - 04	<b>Legal Opinions</b>	SO + 10y	A
1545 - 05	<b>Commissioners for Oaths/Notaries Public</b>	SO + 10y	D
1545 - 06	<b>Powers of Attorney</b>	SO + 10y	A
1545 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1555

**1555 LEGISLATIVE MATTERS**

Records relating to legislative action on matters of interest to government institutions, including parliamentary inquiries, Minister's questions and returns, motions for papers, bills, orders of the day and proceedings, debates, Throne Speech material, etc. when not kept in appropriate subject file.

Number	Secondary Title	Retention	Final Disposition
1555 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1555 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1555 - 02	<b>Proceedings of the House</b> - includes Hansard, bills, order of the day, etc.	N/A	D
1555 - 03	<b>Questions and Motions for Return</b>  For financial motions <u>SEE</u> primary 4020	6y	A
1555 - 04	<b>Throne Speech material</b>	6y	A
1555 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

<b>1565 LIBRARY MATERIALS</b>
-------------------------------

All library materials, including both those accessioned in a government institution's library and those not accessioned in a government institution's library.

**NOTE: Secondaries 50 through 75 are published records and do not need to be scheduled. They appear here for convenience of classification purposes only.**

**NOTE: *The Legislative Assembly and Executive Council Act, 2007* has specific requirements relating to the distribution and disposal of published information. Please contact the Legislative Library before disposing of published material.**

Number	Secondary Title	Retention	Final Disposition
1565 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1565 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1565 - 02	<b>Manuscripts and unpublished reports</b>	SO	A
1565 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1565 - 50	<b>Bibliographies</b>	N/A	D
1565 - 55	<b>Bulletins *</b>	N/A	D
1565 - 70	<b>Newsletters *</b>	N/A	D
1565 - 75	<b>Publications *</b>	N/A	D

***\*a copy of internal newsletters, bulletins and publications should be maintained and scheduled with the appropriate publication development file (SEE primary 1455).***

PRIMARY 1575

**1575 LIBRARY SERVICES - GENERAL**

Records relating to library administration functions **not shown elsewhere in the Library Services primaries.**

Number	Secondary Title	Retention	Final Disposition
1575 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1575 - 02	<b>Maintenance</b> - includes binding, conservation, etc.	2y	D
1575 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

<b>1580 LIBRARY SERVICES - CATALOGUING</b>
--

Records relating to the cataloguing of books, periodicals, newspapers, audio-visual materials, sound recordings and other types of library materials.

Number	Secondary Title	Retention	Final Disposition
1580 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1580 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1580 - 03	<b>Cataloguing in Publication Programs</b>	2y	D
1580 - 04	<b>Library Classification Schedules</b>	SO + 2y	D
1580 - 05	<b>Descriptive Cataloguing Manuals</b>	SO + 2y	D
1580 - 06	<b>Indexes to Catalogued Materials</b>	SO + 2y	D
1580 - 07	<b>Library Coding Input Entry Forms (completed)</b>	SO	D
1580 - 08	<b>Library Holdings Lists</b>	SO	D
1580 - 09	<b>Subject Analysis Standards</b>	SO + 2y	D
1580 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 1585

**1585 LIBRARY SERVICES - ACQUISITION**

Records relating to the procurement of books, periodicals, newspapers, audio-visual materials, sound recordings and other types of library materials.

Number	Secondary Title	Retention	Final Disposition
1585 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1585 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1585 - 03	<b>Commercial Catalogues</b>	SO	D
1585 - 04	<b>Government Publications Catalogues</b>	SO	D
1585 - 05	<b>Library Purchase Orders</b>	2y	D
1585 - 06	<b>Subscription Agency Services</b>	2y	D
1585 - 07	<b>Subscription and Renewals</b>	2y	D
1585 - 08	<b>Acquisition Lists</b>	2y	D
1585 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A- Appraise*

<b>1595 LIBRARY SERVICES - CIRCULATION</b>
--

Records relating to circulation, distribution and loan of books, periodicals, newspapers, audio-visual materials, sound recordings and other types of library materials.

Number	Secondary Title	Retention	Final Disposition
1595 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1595 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1595 - 02	<b>Interlibrary Loans</b>	SO	D
1595 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1595 - 50	<b>Circulation Records</b>	SO	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1605

**1605 LIBRARY SERVICES - REFERENCE**

Records relating to the provision of reference services, including replies to written and telephone requests, on-line computer search services and reading-room reference work.

**For general inquiries not related to library services SEE primary 1475.**

Number	Secondary Title	Retention	Final Disposition
1605 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1605 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1605 - 02	<b>On-line Search Services</b>	SO	D
1605 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1605 - 50	<b>Reference Requests</b> - This secondary is included for the convenience of offices/libraries that only handle a limited number of reference queries. If volume warrants you may prefer to use secondaries 55, 60, and 65.	SO	D
1605 - 55	<b>Reading Room Requests</b>	SO	D
1605 - 60	<b>Telephone Requests</b>	SO	D
1605 - 65	<b>Written Requests</b>	SO	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>1620 LICENCES AND PERMITS</b>
----------------------------------

Records relating to the procurement of licences and permits **not shown elsewhere in ARMS 2006.**

**For Vehicle Licences SEE primaries 3470 to 3530.**

**For Parking Permits SEE primary 2385.**

Number	Secondary Title	Retention	Final Disposition
1620 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1620 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1620 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1620 - 50	<b>Licence and Permit Files</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1635

<b>1635 MAIL, FREIGHT, AND COURIER SERVICES</b>
---

Records relating to freight, postal and private courier services, including Canada Post, inter-office mail, etc. Includes postal regulations, postal rates, inquiries and reports on lost or damaged mail and articles, etc.

Number	Secondary Title	Retention	Final Disposition
1635 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1635 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1635 - 07	<b>Mail Log Records</b> - incoming, outgoing, registered, etc.	SO + 2y	D
1635 - 08	<b>Mailing Lists</b>	SO + 2y	D
1635 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1635 - 25	<b>Mail Services</b> - includes Canada Post, inter-office, courier, freight, etc.	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1645 MANAGEMENT SERVICES</b>
---------------------------------

Records relating to management services. Includes management improvement studies, work simplification reports, office surveys and other records relating to management information systems, operational performance measurement systems, governance, etc.

Number	Secondary Title	Retention	Final Disposition
1645 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1645 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1645 - 02	<b>Financial</b>	6y	A
1645 - 03	<b>Personnel</b>	6y	A
1645 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1645 - 50	<b>Project Files</b>	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1665

**1665 OFFICE SUPPORT SERVICES**

Records relating to internal and external word processing services and procedures, including duplication and reproduction services, secretarial and typing services, translation services, data entry services, etc.

For data entry, data processing and data input records SEE primary 1775.

Number	Secondary Title	Retention	Final Disposition
1665 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1665 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1665 - 02	<b>Duplication and Reproduction Services</b>	2y	D
1665 - 03	<b>Translation Services</b>	2y	D
1665 - 04	<b>Word Processing Services/Data Entry Services</b>	2y	D
1665 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1680 PLANS AND PROGRAMS</b>
--------------------------------

Records relating to the program planning, co-ordination, governance and direction of a government institution, division, branch, etc. including the development and execution of plans in relation to program goals and objectives.

For Strategic Planning SEE primary 1900.

For Budget Planning SEE primary 4230.

For Human Resource Planning SEE primary 5295.

Number	Secondary Title	Retention	Final Disposition
1680 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1680 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	A
1680 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1680 - 50	<b>Planning Files</b>	SO + 6y	A
1680 - 55	<b>Program Implementation Files</b>	SO + 6y	A
1680 - 60	<b>Evaluation and Reviews</b>	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1720

**1720 PROTOCOL AND DIPLOMACY**

Records relating to diplomatic etiquette and protocol used by government institutions in communications with the federal government, other provincial governments and representatives of foreign governments. Includes precedence lists, Members of the Consular Corps and the Canadian Honours system, visual identity programs, visits, tours, and travel.

Number	Secondary Title	Retention	Final Disposition
1720 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1720 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1720 - 02	<b>Precedence Lists</b>	SO	D
1720 - 03	<b>Visual Identity</b> - includes emblems, flags, etc.	SO + 6y	A
1720 - 04	<b>Ceremonies and Celebrations</b>	2y	A
1720 - 05	<b>Visit and Tour Case Files</b>	2y	A
1720 - 06	<b>Travel Case Files</b>	2y	A
1720 - 07	<b>Canadian Awards and Honours</b>	2y	A
1720 - 08	<b>Consular Corps</b>	2y	A
1720 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

<b>1745 RECORDS MANAGEMENT - GENERAL</b>
--

Records relating to records management functions **not shown elsewhere in the Records Management primaries**. Includes general records management standards and procedures, implementation projects, inventories, lists, finding aids, conservation issues, etc.

Number	Secondary Title	Retention	Final Disposition
1745 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1745 - 02	<b>File Control</b> - includes inventory, file lists, etc.	SO + 2y	D
1745 - 04	<b>Saskatchewan Archives Board Finding Aids</b>	SO + 2y	D
1745 - 05	<b>Conservation Issues</b> - includes projects, environmental concerns, etc.	SO + 6y	D
1745 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1745 - 50	<b>Implementation Projects</b> - includes records schedule conversion records	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1760

<b>1760 RECORDS MANAGEMENT – PROGRAM DEVELOPMENT</b>
--

Records relating to the development, maintenance and enhancement of records management programs. Includes the development of records management policies, procedures, implementation plans, standards, etc. Also included is information relating to records management committees, such as agendas, minutes, reports, etc.

Number	Secondary Title	Retention	Final Disposition
1760 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1760 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1760 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1760 - 50	<b>Program Development Case Files</b>	SO + 6y	A
1760 - 55	<b>Records Management Committee</b>	SO + 6y	A
1760 - 60	<b>Records Management Project Case Files</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>1770 RECORDS MANAGEMENT – INFORMATION SECURITY</b>
---

Records relating to information security, access, collection of personal data and privacy. Includes guidelines for the administration of security regulations, the exchange and release of information (including transborder data flow), access to information, privacy requirements, impact assessments, etc.

For access requests under Freedom of Information and Protection of Privacy legislation **SEE** primary 1810.

For the security and reliability of automated Information Systems **SEE** primary 6200.

Number	Secondary Title	Retention	Final Disposition
1770 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc. - includes information security classification coding	SO + 6y	A
1770 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1770 - 02	<b>Guidelines from Outside Agencies</b>	SO	D
1770 - 03	<b>Personal Information Banks</b>	SO + 2y	D
1770 - 04	<b>Register of Incidents</b>	6y	A
1770 - 05	<b>Release of Information</b>	6y	A
1770 - 06	<b>Transborder Data Flow</b>	6y	A
1770 - 07	<b>Impact Assessments</b>	SO + 6y	A
1770 - 20	<b>Reports and Statistics</b>	SO + 2y	A

Continued...

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1770 (cont'd.)

**1770 RECORDS MANAGEMENT – INFORMATION SECURITY -  
(continued)**

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>1770 - 50</b>	<b>Incident Case Files</b>	SO + 6y	A
<b>1770 - 55</b>	<b>Project Files</b> - includes implementation projects, etc.	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1775 RECORDS MANAGEMENT – FORMAT CONVERSION</b>
--

Records relating to the application of micrographic and imaging technologies to government records. Includes hard-copy paper conversion and other application projects. Also includes records used for data entry and data processing, as well as data input forms.

This primary does not cover the actual reformatted records (i.e. microfilmed, imaged, etc.). These records will be classified under the appropriate primary in ARMS 2006 or an Operational Records System (ORS).

For the development of automated information systems SEE primary 6120.

For word processing services and data entry services SEE primary 1665.

Number	Secondary Title	Retention	Final Disposition
1775 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1775 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1775 - 04	<b>Technical Guidelines</b>	SO + 6y	D
1775 - 06	<b>Data Entry and Processing</b>	2y	D
1775 - 07	<b>Data Input/Entry Forms</b>	SO*	D
1775 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1775 - 50	<b>Projects</b> - includes specifications	SO + 6y	D

Continued...

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1775 RECORDS MANAGEMENT – FORMAT CONVERSION (continued)</b>
--

**SO\* =Data Input Forms** are forms or other records used to enter data into an automated information system. This classification generally applies to information that has been initially recorded by hand in a standardized format onto a paper form. Information from these forms is then transferred into a database, where it is subsequently maintained and used. Data Input Forms are therefore transitory records of temporary usefulness that are not an integral part of an administrative or operational record, and are only required for a limited period of time. Unless it is required for financial, legal, audit, or other statutory purposes, data input forms are obsolete once the data entry or update is validated and backup procedures are completed.

*Note: This classification does not apply to the electronic records resulting from the data entry process. These records must be classified by function, and disposed of according to an approved records schedule.*

<b>1780 RECORDS MANAGEMENT – SCHEDULES AND DISPOSITION AUTHORITIES</b>
--

Records relating to the development, formal review and approval of records schedules (e.g. ORS) and other approved disposal authorities (Orders-in-Council, etc.). Includes working papers, solicitor reviews, consultation with Saskatchewan Archives Board, retention and classification issues, submissions to the Public Records Committee, etc. Also includes approved additional records disposal policies.

Number	Secondary Title	Retention	Final Disposition
1780 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1780 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1780 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1780 - 50	<b>Schedule Case Files</b>	SO + 6y	D
1780 - 55	<b>Other Disposal Authorities</b> - includes Orders-in-Council, approved additional records disposal policies, etc.	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1800

**1800 RECORDS MANAGEMENT - STORAGE, RETRIEVAL AND PHYSICAL DISPOSAL**

Records relating to the transfer and storage of records in records storage facilities, subsequent retrieval and final physical disposal through either destruction or transfer to the Saskatchewan Archives Board in accordance with approved retention and disposal schedules and other authorities (Orders-in-Council, relevant legislation, approved additional records disposal policies).

Number	Secondary Title	Retention	Final Disposition
1800 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1800 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1800 - 04	<b>Documentation of Transfers to Storage</b> - includes inventories	SO* + 6y	D
1800 - 05	<b>Disposal Requests and Approvals</b> - includes disposal notifications, requests for appraisal, documentation of physical disposal, documentation of transfer to the Saskatchewan Archives Board, inventories, authorities, etc.	100y	D
1800 - 06	<b>List of Records Transferred to and from Other Jurisdictions</b>	100y	D
1800 - 07	<b>Records Retrieval Case Files</b>	SO	D
1800 - 20	<b>Reports and Statistics</b>	SO + 2y	D

SO\* = as long as records are in storage.

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise

<b>1810 RECORDS MANAGEMENT – FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY</b>
---

Records relating to requests for access to information and privacy issues pursuant to Freedom of Information and Protection of Privacy legislation. Includes all records relating to access requests, denials, extensions, appeals, reviews, decisions, etc. as well as privacy complaints and issues.

Number	Secondary Title	Retention	Final Disposition
<b>1810 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1810 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1810 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	A
<b>1810 - 50</b>	<b>Access to Information Requests Case Files</b> - includes Commissioner reviews/decisions	SO + 6y	A
<b>1810 - 55</b>	<b>Privacy Complaints and Issues</b>	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1840

<b>1840 REPORTS AND STATISTICS</b>
------------------------------------

Administrative reports and statistics. Includes drafts, supporting documentation, etc.

**For specific reports and statistics relating to administrative or operational functions SEE the appropriate primary in either ARMS 2006 or the relevant Operational Records System (ORS).**

Number	Secondary Title	Retention	Final Disposition
1840 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1840 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1840 - 02	<b>Annual</b>	6y	A
1840 - 03	<b>Monthly</b>	2y	A
1840 - 04	<b>Quarterly</b>	2y	A
1840 - 05	<b>Trimester</b>	2y	A
1840 - 06	<b>Weekly</b>	2y	D
1840 - 07	<b>Daily</b>	1y	D
1840 - 50	<b>Special or one-time reports</b>	6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>1845 RISK MANAGEMENT AND INSURANCE</b>
---

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. This primary also includes records relating to the development of loss exposure programs and the provision of a viable funding system and professional services to meet loss situations.

Number	Secondary Title	Retention	Final Disposition
1845 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1845 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1845 - 20	<b>Reports and Statistics</b>	SO + 2y	A
1845 - 50	<b>Policy Files</b>	SO* + 6y	A
1845 - 55	<b>Claim Files</b>	SO** + 6y	A

**SO\* = upon termination of policy.**

**SO\*\* = upon settlement of claim.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1860

<b>1860 SECURITY - GENERAL</b>
--------------------------------

Records relating to security issues **not shown elsewhere in the Security primaries.**

Number	Secondary Title	Retention	Final Disposition
1860 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
1860 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1860 - 50	<b>Security and Special Investigation Case Files</b>	<b>SO*</b> + 6y	A
1860 - 55	<b>Project Files</b>	6y	A

**SO\* = upon completion of investigation or any subsequent legal action.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1885 SECURITY - PERSONNEL</b>
----------------------------------

Records relating to the administration of personnel security programs involving personnel clearances, passes, identification methods and fingerprinting. Includes individual security clearance case files and other related records.

**For security checks regarding staffing SEE primary 5630.**

**For government employees, security clearance files may appear on employee files - SEE primary 5190.**

Number	Secondary Title	Retention	Final Disposition
1885 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
1885 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
1885 - 02	<b>Identification Methods</b> - includes cards, badges, tags, etc.	SO + 2y	D
1885 - 20	<b>Reports and Statistics</b>	SO + 2y	D
1885 - 50	<b>Security Clearance Files (Individual)</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 1890

**1890 SECURITY - PHYSICAL**

Records relating to the physical security of buildings, installations, or facilities. Includes protective alarms and intrusion detection systems, use of locks, keys, access cards and combinations, specifications for sensitive areas requiring special protective measures, physical restraining devices for computer hardware, etc.

Number	Secondary Title	Retention	Final Disposition
<b>1890 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>1890 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>1890 - 05</b>	<b>Access Control</b> - includes key control list, access card list, vault control list	SO + 6y	D
<b>1890 - 06</b>	<b>Threats to Security</b>	6y	D
<b>1890 - 07</b>	<b>Security Systems</b>	6y	D
<b>1890 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>1890 - 50</b>	<b>Security Breach Case Files</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>1900 STRATEGIC PLANNING</b>
--------------------------------

Records relating to the development and execution of strategic planning and performance measures for individual Ministries and crown corporations. Strategic plans articulate the key outcomes that Ministries plan to achieve over a multi-year period and how they will go about doing so. Performance measurements gauge progress toward the outcomes and year-end reporting compares the actual performance to expected results.

Records include individual ministry strategic plans, goals, objectives, performance measurements and mid-year and annual reports.

Number	Secondary Title	Retention	Final Disposition
<b>1900 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>1900 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	A
<b>1900 - 20</b>	<b>Reports and Statistics</b> - includes mid-year and annual reporting	6y	A
<b>1900 - 50</b>	<b>Planning Files</b>	6y	A
<b>1900 - 55</b>	<b>Performance Measurements</b> - includes CIC reviews of new crowns	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



## **BUILDINGS AND PROPERTIES**

**2000 - 2999**

The Buildings and Properties Section includes records relating to the procurement, development, construction, alteration and repair of buildings and properties; the administration of contracts for lands, buildings and utilities; accommodation agreements for leased space; and other records related to buildings and properties administration. This section also includes records regarding maintenance and utility services associated with buildings and properties.

### **LIST OF PRIMARIES**

2000	Buildings and Properties - General	2415	Utilities - General
2020	Buildings and Properties - Charges and Invoices	2420	Utilities - Gas, Lighting, Electrical, Water and Plumbing
2035	Buildings and Properties - Contracts	2435	Utilities - Environmental Control
2055	Accommodation	2455	Utilities - Waste Management
2105	Buildings - General		
2120	Buildings - Acquisition and Disposal		
2135	Buildings - Alterations, Damages and Repairs		
2155	Buildings - Construction		
2200	Buildings - Expansion and Renovation		
2215	Buildings - Fire Contingency and Planning		
2235	Buildings - Maintenance		
2295	Lands - General		
2305	Lands - Acquisition and Disposal		
2320	Lands - Concessions		
2335	Lands - Improvement and Maintenance		
2385	Parking Areas		





<b>2000 BUILDINGS AND PROPERTIES - GENERAL</b>
--

Records relating to buildings, facilities, structures and properties **not shown elsewhere in this section.**

Number	Secondary Title	Retention	Final Disposition
<b>2000 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>2000 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2020

**2020 BUILDINGS AND PROPERTIES - CHARGES AND INVOICES**

Records relating to the process of accounting for real property through a system of client charge reports. Includes supporting documentation for charges.

Number	Secondary Title	Retention	Final Disposition
2020 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2020 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2020 - 02	<b>Adjustments Requests</b>	2y	D
2020 - 03	<b>Billing Advice</b>	2y	D
2020 - 06	<b>Accommodation/Portfolio Review</b>	6y	D
2020 - 08	<b>Charges</b>	6y	D
2020 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>2035 BUILDINGS AND PROPERTIES - CONTRACTS</b>
--

Records relating to the administration of contracts pertaining to construction, land, utilities and service. Includes supporting documentation, specific contracts, expressions of interest, tenders, requests for proposals (RFP's), etc.

Number	Secondary Title	Retention	Final Disposition
2035 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
2035 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2035 - 20	<b>Reports and Statistics</b>	SO + 2y	A
2035 - 50	<b>Construction Contracts</b>	SO* + 10y	A
2035 - 55	<b>Land Contracts</b>	SO* + 10y	A
2035 - 60	<b>Utilities Service Contracts</b>	SO** + 6y	A
2035 - 65	<b>Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc.</b>	SO + 6y	A

**SO\* = upon disposition of building or property.**  
**SO\*\* = upon termination or cancellation of contract.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2055

**2055 ACCOMMODATION**

Records relating to current and future planning and requirements for accommodation. Includes plans for expansion, allocation of space, offers of space, accommodation statistics, projects, utilization, efficiencies, etc.

Number	Secondary Title	Retention	Final Disposition
<b>2055 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>2055 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>2055 - 02</b>	<b>Offers of Space</b>	6y	D
<b>2055 - 03</b>	<b>Planning and Requirements</b>	6y	A
<b>2055 - 04</b>	<b>Space Allocation</b>	SO + 6y	D
<b>2055 - 05</b>	<b>Employee Housing</b>	6y	A
<b>2055 - 06</b>	<b>Building Floor Plans</b>	SO + 6y	A
<b>2055 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	A
<b>2055 - 50</b>	<b>Organizational Moves</b>	6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>2105 BUILDINGS - GENERAL</b>
---------------------------------

Records relating to buildings and facilities management **not shown elsewhere in the Buildings primaries**. Includes building directories, addresses and locations, signs, government facilities management case files and records of a general nature relating to types of facilities, structures, etc.

For Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2105 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2105 - 02	<b>Building Directories, Addresses, and Locations</b>	SO	D
2105 - 03	<b>Building Standards</b>	SO + 6y	D
2105 - 04	<b>Signs</b>	SO	D
2105 - 05	<b>Conference Room Use</b>	SO	D
2105 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2105 - 50	<b>Facilities Management Case Files</b>	SO + 6y	D
2105 - 55	<b>Types of Facilities</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2120

<b>2120 BUILDINGS – ACQUISITION AND DISPOSAL</b>
--

Records relating to the proposed or actual acquisition and disposal of buildings, facilities and structures by transfer, lease, etc.

For Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2120 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
2120 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2120 - 02	<b>Appraisals</b>	SO + 2y	A
2120 - 20	<b>Reports and Statistics</b>	SO + 2y	A
2120 - 60	<b>Acquisition and Disposal Case Files</b>	SO* + 10y	A

**SO\* = upon disposition of building.**

<b>2135 BUILDINGS – ALTERATIONS, DAMAGES AND REPAIRS</b>
--

Records relating to the alterations and repair of buildings, facilities and structures, exclusive of utility systems. Includes client requests to Government Services, as well as records relating to damages to government buildings, facilities and structures. Also includes investigation reports, etc.

For Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2135 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2135 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2135 - 02	<b>Alterations and Repairs</b> - includes billing advice, job requisitions, working papers, etc.	6y	D
2135 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2135 - 50	<b>Damage Case Files</b>	SO* + 6y	A

SO\* = once all action relating to case file is settled.

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2155

<b>2155 BUILDINGS - CONSTRUCTION</b>
--------------------------------------

Records relating to the planning, design and construction of **new** buildings, facilities and structures. Includes construction requirements and discussions with architects, contractors and consultants.

For Construction Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2155 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2155 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2155 - 02	<b>Building Codes</b>	SO + 6y	D
2155 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2155 - 50	<b>Construction Project Case Files</b>	SO* + 10y	A

**SO\* = after disposition of building and/or expiration of lease or cancellation of project.**



<b>2200 BUILDINGS - EXPANSION AND RENOVATION</b>
--

Records relating to the planning, design and implementation of **major** renovation and expansion of **existing** buildings, facilities and structures. Includes discussions with architects, consultants and contractors.

For Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2200 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2200 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2200 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2200 - 50	<b>Expansion/Renovation Project Files</b>	SO* + 10y	A

**SO\* = after disposition of building and/or expiration of lease or cancellation of project.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2215

<b>2215 BUILDINGS - FIRE CONTINGENCY AND PLANNING</b>
---

Records relating to fire prevention and fire protection within government buildings, facilities and structures. Includes fire regulations, fire drill procedures, records relating to automatic sprinklers and fire alarm systems, etc. Incident case files include investigations, reports, statements of claims, etc.

For records relating to Emergency Measures SEE primary 1370.

For records relating to Damages from fires SEE primary 2135.

Number	Secondary Title	Retention	Final Disposition
2215 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2215 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2215 - 02	<b>Fire Evacuation and Planning</b>	SO + 6y	D
2215 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2215 - 50	<b>Fire Prevention Systems</b>	SO + 6y	D
2215 - 55	<b>Fire Inspections</b>	SO + 6y	D
2215 - 60	<b>Incident Case Files</b>	SO* + 6y	A

**SO\*= upon conclusion of investigation.**

<b>2235 BUILDINGS - MAINTENANCE</b>
-------------------------------------

Records relating to the maintenance and servicing of government buildings, facilities and structures. Includes janitorial and cleaning services, elevator maintenance, inspection reports, etc.

For Contracts SEE primary 2035.

For records relating to Damages and Repairs SEE primary 2135.

For records relating to Expansion and Renovation SEE primary 2200.

Number	Secondary Title	Retention	Final Disposition
2235 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2235 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2235 - 03	<b>Janitorial Services</b>	2y	D
2235 - 05	<b>Maintenance Services</b> - includes elevators, preventative and routine maintenance, mechanical checks, painting, etc.	6y	D
2235 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2295

<b>2295 LANDS - GENERAL</b>
-----------------------------

Records relating to the general administration of land **not shown elsewhere in the Lands primaries.**

Number	Secondary Title	Retention	Final Disposition
2295 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2295 - 02	<b>Inventory</b>	SO + 2y	D
2295 - 03	<b>Zoning</b>	SO + 2y	D
2295 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>2305 LANDS – ACQUISITION AND DISPOSAL</b>
--

Records relating to the proposed or actual acquisition of land by transfer, lease or purchase. Includes consideration of possible sites and related proposals, etc. Also includes records relating to the disposal of land by sale, transfer or expiry of lease, etc.

For Land Contracts SEE primary 2035.

For records relating to Crown land reviewed and sold under Saskatchewan Treaty Land Entitlement agreements, please refer to the appropriate Operational Records System.

Number	Secondary Title	Retention	Final Disposition
2305 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
2305 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2305 - 02	<b>Appraisals/Valuations</b>	2y	A
2305 - 20	<b>Reports and Statistics</b>	SO + 2y	A
2305 - 60	<b>Land Acquisition and Disposal Case Files</b>	SO* + 10y	A

SO\* = after disposal of land.

PRIMARY 2320

<b>2320 LANDS - CONCESSIONS</b>
---------------------------------

Records relating to rights of way, easements, licences, leases, etc. of Crown-owned land used by private corporations, persons or privately-owned land used by the Crown.

Number	Secondary Title	Retention	Final Disposition
<b>2320 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>2320 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>2320 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>2320 - 50</b>	<b>Land Concession Project Files</b>	SO + 10y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>2335 LANDS – IMPROVEMENT AND MAINTENANCE</b>
---

Records relating to the development and maintenance of government properties. Includes landscaping, gardening and maintenance of grounds, construction, maintenance and repair of roads, sidewalks and fences, snow removal and maintenance of street signs, etc.

For related Contracts SEE primaries 2035 and 4300.

Number	Secondary Title	Retention	Final Disposition
2335 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2335 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2335 - 03	<b>Grounds Maintenance</b> - includes fencing, landscaping, signs, snow removal, walkways, etc.	2y	D
2335 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2335 - 60	<b>Improvement Project Files</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2385

**2385 PARKING AREAS**

Records relating to the administration of parking areas. Includes the allotment of parking spaces for government vehicles and employee vehicles, as well as records relating to the construction or development of parking areas, etc.

For records relating to Parking Benefits SEE 5080-03.

Number	Secondary Title	Retention	Final Disposition
2385 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2385 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2385 - 02	<b>Parking Facilities</b> - Space Assignments	2y	D
2385 - 03	<b>Signs</b>	2y	D
2385 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2385 - 50	<b>Parking Area Project Files</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>2415 UTILITIES – GENERAL</b>
---------------------------------

Records relating to the general administration of utility systems and facilities **not found elsewhere in the Utilities section.**

Number	Secondary Title	Retention	Final Disposition
2415 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2415 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2420

**2420 UTILITIES – GAS, LIGHTING, ELECTRICAL, WATER AND PLUMBING**

Records relating to the installation, operation, maintenance and repair of gas systems, lighting, electric, water and plumbing facilities.

Number	Secondary Title	Retention	Final Disposition
2420 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2420 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2420 - 02	<b>Water Treatment</b>	6y	A
2420 - 20	<b>Reports and Statistics</b>	SO + 2y	A
2420 - 50	<b>Systems Case Files</b>	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>2435 UTILITIES - ENVIRONMENTAL CONTROL</b>
---

Records relating to the installation, operation, maintenance and repair of air conditioning, ventilation, heating, refrigeration and other environmental control systems and facilities.

Number	Secondary Title	Retention	Final Disposition
2435 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
2435 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2435 - 02	<b>Air Conditioning/Ventilation</b>	2y	D
2435 - 03	<b>Heating Systems</b>	2y	D
2435 - 04	<b>Humidity Control</b>	2y	D
2435 - 05	<b>Refrigeration</b>	2y	D
2435 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2435 - 50	<b>Systems/Facilities Case Files</b>	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 2455

**2455 UTILITIES – WASTE MANAGEMENT**

Records relating to garbage, waste disposal and recycling.

For recycling of equipment, SEE 3150-03.

Number	Secondary Title	Retention	Final Disposition
2455 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
2455 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
2455 - 02	<b>Disposal of Hazardous Materials</b>	SO + 6y	A
2455 - 03	<b>Recycling</b>	2y	D
2455 - 20	<b>Reports and Statistics</b>	SO + 2y	D
2455 - 50	<b>Garbage Disposal Case Files</b>	2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

## **EQUIPMENT AND SUPPLIES**

**3000 - 3999**

The Equipment and Supplies Section contains records relating to the procurement, justification, disposition, maintenance and servicing of equipment and supplies, and other records related to equipment and supplies administration. Also included are reports relating to vehicles and vehicle administration.

### **LIST OF PRIMARIES**

3000	Equipment and Supplies - General	3280	Medical
3015	Equipment and Supplies - Contracts	3295	Micrographic
3030	Assets Control and Inventories	3315	Office
3040	Audio-Visual	3335	Photographic
3055	Badges, Emblems, Crests and Flags	3350	Printing Services
3070	Building Materials	3365	Procurement and Receipt
3085	Clothing	3380	Product Information
3100	Computers - General	3405	Standing Offer Agreements
3115	Computers - Hardware	3420	Special Items
3130	Computers - Software	3425	Telecommunications
3150	Disposal and Surplus	3445	Vehicles - General
3170	Firearms, Weapons and Restraints	3470	Vehicles - Air
3185	Foods	3495	Vehicles - Construction and Off-Road
3195	Forms	3515	Vehicles - Road
3205	Fuels	3530	Vehicles - Water
3215	Furniture and Furnishings		
3240	Kitchen, Cafeteria and Eating Facilities		
3255	Laboratory		
3265	Laundry Facilities		



<b>3000 EQUIPMENT AND SUPPLIES - GENERAL</b>
--

Records relating to the general administration of material management **not shown elsewhere in this section**. Includes justification, user specifications, issue, maintenance, repairs, depreciation, rentals and procurement not found under specific equipment and supplies primaries.

Number	Secondary Title	Retention	Final Disposition
<b>3000 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3000 - 02</b>	<b>Equipment Loans</b>	SO	D
<b>3000 - 03</b>	<b>Supplies</b> - supplies not found elsewhere in the Equipment and Supplies section.	2y	D
<b>3000 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3000 - 50</b>	<b>Equipment Research Files</b>	SO + 2y	D
<b>3000 - 55</b>	<b>Equipment History/Case Files</b> - equipment not found elsewhere in the Equipment and Supplies section.	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3015

<b>3015 EQUIPMENT AND SUPPLIES - CONTRACTS</b>
--

Records relating to the administration of contracts pertaining to equipment and supplies. Includes rental, lease to purchase, equipment maintenance, supporting documentation, specific contracts, tenders, expressions of interest, requests for proposal (RFP's), etc.

Number	Secondary Title	Retention	Final Disposition
3015 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3015 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3015 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3015 - 50	<b>Contract Case Files</b>	SO* + 6y	D
3015 - 55	<b>Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc.</b>	SO + 6y	D

**SO\* = upon termination or cancellation of contract.**



<b>3030 ASSETS CONTROL AND INVENTORIES</b>
--

Records relating to the control of fixed assets (excluding buildings and lands) and stock inventory, including receipt, storage, inventorying and stocktaking. This primary does **not** include records relating to **financial** assets, such as cash, bank accounts, audits and accounts receivable.

For fixed asset records related to vehicles SEE primary 3445.

For inventory of lands SEE primary 2295.

Number	Secondary Title	Retention	Final Disposition
3030 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
3030 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3030 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3030 - 50	<b>Inventories</b>	SO + 2y	D
3030 - 55	<b>Fixed Asset Records</b>	SO + 6y	D
3030 - 60	<b>Assets Loss Inventory</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3040

<b>3040 AUDIO-VISUAL</b>
--------------------------

Records relating to audio-visual equipment and supplies. Includes procurement, justification, user specifications, issue, maintenance and repairs. Audio-Visual equipment includes projectors, tape recorders, video cassette recorders (VCRs), video cameras, televisions, digital video disc (DVD) players, compact disc players, etc.

Number	Secondary Title	Retention	Final Disposition
3040 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3040 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3040 - 02	<b>Product and Service Information</b>	SO	D
3040 - 03	<b>Supplies</b>	2y	D
3040 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3040 - 50	<b>Equipment Research Files</b>	SO + 2y	D
3040 - 55	<b>Equipment History/Case Files</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3055 BADGES, EMBLEMS, CRESTS AND FLAGS</b>
---

Records relating to badges, emblems, crests, flags, etc. Includes procurement, justification, user specifications and issue.

For information regarding the use of badges, emblems, crests and flags SEE primary 1720.

Number	Secondary Title	Retention	Final Disposition
3055 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
3055 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3055 - 02	<b>Product and Service Information</b>	SO	D
3055 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3055 - 50	<b>Research Files</b>	SO + 2y	D
3055 - 55	<b>History/Case Files</b>	SO + 2y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3070

<b>3070 BUILDING MATERIALS</b>
--------------------------------

Records relating to building materials and supplies such as lumber, hardware, etc.

Number	Secondary Title	Retention	Final Disposition
<b>3070 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3070 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3070 - 02</b>	<b>Product and Service Information</b>	SO	D
<b>3070 - 03</b>	<b>Supplies</b>	2y	D
<b>3070 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3070 - 50</b>	<b>Product Research Files</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3085 CLOTHING</b>
----------------------

Records relating to clothing, uniforms, smocks, etc. This primary also includes records relating to cleaning services for clothing.

Number	Secondary Title	Retention	Final Disposition
<b>3085 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3085 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3085 - 02</b>	<b>Product and Service Information</b>	SO	D
<b>3085 - 03</b>	<b>Supplies</b>	2y	D
<b>3085 - 04</b>	<b>Cleaning Services</b>	2y	D
<b>3085 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3085 - 50</b>	<b>Product Research Files</b>	SO + 2y	D
<b>3085 - 55</b>	<b>Clothing History/Case Files</b> - includes record of issue.	SO + 2y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3100

**3100 COMPUTERS - GENERAL**

Records relating to computer equipment, including justification, maintenance, equipment evaluations, user specifications, issue, and repairs. **This primary covers computer equipment not shown elsewhere in the Computers primaries.** Includes records relating to computer maintenance problems (i.e. general complaints), electronic storage media (magnetic tapes, disks, optical disks, etc.), research and history files, etc.

**For the planning, development and maintenance of automated Information Systems and Technology SEE section 6000.**

Number	Secondary Title	Retention	Final Disposition
3100 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3100 - 02	<b>Product and Service Information</b>	SO	D
3100 - 03	<b>Maintenance Issues</b>	SO + 2y	D
3100 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3100 - 50	<b>Electronic Storage Media – Research Files</b>	SO + 2y	D
3100 - 55	<b>Electronic Storage Media – History/Case Files</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3115 COMPUTERS - HARDWARE</b>
----------------------------------

Records relating to computer hardware. Includes procurement, justification, hardware evaluations, user specifications, issue, maintenance and repairs, inter-agency hardware transfer agreements, research files, history files, etc. and records relating to hardware-dependent software such as drivers.

For information technology architecture issues SEE primary 6030.

Number	Secondary Title	Retention	Final Disposition
3115 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3115 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3115 - 02	<b>Product and Service Information</b>	SO	D
3115 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3115 - 50	<b>Hardware Research Files</b>	SO + 2y	D
3115 - 55	<b>Hardware History/Case Files</b>	SO + 3y	D
3115 - 60	<b>Hardware Problems and Maintenance</b>	3y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A- Appraise*

PRIMARY 3130

**3130 COMPUTERS - SOFTWARE**

Records relating to commercial computer software (i.e. word processing, database management systems, spreadsheets, etc.). Includes procurement, justification, software evaluations, user specifications, licenses, issue, maintenance and repairs, research files, history files, etc.

For records pertaining to hardware-dependent software **SEE** primary 3115.

For the development of computer software **SEE** primary 6120.

Number	Secondary Title	Retention	Final Disposition
3130 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3130 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3130 - 02	<b>Product and Service Information</b>	SO	D
3130 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3130 - 50	<b>Software Research Files</b>	SO + 2y	D
3130 - 55	<b>Software History/Case Files</b> - includes software distribution and update record	SO + 2y	D
3130 - 60	<b>Software Problems and Maintenance</b>	2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>3150 DISPOSAL AND SURPLUS</b>
----------------------------------

Records relating to the disposal of surplus equipment. Includes write-offs, destruction of equipment, recycling, etc.

For waste recycling programs, SEE 2455-03.

Number	Secondary Title	Retention	Final Disposition
<b>3150 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>3150 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3150 - 02</b>	<b>Asset Transfer and Disposal</b> - includes salvage and sales	SO + 6y	D
<b>3150 - 03</b>	<b>Recycling</b> - equipment	SO + 2y	D
<b>3150 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3170

<b>3170 FIREARMS, WEAPONS AND RESTRAINTS</b>
--

Records relating to weapons and restraints (i.e. firearms, pepper spray, handcuffs, etc.). Includes procurement, registration, operation, issue and other related records.

Number	Secondary Title	Retention	Final Disposition
3170 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
3170 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3170 - 02	<b>Product and Service Information</b>	SO	D
3170 - 03	<b>Supplies</b>	2y	D
3170 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3170 - 50	<b>Equipment Research Files</b>	SO + 2y	D
3170 - 55	<b>Equipment History/Case Files</b>	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3185 FOODS</b>
-------------------

Records relating to food items. Includes research, distribution, etc.

Number	Secondary Title	Retention	Final Disposition
<b>3185 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3185 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3185 - 02</b>	<b>Product and Service Information</b>	SO	D
<b>3185 - 03</b>	<b>Distribution of Food</b>	SO + 2y	D
<b>3185 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3185 - 50</b>	<b>Food Research Files</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3195

<b>3195 FORMS</b>
-------------------

Records relating to the procurement and issue of forms.

For forms design and management **SEE** primary 1400.

For printing requisitions **SEE** primary 3350.

Number	Secondary Title	Retention	Final Disposition
3195 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3195 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3195 - 02	<b>Forms Procurement</b>	2y	D
3195 - 03	<b>Forms Issue</b>	2y	D
3195 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3205 FUELS</b>
-------------------

Records relating to all types of fuels, including their performance, supply, etc.

Number	Secondary Title	Retention	Final Disposition
<b>3205 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3205 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3205 - 02</b>	<b>Product and Service Information</b>	SO	D
<b>3205 - 06</b>	<b>Fuels</b> - includes motor, heating, etc.	2y	D
<b>3205 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3215

**3215 FURNITURE AND FURNISHINGS**

Records relating to furniture and furnishings, including procurement, justification, user specifications, issue, maintenance and repairs.

Number	Secondary Title	Retention	Final Disposition
3215 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3215 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3215 - 02	<b>Product and Service Information</b>	SO	D
3215 - 03	<b>Furniture Acquisition</b>	2y	D
3215 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3215 - 50	<b>Furniture Research Files</b>	SO + 2y	D
3215 - 55	<b>Furniture History/Case Files</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3240 KITCHEN, CAFETERIA AND EATING FACILITIES</b>
--

Records relating to kitchen, cafeteria and eating facility equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

Number	Secondary Title	Retention	Final Disposition
3240 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3240 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3240 - 02	<b>Product and Service Information</b>	SO	D
3240 - 03	<b>Supplies</b>	2y	D
3240 - 04	<b>Price Lists, Menus, etc.</b>	SO	D
3240 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3240 - 50	<b>Equipment Research Files</b>	SO + 2y	D
3240 - 55	<b>Equipment History/Case Files</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3255

**3255 LABORATORY**

Records relating to laboratory equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

Number	Secondary Title	Retention	Final Disposition
<b>3255 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3255 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3255 - 02</b>	<b>Product and Service Information</b>	SO	D
<b>3255 - 03</b>	<b>Supplies</b>	2y	D
<b>3255 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3255 - 50</b>	<b>Equipment Research Files</b>	SO + 6y	D
<b>3255 - 55</b>	<b>Equipment History/Case Files</b>	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>3265 LAUNDRY FACILITIES</b>
--------------------------------

Records relating to laundry equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

For cleaning services **SEE** primary 3085.

Number	Secondary Title	Retention	Final Disposition
3265 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3265 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3265 - 02	<b>Product and Service Information</b>	SO	D
3265 - 03	<b>Supplies</b>	2y	D
3265 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3265 - 50	<b>Equipment Research Files</b>	SO + 2y	D
3265 - 55	<b>Equipment History/Case Files</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 3280

**3280 MEDICAL**

Records relating to medical equipment and supplies, including procurement, justification, user specifications, issues, maintenance and repairs.

Number	Secondary Title	Retention	Final Disposition
3280 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3280 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3280 - 02	<b>Product and Service Information</b>	SO	D
3280 - 03	<b>Supplies</b>	2y	D
3280 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3280 - 50	<b>Equipment Research Files</b>	SO + 6y	D
3280 - 55	<b>Equipment History/Case Files</b>	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3295 MICROGRAPHIC</b>
--------------------------

Records relating to micrographic and other imaging equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

For records management of micrographic records SEE primary 1775.

Number	Secondary Title	Retention	Final Disposition
3295 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3295 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3295 - 02	<b>Product and Service Information</b>	SO	D
3295 - 03	<b>Supplies</b>	2y	D
3295 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3295 - 50	<b>Equipment Research Files</b>	SO + 2y	D
3295 - 55	<b>Equipment History/Case Files</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3315

**3315 OFFICE**

Records relating to office machines, supplies, business cards and stationery, including procurement, justification, user specifications, issue, maintenance and repairs.

For visual identity (includes stationery design) SEE primary 1720.

For computers SEE primaries 3100, 3115, and 3130.

For fax machines and telephones SEE primary 3425.

Number	Secondary Title	Retention	Final Disposition
3315 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3315 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3315 - 02	<b>Product and Service Information</b>	SO	D
3315 - 03	<b>Office Supplies and Stationary</b>	2y	D
3315 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3315 - 50	<b>Office Machine Research Files</b>	SO + 2y	D
3315 - 55	<b>Office Machine History/Case Files</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3335 PHOTOGRAPHIC</b>
--------------------------

Records relating to photographic equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

Number	Secondary Title	Retention	Final Disposition
3335 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3335 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3335 - 02	<b>Product and Service Information</b>	SO	D
3335 - 03	<b>Supplies</b>	2y	D
3335 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3335 - 50	<b>Equipment Research Files</b>	SO + 2y	D
3335 - 55	<b>Equipment History/Case Files</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3350

<b>3350 PRINTING SERVICES</b>
-------------------------------

Records relating to the requisition of print services.

For records related to forms authorization, revisions, catalogues, etc. **SEE** primary 1400.

Number	Secondary Title	Retention	Final Disposition
3350 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3350 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3350 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3350 - 50	<b>Estimates and Specifications</b>	2y	D
3350 - 55	<b>Printing Requisitions/Orders</b>	2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3365 PROCUREMENT AND RECEIPT</b>
-------------------------------------

Records which relate generally to procurement procedures. This includes specifications, purchase requisitions, storage and issue of equipment and supplies, procurement regulations, instructions, purchasing and receiving actions.

For printing requisitions SEE primary 3350.

For standing offer agreements on commodities and services SEE primary 3405.

Number	Secondary Title	Retention	Final Disposition
3365 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3365 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3365 - 02	<b>General Purchase Orders</b>	2y	D
3365 - 03	<b>Standing Purchase Orders</b>	SO + 2y	D
3365 - 04	<b>Blanket Purchase Orders</b>	2y	D
3365 - 05	<b>Local Purchase Orders</b>	2y	D
3365 - 06	<b>Purchasing Requisitions</b>	2y	D
3365 - 07	<b>Stockroom Requisitions</b>	2y	D
3365 - 08	<b>Receiving Reports</b>	2y	D
3365 - 09	<b>Packing Slips</b>	2y	D
3365 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A- Appraise*

PRIMARY 3380

<b>3380 PRODUCT INFORMATION</b>
---------------------------------

Records of a general nature relating to suppliers and specifications for equipment and supplies **not found elsewhere in the Equipment and Supplies section.**

Number	Secondary Title	Retention	Final Disposition
3380 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3380 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3380 - 02	<b>Catalogue and Price Lists</b>	N/A	D
3380 - 03	<b>Ergonomics Standards</b>	SO + 2y	D
3380 - 04	<b>Rental Rates</b>	SO	D
3380 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3380 - 50	<b>Product Information</b>	SO	D
3380 - 55	<b>Suppliers</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>3405 STANDING OFFER AGREEMENTS</b>
---------------------------------------

Records relating to standing offer agreements for commodities or services available to government institutions. Includes the names of the contractors, their addresses and offer expiry dates.

Number	Secondary Title	Retention	Final Disposition
3405 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3405 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3405 - 02	<b>Purchasing Agency Standing Offers</b>	SO + 2y	D
3405 - 03	<b>Non-Purchasing Agency Standing Offers</b>	SO + 6y	D
3405 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3420

**3420 SPECIAL ITEMS**

Records relating to the procurement and issue of special items. Special items are equipment or supplies which are custom-made for a government institution or which are developed or built by the government institution. Includes preliminary and final drawings, copies of specifications and photographic prints essential to the documentation of the design, modification, development and use of such equipment and supplies.

For the development of computer software SEE primary 6120.

Number	Secondary Title	Retention	Final Disposition
3420 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3420 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3420 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3420 - 50	<b>Commercially Developed Special Item History/Case Files</b>	SO + 2y	A
3420 - 55	<b>Government Developed Special Item History/Case Files</b>	SO + 2y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3425 TELECOMMUNICATIONS</b>
--------------------------------

Records relating to mobile radios, walkie-talkies, radio telephones, fax machines and telephone equipment, supplies, facilities and services, including specifications, justification, procurement, installation, issue, operation, maintenance and repair.

Number	Secondary Title	Retention	Final Disposition
3425 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3425 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3425 - 02	<b>Frequency Licences</b>	SO + 2y	D
3425 - 03	<b>Fax Transmission Receipts/Reports</b>	2y	D
3425 - 05	<b>Telecommunications Services</b> - includes requests for service	2y	D
3425 - 06	<b>Inventories</b>	SO + 2y	D
3425 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3425 - 50	<b>Research Files</b>	SO + 2y	D
3425 - 55	<b>Telecommunications Equipment History/Case files</b> - includes telephone, fax machines, cellular, satellite, radio telephones, etc.	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3445

<b>3445 VEHICLES – GENERAL</b>
--------------------------------

Records relating to the general administration of government vehicles, including assignment, rental rates, inventory, distance reports, Central Vehicle Agency reports, requisitions, etc. This primary includes information regarding all types of vehicles.

For specific vehicles SEE primaries 3470 to 3530.

Number	Secondary Title	Retention	Final Disposition
3445 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3445 - 02	<b>Private Use of Government Vehicles</b>	SO + 2y	D
3445 - 03	<b>Vehicle Depreciation</b>	2y	D
3445 - 04	<b>Vehicle Replacement</b>	2y	D
3445 - 05	<b>Vehicle Inventory</b>	SO + 2y	D
3445 - 06	<b>Vehicle Establishment</b>	6y	D
3445 - 07	<b>Vehicle Fixed Asset Records</b>	SO + 6y	D
3445 - 08	<b>Vehicle Rental Rates</b>	SO	D
3445 - 09	<b>Central Vehicle Agency Requisitions</b>	2y	D
3445 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3445 - 50	<b>Central Vehicle Agency Reports</b>	2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3470 VEHICLES - AIR</b>
----------------------------

Records which relate to the procurement, insurance, registration, inspection, operation and storage of government aircraft. Aircraft history files include documentation regarding operating standards, vehicle maintenance and repair records.

Number	Secondary Title	Retention	Final Disposition
3470 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3470 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3470 - 02	<b>Aircraft Procurement</b>	6y	D
3470 - 03	<b>Aircraft Insurance</b>	6y	D
3470 - 04	<b>Certificates of Airworthiness</b>	SO*	D
3470 - 05	<b>Certificates of Registration</b>	SO*	D
3470 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3470 - 50	<b>Aircraft Research Files</b>	SO + 6y	D
3470 - 55	<b>Aircraft History/Case Files</b>	SO* + 2y	D
3470 - 60	<b>Aircraft Journey Logs</b>	SO** + 6y	A
3470 - 65	<b>Aircraft Technical Logs</b>	SO*** + 6y	A

**SO\* = until aircraft is disposed of or permanently withdrawn from service.**

**SO \*\* = when log is closed.**

**SO\*\*\*= when aircraft or aircraft part to which the log refers is disposed of or permanently withdrawn from service.**

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3495

**3495 VEHICLES – CONSTRUCTION AND OFF-ROAD**

Records relating to construction and off-road vehicle procurement, maintenance and repair, transfers, accidents, operating standards, insurance, registrations, licences, parking permits, storage regulations, etc. Construction and off-road vehicles include all-terrain vehicles, tractors, snowmobiles, land-clearing and construction equipment, etc.

Number	Secondary Title	Retention	Final Disposition
<b>3495 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3495 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3495 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3495 - 50</b>	<b>Vehicle Research Files</b>	SO + 6y	D
<b>3495 - 55</b>	<b>Vehicle History/Case Files</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3515 VEHICLES - ROAD</b>
-----------------------------

Records relating to the administration of government road vehicles, including their procurement, registration, vehicle accident reports, licensing, maintenance and repair records, repair authorizations, parking tickets, credit cards, etc. This primary contains records for all road vehicles.

Number	Secondary Title	Retention	Final Disposition
3515 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3515 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3515 - 20	<b>Reports and Statistics</b>	SO + 2y	D
3515 - 50	<b>Vehicle Research Files</b>	SO + 6y	D
3515 - 55	<b>Vehicle History/Case Files</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 3530

**3530 VEHICLES – WATER**

Records relating to the administration of boats, barges, canoes, outboard motors, ferries, etc. Includes procurement, registration, insurance, licensing, moorage or storage, rentals, maintenance and repair, etc.

Number	Secondary Title	Retention	Final Disposition
<b>3530 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3530 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3530 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3530 - 50</b>	<b>Vehicle Research Files</b>	SO + 6y	D
<b>3530 - 55</b>	<b>Vehicle History/Case Files</b>	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



## FINANCE

### 4000 - 4999

The Finance Section contains records relating to the financial administration and financial management of government institutions. This includes the administration of contracts, accounts and accounting, budgets, expenditure control, finance reports and audits, etc.

#### LIST OF PRIMARIES

4000	Finance - General	4460	Grants
4020	Accounting - General	4480	Hospitality and Business Expenses
4040	Accounting - Cash	4500	Reports, Statistics and Statements - Financial
4060	Accounts - Payable	4520	Revenue Control
4080	Accounts - Receivable	4540	Taxes
4100	Advances - Accountable	4560	Travel Allowances and Expenditures
4120	Agreements and Arrangements	4580	Treasury Board
4140	Allotments and Transfers		
4160	Audits and Compliance Reviews		
4180	Banks and Banking		
4230	Budgets		
4260	Cheques and Financial Transactions		
4280	Claims		
4300	Contracts		
4320	Currency		
4340	Expenditure Control - General		
4360	Expenditure Control - Commitments		
4380	Fees		
4430	Funds		
4440	Garnishees and Other Third Party Demands		



<b>4000 FINANCE - GENERAL</b>
-------------------------------

Records relating to financial administration and management functions **not shown elsewhere in this section.**

Number	Secondary Title	Retention	Final Disposition
4000 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4000 - 02	<b>Provincial Comptroller Directives</b>	SO	D
4000 - 03	<b>Fraud and Alleged Fraud</b>	SO + 6y	A
4000 - 04	<b>Fraud and Alleged Fraud Alerts and Notifications</b>	SO + 2y	D
4000 - 20	<b>Reports and Statistics</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4020

<b>4020 ACCOUNTING - GENERAL</b>
----------------------------------

Records relating to the general administration of accounting systems and procedures, the classification of accounts, interest rates on overdue accounts, security deposits, public accounts preparations, reconciliations, etc. **not shown elsewhere in the Accounting primaries.**

**For reconciliations relating to bank accounts SEE primary 4180.**

Number	Secondary Title	Retention	Final Disposition
4020 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4020 - 02	<b>Accounting Codes</b> - includes entity, program, organization, location, project and natural codes, etc.	SO + 2y	D
4020 - 03	<b>Motions for Return (Financial Only)</b>	6y	A
4020 - 04	<b>Interest Rates on Overdue Accounts</b>	6y	D
4020 - 05	<b>Security Deposits/Letters of Credit</b>	6y	D
4020 - 06	<b>General Ledgers/Final Entry Summaries<sup>1,2</sup></b>	6y <sup>1,2</sup>	D

<sup>1</sup> This classification and retention period **is not applicable** to records documenting summaries of payments in and out of funds with respect to which a government institution acts in the capacity of a trustee (i.e. pension funds, victims fund, student loans fund, etc.). Please refer to a relevant operational records system to classify these records and to determine retention periods for them.

<sup>2</sup> **This retention period may not be sufficient for Crown Corporations. Crown Corporations may be subject to specific legislation, regulations or other directives (e.g. *The Income Tax Act*) requiring long-term retention of General Ledgers/Final Summaries. Please consult the corporation's legal counsel to determine if such requirements exist and if the retention period listed is sufficient.**

Continued...

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4020 ACCOUNTING – GENERAL (continued)</b>
--

Number	Secondary Title	Retention	Final Disposition
4020 - 07	Public Accounts Preparation Records	6y	D
4020 - 20	Reports and Statistics	6y	D
4020 - 50	Reconciliations	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4040

<b>4040 ACCOUNTING - CASH</b>
-------------------------------

Records relating to cash control including cash blotters, cash receipt journals, etc.

Number	Secondary Title	Retention	Final Disposition
4040 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4040 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4040 - 02	<b>Cash Mail Records</b>	6y	D
4040 - 03	<b>Cash Input Documents</b>	6y	D
4040 - 04	<b>Cash Receipt Journals</b>	6y	D
4040 - 20	<b>Reports and Statistics</b>	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4060 ACCOUNTS - PAYABLE</b>
--------------------------------

Records relating to payable accounts. Includes correspondence, billings, copies of financial transactions, payment of credit cards and other supporting documentation.

For expenditure and commitment control SEE primaries 4340 and 4360.

Number	Secondary Title	Retention	Final Disposition
4060 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4060 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4060 - 02	<b>Overdue Accounts</b>	6y	D
4060 - 03	<b>Invoice Summary Sheets</b>	6y	D
4060 - 04	<b>Timeliness of Payment Reports</b>	6y	D
4060 - 05	<b>Refunds to Vote</b>	6y	D
4060 - 06	<b>Payment Errors and Compliance Reports</b>	6y	D
4060 - 07	<b>Refunds</b>	6y	D
4060 - 20	<b>Reports and Statistics</b>	6y	D
4060 - 50	<b>Equalized Payments</b>	6y	D
4060 - 55	<b>Accounts Payable</b>	6y	D
4060 - 60	<b>Statements of Account</b>	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4080

<b>4080 ACCOUNTS - RECEIVABLE</b>
-----------------------------------

Records relating to receivable accounts. This primary covers records relating to revenue received by a government institution for services rendered or through the sale of goods.

Number	Secondary Title	Retention	Final Disposition
4080 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4080 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4080 - 20	<b>Reports and Statistics</b>	6y	D
4080 - 50	<b>Cash Register Tapes</b>	6y	D
4080 - 65	<b>Outstanding Accounts</b>	SO + 6y	D
4080 - 70	<b>Write-Offs (uncollectable accounts)</b>	SO + 6y	D
4080 - 75	<b>Accounts Receivable</b> - includes invoice books, receipt books, debit card receipts, credit card receipts, computerized records, etc.	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>4100 ADVANCES - ACCOUNTABLE</b>
------------------------------------

Records relating to the control of petty cash, imprest accounts, salary and other accountable advances.

For relocation and travel advances SEE primary 4560

Number	Secondary Title	Retention	Final Disposition
4100 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4100 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4100 - 02	<b>Float</b>	6y	D
4100 - 03	<b>Petty Cash</b>	6y	D
4100 - 04	<b>Salary</b>	6y	D
4100 - 05	<b>Imprest Accounts</b>	6y	D
4100 - 06	<b>Other Advances</b>	6y	D
4100 - 20	<b>Reports and Statistics</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4120

**4120 AGREEMENTS AND ARRANGEMENTS**

Records relating to financial transactions and potential recoverable disbursements in relation to agreements and arrangements with crown corporations, federal, provincial, territorial, municipal and foreign governments, agencies and other organizations.

**For original agreements and non-financial supporting documentation SEE primaries 1090 to 1125.**

Number	Secondary Title	Retention	Final Disposition
4120 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4120 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4120 - 20	<b>Reports and Statistics</b>	6y	D
4120 - 50	<b>Federal Agreements</b>	SO* + 15y	A
4120 - 55	<b>Local Government Agreements</b>	SO* + 6y	A
4120 - 60	<b>Foreign Agreements</b>	SO* + 6y	A
4120 - 65	<b>Provincial Agreements</b>	SO* + 6y	A
4120 - 70	<b>Crown Corporation Agreements</b>	SO* + 6y	A

**SO\* = upon termination of the agreement**

Continued...

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4120 AGREEMENTS AND ARRANGEMENTS (continued)</b>
---

Number	Secondary Title	Retention	Final Disposition
4120 - 75	Other Agreements <sup>1</sup>	SO* + 6y <sup>1</sup>	A

<sup>1</sup> This retention period may not be sufficient for Crown Corporations. Crown Corporations may be subject to specific legislation, regulations or other directives (e.g. *The Income Tax Act*) requiring long-term retention of special agreements necessary to an understanding of the entries in the general ledger or any other book of final entry. Please consult the corporation's legal counsel to determine if such requirements exist and if the retention period listed is sufficient.

SO\* = upon termination of the agreement

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4140

**4140 ALLOTMENTS AND TRANSFERS**

Records relating to the distribution of appropriated funds by allotment and transfer, reflecting the commitment, obligation and expenditure of funds thus allotted or sub-allotted. Includes allotment advice, etc.

For approved Budgets SEE primary 4230.

For virements SEE primary 4580.

Number	Secondary Title	Retention	Final Disposition
4140 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4140 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4140 - 02	<b>Reallocation of Funds</b>	6y	D
4140 - 20	<b>Reports and Statistics</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4160 AUDITS AND COMPLIANCE REVIEWS</b>
---

Records relating to audits and reviews of procedures, programs, systems, etc. Includes correspondence, reports, responses, management representation letters, follow-up and related records.

For audits and reviews of automated information systems **SEE** primary 6030.

Number	Secondary Title	Retention	Final Disposition
4160 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
4160 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4160 - 02	<b>Provincial Comptroller Audits</b>	6y	A
4160 - 03	<b>Provincial Auditor Audits</b>	6y	A
4160 - 04	<b>Internal Audits</b>	6y	A
4160 - 05	<b>Other Audits and Reviews</b>	6y	A
4160 - 20	<b>Reports and Statistics</b>	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4180

<b>4180 BANKS AND BANKING</b>
-------------------------------

Records relating to the establishment, maintenance and termination of an institution's bank accounts. Includes procedures used for conducting banking operations, electronic banking, automatic withdrawals, etc.

For signing authority SEE primary 1355.

Number	Secondary Title	Retention	Final Disposition
4180 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4180 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4180 - 02	<b>Bank and Financial Institution Addresses and Account Numbers</b>	SO	D
4180 - 20	<b>Reports and Statistics</b>	6y	D
4180 - 50	<b>Bank Accounts</b> - includes establishment and termination of bank accounts, deposit slips, cancelled cheques, bank statements, reconciliations, etc.	6y	D
4180 - 55	<b>Trust Accounts</b>  <i>This secondary relates to administrative records only. Trust Accounts relating to your mandate must be classified in the appropriate ORS.</i>	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4230 BUDGETS</b>
---------------------

Records relating to budgetary practices and procedures, budgetary controls and programs, budget planning and forecasting of variable and fixed costs of program requirements for future periods, etc. Includes budget estimates and supporting justifications, interactive estimates, system printouts, budget forecasts and development packages and approved budget documents.

For briefing books **SEE** primary 1380.

Number	Secondary Title	Retention	Final Disposition
4230 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
4230 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4230 - 03	<b>Working Papers</b>	6y	A
4230 - 04	<b>Budget Submissions</b>	6y	A
4230 - 05	<b>Finalization Minutes</b>	6y	A
4230 - 20	<b>Reports and Statistics</b>	6y	A
4230 - 50	<b>Budget Forecasts</b>	6y	A
4230 - 55	<b>Budget Development Packages</b> - may include submissions, forecasts and calls for estimates.	6y	A
4230 - 60	<b>Approved Budgets</b>	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 4260

**4260 CHEQUES AND FINANCIAL TRANSACTIONS**

Records relating to the documentation of financial transactions for accounting purposes. Includes batched cash and revenue deposits, cheque vouchers, journal vouchers, travel vouchers, returned cheques, cheque requisitions, and related supporting documentation.

For cancelled cashed cheques SEE primary 4180.

Number	Secondary Title	Retention	Final Disposition
4260 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4260 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4260 - 02	<b>Returned and NSF Cheques</b>	6y	D
4260 - 03	<b>Payment Vouchers</b> - includes cheque vouchers	6y	D
4260 - 04	<b>Journal Vouchers</b>	6y	D
4260 - 05	<b>Deposits</b>	6y	D
4260 - 06	<b>Travel Vouchers</b> - includes S4's, etc.	6y	D
4260 - 08	<b>Replacement (In-lieu) Cheques</b> - includes documentation and cheques cancelled by issuer (stop payment)	6y	D

Continued...

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>4260 CHEQUES AND FINANCIAL TRANSACTIONS (continued)</b>
--

Number	Secondary Title	Retention	Final Disposition
4260 - 09	Batch Control	6y	D
4260 - 10	Cheque Requisitions	6y	D
4260 - 20	Reports and Statistics	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4280

<b>4280 CLAIMS</b>
--------------------

Records relating to debts and claims for payment made by and against the Crown.

Number	Secondary Title	Retention	Final Disposition
4280 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4280 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4280 - 20	<b>Reports and Statistics</b>	6y	D
4280 - 50	<b>Claim Case Files</b>	SO* + 6y	A

**SO\* = after settlement**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4300 CONTRACTS</b>
-----------------------

Records relating to the administration of contracts and contract support. Includes supporting documentation, consultant contracts, force accounts, individual contracts, requests for proposals, etc.

**For contracts relating to Equipment and Supplies SEE primary 3015.**

**For contracts relating to Buildings and Properties SEE primary 2035.**

**For contracts relating to Secondments SEE primary 5645.**

Number	Secondary Title	Retention	Final Disposition
4300 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
4300 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4300 - 03	<b>Contract Registers</b>	SO + 6y	A
4300 - 04	<b>Contract Bids/Tender Bonds</b>	SO* + 6y	A
4300 - 05	<b>Rejected/Denied Contracts</b>	6y	A
4300 - 06	<b>Requests for Proposals</b>	SO + 6y	A
4300 - 20	<b>Reports and Statistics</b>	6y	A
4300 - 50	<b>Contract Case Files<sup>1</sup></b>	SO* + 6y <sup>1</sup>	A

<sup>1</sup> This retention period may not be sufficient for Crown Corporations. Crown Corporations may be subject to specific legislation, regulations or other directives (e.g. *The Income Tax Act*) requiring long-term retention of special contracts necessary to an understanding of the entries in the general ledger or any other book of final entry. Please consult the corporation's legal counsel to determine if such requirements exist and if the retention period listed is sufficient.

**SO\*= upon termination or cancellation of the contract**

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4320

<b>4320 CURRENCY</b>
----------------------

Records relating to Canadian and foreign currency, foreign exchange rates, etc.

Number	Secondary Title	Retention	Final Disposition
4320 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4320 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4320 - 02	<b>Exchange Rates</b>	2y	D
4320 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4340 EXPENDITURE CONTROL - GENERAL</b>
---

Records relating to the general administration and control of expenditures **not shown elsewhere in the Expenditure Control primaries**. Includes expenditure guidelines, transactions, statements, issuance of credit/purchase cards, etc.

For payment of credit/purchase cards SEE primary 4060.

Number	Secondary Title	Retention	Final Disposition
4340 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4340 - 02	<b>Credit/Purchase Card Issuance</b>	6y	D
4340 - 04	<b>Expenditure Reduction Exercise</b>	6y	D
4340 - 20	<b>Reports and Statistics</b>	6y	D
4340 - 50	<b>Expenditure Forecasts</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4360

<b>4360 EXPENDITURE CONTROL - COMMITMENTS</b>
---

Records relating to future expenditures for which funds must be reserved in an appropriation. Includes commitment reports and authorizations for expenditure.

Number	Secondary Title	Retention	Final Disposition
4360 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4360 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4360 - 02	<b>Appropriation and Commitment Control</b>	6y	D
4360 - 20	<b>Reports and Statistics</b>	6y	D
4360 - 50	<b>Authorizations for Expenditure</b>	6y	D
4360 - 55	<b>Commitment Fund Case Files</b>	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4380 FEES</b>
------------------

Records of a general nature relating to consultant and professional service fees, honoraria for lecturers, training course tuition fees and the calculation of fees for services, etc.

**NOTE: This primary does not document the payment of fees.**

For payment of fees **SEE** primary 4060.

For collection of fees **SEE** primary 4080.

Number	Secondary Title	Retention	Final Disposition
4380 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4380 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4380 - 02	<b>Fee Information and Schedules</b>	SO + 2y	D
4380 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4430

**4430 FUNDS**

Records relating to the establishment and operation of revolving funds and special accounts used to finance a specific program, operation or capital project which may be self-sustaining.

Number	Secondary Title	Retention	Final Disposition
4430 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4430 - 01	<b>General</b> <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4430 - 20	<b>Reports and Statistics</b>	6y	D
4430 - 50	<b>Funds Case Files</b> - includes financial statements	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>4440 GARNISHEES AND OTHER THIRD PARTY DEMANDS</b>
--

Records relating to financial encumbrances and reimbursements including the setoff of funds, garnishee of payments, requirements to pay, encumbrance notices, etc.

**NOTE: A record of any employee pay action must be kept in primary 5190.**

Number	Secondary Title	Retention	Final Disposition
4440 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4440 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4440 - 20	<b>Reports and Statistics</b>	6y	D
4440 - 50	<b>Setoffs</b>	SO + 6y	D
4440 - 55	<b>Requirements to Pay</b>	SO + 6y	D
4440 - 60	<b>Garnishees</b>	SO + 6y	D
4440 - 65	<b>Inter-agency Encumbrances</b>	SO + 6y	D
4440 - 70	<b>Other Encumbrances</b>	SO + 6y	D
4440 - 75	<b>Third Party Demands</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4460

**4460 GRANTS**

Records relating to grants of money to or from outside organizations, agencies, or individuals to carry out a specific project, assignment, etc. Note that if a grant application becomes successful, it becomes part of the Grant Management File.

**For records relating to the granting of money specific to the organization’s mandate, SEE appropriate Operational Records Schedule (ORS).**

Number	Secondary Title	Retention	Final Disposition
4460 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
4460 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4460 - 02	<b>Grant Applications</b>	6y	A
4460 - 20	<b>Reports and Statistics</b>	6y	A
4460 - 50	<b>Grant Management Files</b>	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4480 HOSPITALITY AND BUSINESS EXPENSES</b>
---

Records relating to meetings, working lunches and other business hospitality expenses. Includes claim documents, justifications, approvals, etc.

For Travel Expenses **SEE** primary 4560.

Number	Secondary Title	Retention	Final Disposition
4480 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4480 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4480 - 20	<b>Reports and Statistics</b>	6y	D
4480 - 50	<b>Claim Case Files</b>	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4500

**4500 REPORTS, STATISTICS AND STATEMENTS - FINANCIAL**

Records relating to financial reporting systems, financial management reports, statistics and statements **not included elsewhere in the Finance Section**. Includes working papers, correspondence, individual expenditure, budget monitoring and other reports **not included elsewhere in the Finance Section**.

Number	Secondary Title	Retention	Final Disposition
4500 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4500 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4500 - 02	<b>Reports - Daily</b> - Includes RES	1m	D
4500 - 03	<b>Reports - Monthly</b> - Includes RES	2y	D
4500 - 04	<b>Reports - Month 13/Year end</b> - Includes RES	6y	D
4500 - 05	<b>Financial Analysis Statements</b>	6y	A
4500 - 06	<b>Quarterly Reports</b>	6y	D
4500 - 07	<b>Other Financial Reports</b>	6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4520 REVENUE CONTROL</b>
-----------------------------

Records relating to the control of recoverable amounts and potential revenues which are contingent upon such factors as production and royalties, sales volume, market rates, agreements, assessment and policy consideration and are therefore subject to future finalization. Includes revenue and suspense accounts, recoverable amounts, etc.

Number	Secondary Title	Retention	Final Disposition
4520 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4520 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4520 - 02	<b>Revenue Accounts</b>	6y	D
4520 - 03	<b>Suspense Accounts</b>	6y	D
4520 - 04	<b>Recoverable Amounts</b>	6y	D
4520 - 20	<b>Reports and Statistics</b>	6y	D
4520 - 50	<b>Cost Recoveries</b>	6y	D
4520 - 55	<b>Revenue Forecasts</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4540

<b>4540 TAXES</b>
-------------------

Records relating to federal customs and excise tariffs, provincial sales tax, tax incentives, etc.

Number	Secondary Title	Retention	Final Disposition
4540 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
4540 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4540 - 02	<b>Goods and Services Tax</b>	6y	D
4540 - 03	<b>Provincial Sales Tax</b>	6y	D
4540 - 04	<b>Other Taxes</b>	6y	D
4540 - 20	<b>Reports and Statistics</b>	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>4560 TRAVEL ALLOWANCES AND EXPENDITURES</b>
--

Records relating to expenditures, claims and approved options for travel on government business. Includes directives, travel authorizations, expense claims, travel advances, regulations and records relating to payment for accommodation, transportation and other travel related functions. Includes supporting documentation.

For travel vouchers, S4's, etc. **SEE** primary 4260.

Number	Secondary Title	Retention	Final Disposition
4560 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
4560 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4560 - 02	<b>Relocation</b>	6y	D
4560 - 03	<b>Ministers' Travel Expenses</b>	6y	A
4560 - 04	<b>Non-government Personnel</b>	6y	D
4560 - 20	<b>Reports and Statistics</b>	6y	D
4560 - 65	<b>Travel Case Files</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 4580

<b>4580 TREASURY BOARD</b>
----------------------------

Records relating to Treasury Board submissions, pre-approvals and related documentation. Includes Treasury Board Minutes, Treasury Board Orders and Directives, Virements, etc.

For reallocation of Funds SEE primary 4140.

Number	Secondary Title	Retention	Final Disposition
4580 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
4580 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
4580 - 02	<b>Special Warrants</b>	6y	A
4580 - 20	<b>Reports and Statistics</b>	6y	A
4580 - 50	<b>Treasury Board Submissions/Approvals</b>	6y	A
4580 - 60	<b>Treasury Board Orders and Directives</b> - includes virements	SO + 6y	A
4580 - 65	<b>Treasury Board Minutes</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



## HUMAN RESOURCES

### 5000 - 5999

The Human Resources Section contains records related to the administration actions regarding employee and employee services. This includes employee benefits and services, staffing, recruitment, training, etc. Also included are records related to pay action.

#### LIST OF PRIMARIES

5000	Human Resources - General	5475	Leave and Attendance
5015	Accidents and Injuries	5510	Pay Administration
5030	Awards and Honours	5525	Performance Planning and Review
5045	Benefits and Services - General	5540	Reassignments and Transfers
5060	Benefits and Services - Benefits	5555	Regulations and Directives
5080	Benefits and Services - Services	5585	Retirements and Pre-Retirements
5160	Classification	5600	Salaries and Wages
5175	Employees - General	5615	Separations and Layoffs
5190	Employees - Employee Record	5630	Staffing - General
5205	Employment Equity	5645	Staffing - Acting and Temporary Appointments
5240	Foreign Postings and Allowances	5660	Staffing - Competitions
5265	Health and Safety	5680	Staffing - Recruitment
5280	Hours of Work	5750	Staffing - Vacancies and Obligations
5295	Human Resources Planning	5770	Studies and Surveys
5305	Human Rights Issues	5785	Training and Development - General
5330	Job Enhancement	5800	Training and Development - Courses
5355	Labour Relations - General	5815	Training and Development - Resources
5400	Labour Relations - Collective Agreements and Interpretations	5845	Volunteers
5415	Labour Relations - Discipline	5860	Wellness and Recreation
5430	Labour Relations - Exclusions		
5445	Labour Relations - Grievances, Complaints and Arbitrations		



<b>5000 HUMAN RESOURCES - GENERAL</b>
---------------------------------------

Records relating to the general administration of human resources management activities **not shown elsewhere in this section.**

**NOTE: Does not include records relating to individual employees.**

Number	Secondary Title	Retention	Final Disposition
<b>5000 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5000 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5015

**5015 ACCIDENTS AND INJURIES**

Records relating to accidents and personal injuries as a direct result of work duties, including claims with the Workers' Compensation Board.

Number	Secondary Title	Retention	Final Disposition
5015 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
5015 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5015 - 02	<b>Incident Logs</b>	6y	D
5015 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5015 - 50	<b>Non-Compensable Accidents</b>	6y	D
5015 - 55	<b>Workers' Compensation Board Claims</b>	SO* + 6y	A

SO\* = after settlement of claim

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

<b>5030 AWARDS AND HONOURS</b>
--------------------------------

Records relating to employee award presentations and recommendations.

Number	Secondary Title	Retention	Final Disposition
<b>5030 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5030 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5030 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>5030 - 50</b>	<b>Recognition Programs</b>	6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5045

**5045 BENEFITS AND SERVICES - GENERAL**

Records of a general nature which relate to the administration of personnel benefits and which are **not shown elsewhere in the Benefits and Services primaries.**

Number	Secondary Title	Retention	Final Disposition
5045 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5045 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5060 BENEFITS AND SERVICES - BENEFITS</b>
--

Records of a general nature relating to the administration of personnel benefits. This includes Canada Pension Plan, group life insurance, extended health and dental benefits, medical benefits, superannuation and other pension plans, etc. This primary is intended for general information regarding benefits.

For individual employees **SEE** primary 5190.

Number	Secondary Title	Retention	Final Disposition
5060 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5060 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5060 - 02	<b>Deferred Salary Leave</b>	6y	D
5060 - 03	<b>Travel Insurance</b>	SO + 2y	D
5060 - 04	<b>Allowances and Differentials</b>	SO + 2y	D
5060 - 05	<b>Northern Allowances</b>	SO + 2y	D
5060 - 06	<b>Pensions and Superannuation</b>	SO + 2y	D
5060 - 07	<b>Group Life</b>	SO + 2y	D
5060 - 08	<b>Medical and Dental</b>	SO + 2y	D

Continued...

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 5060 (cont'd)

**5060 BENEFITS AND SERVICES - BENEFITS (continued)**

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>5060 - 09</b>	<b>Disability Income</b>	SO + 2y	D
<b>5060 - 10</b>	<b>Employment Insurance</b>	SO + 2y	D
<b>5060 - 11</b>	<b>Other Benefits</b>	SO + 2y	D
<b>5060 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>5080 BENEFITS AND SERVICES - SERVICES</b>
--

Records relating to the administration of general services provided for government employees. This includes parking entitlements, Canada Savings Bonds and other miscellaneous services.

For records relating to assigned parking spaces SEE primary 2385.

Number	Secondary Title	Retention	Final Disposition
5080 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5080 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5080 - 02	<b>Bonds</b>	6y	D
5080 - 03	<b>Parking</b>	SO	D
5080 - 04	<b>Other Services</b>	6y	D
5080 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5160

**5160 CLASSIFICATION**

Records relating to the classification of positions, classification reviews, reclassification and appeals, as well as standards and specifications for evaluating positions and responsibilities. Includes records relating to the assignment of positions within the institutional framework and the history of changes to that assignment. Also includes records relating to the classification review of positions, the outcome of related appeals and historical information relating to the implementation of changes to the classification plans.

For records relating to institution organization SEE primary 1025.

Number	Secondary Title	Retention	Final Disposition
5160 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5160 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5160 - 02	<b>Classification Issues</b> - includes studies and reviews	6y	A
5160 - 04	<b>Organization</b> - includes studies and reviews	6y	D
5160 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5160 - 50	<b>Position History Files</b>	SO + 6y	D
5160 - 55	<b>Reclassification, Position Reviews and Appeals</b>	SO* + 6y	D
5160 - 60	<b>Job Standards</b> - includes benchmarks, job descriptions, etc.	SO + 6y	D

**SO\* = after settlement**

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5175 EMPLOYEES - GENERAL</b>
---------------------------------

Records relating to employees in general which are **not shown elsewhere in the Employees primaries**. Includes general information, information requests, conflict of interest, approval for outside employment, etc.

For individual employees **SEE** primary 5190.

Number	Secondary Title	Retention	Final Disposition
5175 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5175 - 02	<b>Information Requests</b>	6y	D
5175 - 03	<b>Conflict of Interest/Approval for Outside Employment Guidelines</b>	SO + 6y	D
5175 - 04	<b>Code of Conduct</b>	SO + 6y	D
5175 - 05	<b>Seniority Roster</b>	SO + 2y	D
5175 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5190

**5190 EMPLOYEES- EMPLOYEE RECORD**

Records directly reflecting a particular employee's work history. Includes personal data, resumes, oaths, work plans and appraisals of job performance, work histories, skills, training and education, commendations and discipline.

**NOTE: *The Labour Standards Act* requires that the following records be kept for each employee: name, sex, date of birth, residential address, positions held, rates of pay, total wages paid per pay period, deductions from wages, date wages paid, hours of work, holiday, leave and attendance records, amounts of annual holiday pay and date paid, date work commenced and date terminated, amount paid on termination and date paid. Refer to *The Labour Standards Act* s.70.**

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

Performance reviews may also be classified under 5525-05.

Number	Secondary Title	Retention	Final Disposition
5190 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5190 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5190 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5190 - 50	<b>Employee File (by employee)</b>	SO*	A
<b>All information can be kept on the employee file; however, if desirable, the following records may be broken into separate secondaries.</b>			
5190 - 60	<b>Pay Records (by employee)</b>	SO*	D

**SO\*= 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.**

Continued....

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5190 EMPLOYEES - EMPLOYEE RECORD (continued)</b>
---

Number	Secondary Title	Retention	Final Disposition
5190 - 65	Pay Records (where not on individual pay files)	55y	D
5190 - 70	Leave and Attendance (by employee)	SO** + 5y	D
5190 - 75	Leave and Attendance (where not on individual leave and attendance files)	55y	D
5190 - 80	Hours of Work (by employee)	SO** + 5y	D
5190 - 85	Hours of Work (where not in individual hours of work file)	55y	D
5190 - 90	Income Tax Forms (completed) - includes T4s, TD1s, etc.	SO + 7y	D

**SO\*\* = after termination of employment**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5205

<b>5205 EMPLOYMENT EQUITY</b>
-------------------------------

Records relating to the development and implementation of programs to enhance opportunities in the public service, including affirmative action.

Number	Secondary Title	Retention	Final Disposition
<b>5205 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
<b>5205 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5205 - 02</b>	<b>Employment Equity</b> - includes reports, statistics, issues, etc.	6y	A
<b>5205 - 50</b>	<b>Employment Equity Programs</b>	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5240 FOREIGN POSTINGS AND ALLOWANCES</b>
---

Records relating to postings outside Saskatchewan to which employees are assigned. Includes allowances, benefits, special conditions and terms of employment pertaining to the posting.

Number	Secondary Title	Retention	Final Disposition
5240 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5240 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5240 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5240 - 50	<b>Case Files (by location)</b>	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5265

**5265 HEALTH AND SAFETY**

Records relating to the administration of health examinations, safety and first aid programs, counselling, occupational health, smoking in the workplace, accident prevention and services provided by health units and other government medical facilities.

Number	Secondary Title	Retention	Final Disposition
<b>5265 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5265 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5265 - 02</b>	<b>Employee Assistance Programs</b>	SO + 6y	D
<b>5265 - 03</b>	<b>Occupational Health</b> - includes Health and Safety programs and promotions	6y	D
<b>5265 - 04</b>	<b>Investigations/Complaints</b>	<b>SO*</b> + 6y	D
<b>5265 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>5265 - 50</b>	<b>Hazardous Material Information</b> - includes WHMIS (Workplace Hazardous Materials Information System)	SO + 6y	D

**SO\* = settlement or completion of investigation**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>5280 HOURS OF WORK</b>
---------------------------

Records relating to scheduling/specifying hours of work **not** relating to individual employees. Includes job sharing, modified work weeks, flexible hours, time off to vote, time off for special occasions, early closing and overtime.

Records relating to individual employees must be filed under primary 5190.

Number	Secondary Title	Retention	Final Disposition
5280 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5280 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5280 - 02	<b>Hours of Work</b>	6y	D
5280 - 03	<b>Job Sharing</b>	SO + 6y	D
5280 - 05	<b>Exemptions</b>	SO + 6y	D
5280 - 06	<b>Work Schedules</b>	2y	D
5280 - 20	<b>Reports and Statistics</b> - includes overtime reports	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5295

<b>5295 HUMAN RESOURCES PLANNING</b>
--------------------------------------

Records relating to current and projected staffing requirements, personnel resource requirements, forecasts and estimates, impact of technical change, establishment control, etc.

Number	Secondary Title	Retention	Final Disposition
5295 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5295 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5295 - 02	<b>Human Resource Planning</b>	6y	A
5295 - 04	<b>Technical Change</b> - includes impact studies of automation, new operating equipment, etc.	6y	A
5295 - 05	<b>Establishment Control Files</b>	SO + 6y	D
5295 - 20	<b>Reports and Statistics</b> - includes Person-Year Reports	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5305 HUMAN RIGHTS ISSUES</b>
---------------------------------

Records relating to human rights issues. Includes matters referred to the Saskatchewan Human Rights Commission, etc.

For internal grievances and complaints SEE primary 5445.

For Ombudsman investigations SEE primary 1250.

Number	Secondary Title	Retention	Final Disposition
5305 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
5305 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5305 - 02	<b>Human Rights Issues</b>	SO + 6y	A
5305 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5305 - 50	<b>Case Files</b>	<b>SO*</b> + 6y	A

**SO\* = after settlement**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5330

<b>5330 JOB ENHANCEMENT</b>
-----------------------------

Records relating to research, discussion, planning or implementation of ways in which employees' duties may be made more rewarding. Includes job exchange, job enrichment and job rotation.

Number	Secondary Title	Retention	Final Disposition
5330 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5330 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5330 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5330 - 50	<b>Case Files</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5355 LABOUR RELATIONS - GENERAL</b>
--

Records relating to employer-employee relations (both unions and professional associations) **not shown elsewhere in the Labour Relations primaries**. Includes labour disruptions, issues and events, as well as union relations, bargaining agent certification orders, etc.

Number	Secondary Title	Retention	Final Disposition
<b>5355 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5355 - 02</b>	<b>Labour Issues</b> - includes events, disruptions, strikes, job action, petitions, demonstrations, etc.	SO + 6y	A
<b>5355 - 03</b>	<b>Union Relations</b> - includes use of employer facilities, union dues, shop stewards, etc.	SO + 6y	D
<b>5355 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>5355 - 55</b>	<b>Bargaining Agent Certification Orders</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 5400

<p><b>5400 LABOUR RELATIONS - COLLECTIVE AGREEMENTS AND INTERPRETATIONS</b></p>
---

Records relating to master and component agreements or contracts. Includes guidelines, interpretations, proposals, letters of understanding, collective agreements, etc.

Number	Secondary Title	Retention	Final Disposition
5400 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5400 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5400 - 02	<b>Negotiations</b>	SO + 6y	D
5400 - 03	<b>Proposals</b>	SO + 6y	D
5400 - 04	<b>Interpretations</b>	SO + 6y	D
5400 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5400 - 50	<b>Collective Agreements</b> - includes letters of understanding	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5415 LABOUR RELATIONS - DISCIPLINE</b>
---

Records relating to the administration of disciplinary action. Includes individual case files and precedents that may result from such action.

Number	Secondary Title	Retention	Final Disposition
5415 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5415 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5415 - 03	<b>Precedent Files</b>	SO + 6y	D
5415 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5415 - 50	<b>Individual Case Files</b>	<b>SO*</b>	D

**SO\* = according to the terms of the applicable collective agreement(s), or where no agreement exists, according to the approved internal policy of the government institution. In the absence of an agreement or internal policy, the retention period is SO + 6 years.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5430

**5430 LABOUR RELATIONS - EXCLUSIONS**

Records relating to exclusions from collective bargaining agreements, contracts, etc. This includes both position exclusions and individual exclusions.

Number	Secondary Title	Retention	Final Disposition
5430 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5430 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5430 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5430 - 50	<b>Case Files</b>	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>5445 LABOUR RELATIONS - GRIEVANCES, COMPLAINTS AND ARBITRATIONS</b>
--

Records relating to grievances, complaints and arbitrations. Includes individual grievance case files, harassment complaints, investigations, arbitrator's findings and final report, etc.

For matters referred to the Human Rights Commission SEE primary 5305.

Number	Secondary Title	Retention	Final Disposition
5445 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
5445 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5445 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5445 - 50	<b>Grievance and Complaints Case Files</b>	SO* + 6y	A
5445 - 55	<b>Arbitration Case Files</b>	SO* + 6y	A

SO\* = after settlement

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

PRIMARY 5475

**5475 LEAVE AND ATTENDANCE**

Records relating to the administration of leave and attendance. Includes general information regarding attendance, seniority calculations, long term disability, sick leave, vacation, designated paid holidays, special and other types of leave.

**NOTE:** Leave and attendance records of individual employees must be filed under primary 5190.

For seniority roster SEE primary 5175.

Number	Secondary Title	Retention	Final Disposition
5475 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5475 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5475 - 05	<b>Employee Leave and Attendance</b>	6y	D
5475 - 20	<b>Reports and Statistics</b>	SO + 2y	D

<b>5510 PAY ADMINISTRATION</b>
--------------------------------

Records relating to the administration of employee pay.

**This primary is intended for general records and reports relating to pay. A record of pay must be kept under primary 5190.**

**For records relating to the calculation of pay SEE primary 5600.**

Number	Secondary Title	Retention	Final Disposition
<b>5510 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5510 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5510 - 20</b>	<b>Reports and Statistics</b> - includes payroll reports and registers	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5525

<b>5525 PERFORMANCE PLANNING AND REVIEW</b>
---

Records relating to performance planning and review programs, work plans, regular and probationary employee appraisals, etc.

Number	Secondary Title	Retention	Final Disposition
5525 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5525 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5525 - 04	<b>Work Plans</b>	6y	D
5525 - 05	<b>Performance/Probationary Reviews</b>	6y	A
5525 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5540 REASSIGNMENTS AND TRANSFERS</b>
---

Records relating to lateral, geographic and other transfers or reassignments of personnel.

For secondments **SEE** primary 5645.

For relocation expense claims **SEE** primary 4560.

For foreign postings **SEE** primary 5240.

Number	Secondary Title	Retention	Final Disposition
5540 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5540 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5540 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5540 - 50	<b>Case Files</b>	SO + 6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5555

**5555 REGULATIONS AND DIRECTIVES**

Records relating to the public service employment regulations, terms and conditions of employment, human resources management directives and guidelines, etc.

Number	Secondary Title	Retention	Final Disposition
5555 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5555 - 01	<b>General</b> <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5555 - 02	<b>Human Resources Manuals/Directives</b>	SO + 6y	D
5555 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5585 RETIREMENTS AND PRE-RETIREMENTS</b>
---

Records relating to the retirement of employees and the calculation and recording of pre-retirement benefits.

Number	Secondary Title	Retention	Final Disposition
5585 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5585 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5585 - 02	<b>Pre-Retirement Benefits/Programs</b>	SO + 6y	D
5585 - 03	<b>Retirement Programs</b> - includes early retirement programs	SO + 6y	D
5585 - 04	<b>List of Retirees and Options Chosen</b>	SO + 2y	D
5585 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5600

**5600 SALARIES AND WAGES**

Records relating to the calculation of salary and wage matters, rates of pay, deductions, regulations regarding payment of wages and substitution pay, salary schedules, etc.

For records of individual employee pay SEE primary 5190

For records relating to Pay Administration SEE primary 5510.

Number	Secondary Title	Retention	Final Disposition
5600 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5600 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5600 - 02	<b>Salary Administration</b> - In/Out of Scope	SO + 6y	D
5600 - 03	<b>Salary Schedules</b>	SO + 6y	D
5600 - 04	<b>Overtime Pay Schedules</b>	SO + 6y	D
5600 - 05	<b>Merit/Performance Pay</b>	SO + 6y	D
5600 - 06	<b>Temporary Pay Adjustments</b>	SO + 6y	D
5600 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5600 - 50	<b>Salary Disputes</b>	SO* + 6y	D
5600 - 55	<b>Bargaining Unit Compensation Issues</b>	SO + 6y	D

**SO\* = after settlement**

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>5615 SEPARATIONS AND LAYOFFS</b>
-------------------------------------

Records relating to the layoff or separation of employees other than through retirement. This includes staff reductions, attritions, seasonal auxiliary layoffs, resignations and abandonments of position.

For individual employees SEE primary 5190.

Number	Secondary Title	Retention	Final Disposition
5615 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5615 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5615 - 02	<b>Job Abolition Bumping Lists</b>	SO + 6y	D
5615 - 03	<b>Staff Reduction Programs</b> - includes attrition	SO + 6y	A
5615 - 04	<b>Severance</b>	6y	D
5615 - 05	<b>Layoffs</b>	6y	D
5615 - 06	<b>Abandonments of Position</b>	6y	D
5615 - 07	<b>Resignations</b>	6y	D
5615 - 20	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5630

**5630 STAFFING - GENERAL**

Records not shown elsewhere in the staffing block which relate generally to the staffing of positions. Includes testing, security checks, etc.

Security checks for government employees may be classified on individual employee files - SEE 5190-50.

Number	Secondary Title	Retention	Final Disposition
5630 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5630 - 02	<b>Staffing Announcements</b>	2y	D
5630 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5630 - 50	<b>Testing</b>	6y	D
5630 - 55	<b>Security Checks</b> - includes Criminal Record Checks	SO* + 6y	D

**SO\* = after termination of employment**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A - not applicable  
y - years; m - months; D - Destroy; A - Appraise*

<b>5645 STAFFING - ACTING AND TEMPORARY APPOINTMENTS</b>
--

Records relating to the assignment of employees to acting or temporary appointments, secondments and exchanges.

Number	Secondary Title	Retention	Final Disposition
<b>5645 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5645 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5645 - 02</b>	<b>Acting and Temporary Appointments</b>	SO + 6y	D
<b>5645 - 03</b>	<b>Secondments</b>	SO + 6y	D
<b>5645 - 04</b>	<b>Exchanges</b>	SO + 6y	D
<b>5645 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>5645 - 50</b>	<b>Secondment Contract Files</b>	<b>SO*</b> + 6y	D

**SO\* = upon termination of contract**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5660

<b>5660 STAFFING - COMPETITIONS</b>
-------------------------------------

Records relating to competitions, selection standards, short lists of candidates, interview formats and questions, results and eligibility lists, offer and rejection letters, etc.

Number	Secondary Title	Retention	Final Disposition
<b>5660 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5660 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5660 - 02</b>	<b>Interview Formats and Questions</b>	SO + 6y	D
<b>5660 - 03</b>	<b>Selection Standards</b>	SO + 6y	D
<b>5660 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>5660 - 50</b>	<b>Competition Files</b>	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5680 STAFFING - RECRUITMENT</b>
------------------------------------

Records relating to staffing and methods used to recruit candidates for jobs, including applications for employment, resumes, posting and advertising, as well as Orders-in-Council, legislative, and other appointments. Includes recruitment to permanent, temporary, non-permanent, casual and all other positions. Also includes records relating to programs which enable applicants to enter government employment without going through the normal examination or competition channels.

Number	Secondary Title	Retention	Final Disposition
<b>5680 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5680 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5680 - 02</b>	<b>Applications</b> - includes resumes	SO	D
<b>5680 - 03</b>	<b>Recruitment Case Files</b> - includes advertising, postings, Orders-In-Council, legislative appointments	SO + 2y	D
<b>5680 - 05</b>	<b>Programs</b> - includes summer and co-op student apprenticeship and work experience programs	SO + 6y	D
<b>5680 - 06</b>	<b>Staffing Requisitions</b>	2y	D
<b>5680 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5750

**5750 STAFFING - VACANCIES AND OBLIGATIONS**

Records relating to recall lists, vacant positions and obligations to displaced employees.

Number	Secondary Title	Retention	Final Disposition
5750 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5750 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5750 - 02	<b>Re-employment Lists</b>	SO + 6y	D
5750 - 03	<b>Vacancy Reports</b>	2y	D
5750 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5770 STUDIES AND SURVEYS</b>
---------------------------------

Records relating to human resources management studies and surveys.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>5770 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5770 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5770 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>5770 - 50</b>	<b>Studies and Surveys</b>	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5785

**5785 TRAINING AND DEVELOPMENT - GENERAL**

Records relating to the general administration of staff training development functions and activities for both technical and non-technical training. Includes training schedules, training directives, employee orientation, etc.

**For computer support for automated systems (help desk, user orientation, etc.) SEE primary 6080.**

Number	Secondary Title	Retention	Final Disposition
5785 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
5785 - 02	<b>Educational Leave</b>	6y	D
5785 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5785 - 50	<b>Staff Development, Training and Programs Case Files (attended by staff)</b>	SO + 6y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>5800 TRAINING AND DEVELOPMENT - COURSES</b>
--

Records relating to staff training courses, types of courses, workshops, etc. Includes course content, attendance records, and evaluating reports and comments for all forms of training. Also includes records relating to the planning and scheduling of training and development activities.

For courses pertaining to operational matters, SEE appropriate operational records schedule.

For informal training and support for automated systems (help desk, user orientation, etc.) SEE primary 6080.

For Conferences, Seminars and Symposia SEE primary 1255.

Number	Secondary Title	Retention	Final Disposition
5800 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
5800 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5800 - 02	<b>Course Packages</b>	SO + 6y	A
5800 - 03	<b>Training Program Packages</b>	SO + 6y	A
5800 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5800 - 50	<b>Course and Training Case Files (for courses developed and/or presented by staff)</b> - includes evaluation and attendance records	6y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5815

**5815 TRAINING AND DEVELOPMENT - RESOURCES**

Records relating to staff training resources which may be used to support the training and development function. Includes resources of personnel, skill, facilities, equipment and materials.

For facilitator contracts **SEE** primary 4300.

Number	Secondary Title	Retention	Final Disposition
<b>5815 - 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>5815 - 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>5815 - 02</b>	<b>Training Facilities</b>	SO + 2y	D
<b>5815 - 03</b>	<b>Resource Personnel/Facilitators</b>	SO + 2y	D
<b>5815 - 04</b>	<b>Training Equipment</b>	SO + 2y	D
<b>5815 - 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>5845 VOLUNTEERS</b>
------------------------

Records relating to persons providing services to government institutions as volunteers, to the services so provided, and to the requirements and conditions of the voluntary service.

Number	Secondary Title	Retention	Final Disposition
5845 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
5845 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5845 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5845 - 50	<b>Volunteer Programs/Activities</b>	SO + 2y	A

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 5860

**5860 WELLNESS AND RECREATION**

Records relating to employee morale, welfare and recreational matters.

Number	Secondary Title	Retention	Final Disposition
5860 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
5860 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
5860 - 20	<b>Reports and Statistics</b>	SO + 2y	D
5860 - 50	<b>Employee Health and Wellness Programs</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

## INFORMATION SYSTEMS AND TECHNOLOGY

### 6000 - 6999

The Information Systems and Technology Section includes records relating to the planning, development, maintenance and operation of automated information systems. This includes records regarding information system and technology plans and models; end-user services; network design and implementation; database administration; and systems development, maintenance, operations, reports and security.

**NOTE: This section applies only to records regarding the establishment and operation of computer systems. To classify and assign retention periods to electronic records created by computer systems, refer to the appropriate section of ARMS 2006 or your ORS.**

**For example, computer generated payroll reports are classified as 5510-20 PAY ADMINISTRATION - PAYROLL REPORTS AND REGISTERS.**

#### LIST OF PRIMARIES

6000	Information Systems and Technology - General	6120	System Development
6030	Information Systems Planning	6140	System Maintenance
6060	Database Development and Administration	6160	System Operations
6080	End-User Support	6180	System Reports
6100	Network Design and Management	6200	System Security and Reliability



<b>6000 INFORMATION SYSTEMS AND TECHNOLOGY - GENERAL</b>
--

Records relating generally to automated information systems and technology issues and functions not shown elsewhere in this section. Includes client requests for information technology services.

**For computer equipment and supplies SEE primaries 3100 to 3130.**

**For administrative planning and evaluation SEE primary 1680.**

Number	Secondary Title	Retention	Final Disposition
6000 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
6000 - 02	<b>Standards</b>	SO + 6y	D
6000 - 20	<b>Reports and Statistics</b>	SO + 2y	D
6000 - 50	<b>Service Requests</b>	3y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 6030

**6030 INFORMATION SYSTEMS PLANNING**

Records relating to corporate planning and review of information systems including analysis of information resources (data) to ensure effective management of the information by automated systems. Includes planning and strategies for information systems, research and evaluations of new technologies, information technology architecture standards, management and control of data as a shared resource, information needs analyses, etc. This primary also includes organization-wide information models (data modeling, data dictionary, etc.), data administration projects (planning and control, conceptual design, integrity and definition of data resources, etc.) and information technology architecture projects.

**For computer equipment and supplies SEE primaries 3100 to 3130.**

**For computer hardware and software inventories SEE primary 3030.**

Number	Secondary Title	Retention	Final Disposition
6030 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
6030 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6030 - 02	<b>Standards</b>	SO + 6y	D
6030 - 03	<b>Planning and Review</b> - includes information analysis, information models, etc.	SO + 6y	A
6030 - 20	<b>Reports and Statistics</b>	SO + 2y	D
6030 - 50	<b>Research and Evaluations</b>	SO + 6y	D
6030 - 55	<b>Projects</b>	SO + 6y	A

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>6060 DATABASE DEVELOPMENT AND ADMINISTRATION</b>
---

Records relating to the design, maintenance and operation of databases (indexing, retrieving, updating records, etc.). This primary is generally intended for centrally managed databases with decentralised access by more than one system (client-server databases). It includes planning, physical database design, performance testing and evaluation, and optimization of database management systems. Also includes maintenance tasks related to database operations.

For commercial database software SEE primary 3130.

For databases which are integrated within and developed as part of a single system SEE primary 6120.

For client application development SEE primary 6120.

Number	Secondary Title	Retention	Final Disposition
6060 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
6060 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6060 - 02	<b>Standards</b>	SO + 6y	D
6060 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Continued...

PRIMARY 6060 (cont'd)

<b>6060 DATABASE DEVELOPMENT AND ADMINISTRATION (continued)</b>
---

Number	Secondary Title	Retention	Final Disposition
6060 - 55	<b>Database Planning and Design</b> - includes capacity planning	SO* + 6y	D
6060 - 60	<b>Database Maintenance</b>	SO* + 2y	D
6060 - 65	<b>Performance Monitoring and Evaluation</b>	3y	D

**SO\* = Until the database has been decommissioned and the information it contains has met applicable retention requirements, or has been successfully migrated to another system.**

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>6080 END-USER SUPPORT</b>
------------------------------

Records relating to the provision of support services to end-users of information systems and technology. Includes records related to the establishment and operation of help desk services (inquiry log, escalations). In addition, it includes records related to customized information retrieval services provided to end-users for systems which do not directly support client needs (ad-hoc reports, queries, etc.). It also includes records related to the provision of training and support for automated systems (user orientation, etc.).

For computer equipment and supplies SEE primaries 3100 to 3130.

For computer training and development courses SEE primaries 5785 to 5815.

For computer equipment loans SEE 3000-02.

Number	Secondary Title	Retention	Final Disposition
6080 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
6080 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6080 - 02	<b>Standards</b>	SO + 6y	D
6080 - 20	<b>Reports and Statistics</b>	SO + 2y	D
6080 - 50	<b>Help Centre/Help Desk</b>	3y	D
6080 - 55	<b>Information Retrieval Services</b>	2y	D
6080 - 60	<b>Training and Support</b>	3y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 6100

<b>6100 NETWORK DESIGN AND MANAGEMENT</b>
---

Records relating to data network developments within and between agencies, regions, districts or branches. Includes the establishment and management of local-area networks (LANs), wide-area networks (WANs) and other types of computer networks (metropolitan-area networks, etc.)

For commercial network hardware and software SEE primaries 3100 to 3130.

Number	Secondary Title	Retention	Final Disposition
6100 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
6100 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6100 - 02	<b>Standards</b>	SO + 6y	D
6100 - 20	<b>Reports and Statistics</b>	SO + 2y	D
6100 - 50	<b>Development Projects</b> - includes planning, design and installation	SO + 3y	A
6100 - 65	<b>Performance Monitoring and Evaluation</b>	SO + 3y	A
6100 - 70	<b>Network Maintenance</b>	SO + 2y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>6120 SYSTEM DEVELOPMENT</b>
--------------------------------

Records relating to the development of automated information systems and software including application development, application customization, Website development, etc. Includes business area analyses, feasibility studies, application and data requirements, application and data design, test plans, results and analysis, and documentation development such as operations manuals, user manuals, training manuals, source listings of program code, data set names, backup file names and quality assurance reports.

**NOTE: Published documentation for commercial systems are not scheduled records, but may be filed under secondaries 90 or 95 for convenience.**

For computer equipment and supplies **SEE** primaries 3100 to 3130.

For records relating to development and collation of information found on websites **SEE** primary 1525.

Number	Secondary Title	Retention	Final Disposition
6120 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
6120 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6120 - 02	<b>Standards</b>	SO + 6y	D
6120 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Continued...

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 6120 (cont'd)

<b>6120 SYSTEM DEVELOPMENT (continued)</b>
--

Number	Secondary Title	Retention	Final Disposition
6120 - 50	<b>Projects</b> - Information related to each system may be kept in one case file for smaller projects, or it can be broken into secondaries 55 to 95 if desired.	SO* + 2y	D
6120 - 55	<b>Project Management</b> - includes project evaluations	SO* + 2y	A
6120 - 60	<b>Planning and Initiation</b>	SO* + 2y	D
6120 - 65	<b>Requirements Analysis</b>	SO* + 2y	D
6120 - 70	<b>Design</b>	SO* + 2y	D
6120 - 75	<b>Constructions</b> - programming, etc.	SO* + 2y	D
6120 - 80	<b>Testing</b>	SO* + 2y	D
6120 - 85	<b>Deployment</b>	SO* + 2y	D
6120 - 90	<b>System Documentation</b> - includes finished programs	SO* + 2y	D
6120 - 95	<b>User Documentation</b>	SO* + 2y	D

**SO\* = Until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system.**

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>6140 SYSTEM MAINTENANCE</b>
--------------------------------

Records relating to the maintenance of automated information systems (i.e. commercial applications, customized applications, websites, etc.). This includes the ongoing correction of software defects, as well as modifications made to accommodate changes in hardware, to speed up operational aspects of a system, or to reflect a change in user requirements. This primary applies to both internally-developed systems (see primary 6120) as well as commercial applications. It includes change management standards, enhancement requests and modification projects (upgrade planning and implementation, next release items, etc.).

**For computer equipment and supplies SEE primaries 3100 to 3130.**

**For Audits and Compliance Reviews SEE primary 4160.**

**For information technology planning and review SEE primary 6030.**

Number	Secondary Title	Retention	Final Disposition
6140 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
6140 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6140 - 02	<b>Standards</b>	SO + 6y	D
6140 - 20	<b>Reports and Statistics</b>	SO + 2y	D
6140 - 50	<b>Maintanance Case Files</b> - inlcudes change/enhancement requests, modification projects, etc.	SO* + 2y	D

**SO\* = Until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system.**

PRIMARY 6160

**6160 SYSTEM OPERATIONS**

Records relating to the ongoing operation of information systems. Includes records relating to problems and incidents, disk and tape space management and the monitoring and control of large systems. This primary also includes monitoring of day-to-day operations of websites.

For computer equipment and supplies SEE primaries 3100 to 3130.

For backup/recovery procedures SEE primary 6200.

For data entry forms and records pertaining to data entry and processing SEE primary 1775.

For records related to information stored on electronic media (tape library, inventories, etc.) SEE primary 1745.

For Audits and Compliance Reviews SEE primary 4160.

For information technology planning and review SEE primary 6030.

Number	Secondary Title	Retention	Final Disposition
6160 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
6160 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6160 - 02	<b>Standards</b>	SO + 6y	D
6160 - 20	<b>Reports and Statistics</b>	SO + 2y	D

Continued...

Effective Date: 21 March 2006

ARMS 2006

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*



<b>6160 SYSTEMS OPERATIONS (continued)</b>
--

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>6160 - 60</b>	<b>Problems and Incidents</b>	3y	D
<b>6160 - 65</b>	<b>Space Management</b>	3y	D
<b>6160 - 70</b>	<b>System Monitoring</b>	3y	D

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

PRIMARY 6180

<b>6180 SYSTEM REPORTS</b>
----------------------------

Records relating to reports and statistics produced and used exclusively by computing systems. This primary generally applies to computer-generated reports created at regular intervals (typically daily, weekly, or monthly) which assist in the monitoring and control of automated information systems. Types of reports covered by this primary include system activity/usage reports, incident reports, maintenance reports, status reports and verification reports.

**NOTE: This primary does NOT apply to reports created by systems for other administrative and operational uses within an agency. These records should be scheduled under the appropriate entry in your operational schedule (ORS) or in other sections of ARMS 2006.**

Number	Secondary Title	Retention	Final Disposition
6180 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
6180 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6180 - 02	<b>Standards</b>	SO + 6y	D
6180 - 50	<b>Activity Reports</b>	SO	D
6180 - 55	<b>Incident Reports</b>	3y	D
6180 - 60	<b>Maintenance Reports</b>	SO + 3y	D
6180 - 65	<b>Status Reports</b>	3y	D
6180 - 70	<b>Verification Reports</b>	SO	D
6180 - 75	<b>Other Reports</b>	6y	D

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>6200 SYSTEM SECURITY AND RELIABILITY</b>
---

Records relating to ensuring the security and reliability of automated information systems. Includes security standards, user access controls (password lists), backup and recovery procedures and system backup files which are created solely for the purpose of ensuring system security and reliability. This primary also covers Year 2000 (Y2K) preparedness projects files including analysis documentation, communication, project plans, progress reports, etc

For information security SEE primaries 1810 and 1770.

For disaster recovery plans SEE primary 1370.

Number	Secondary Title	Retention	Final Disposition
6200 - 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
6200 - 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
6200 - 02	<b>Standards</b>	SO + 6y	A
6200 - 20	<b>Reports and Statistics</b>	SO + 2y	D
6200 - 50	<b>Access Controls</b>	SO + 2y	D
6200 - 55	<b>Backup/Recovery Procedures</b>	SO + 3y	D
6200 - 60	<b>System Backup Files</b>	SO*	D
6200 - 65	<b>Project Case Files</b> - includes Y2K Project	SO + 6y	A

**SO\* = System Backup Files are routinely made for security of information and emergency system recovery purposes. System Backup Files are only required for limited periods of time in order to meet the administrative and operational requirements of government agencies.**

Continued...

Effective Date: 21 March 2006

ARMS 2006

---

*The retention period indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

**6200 SYSTEM SECURITY AND RELIABILITY (continued)**

System backups are typically made on a daily, weekly, monthly, and/or annual basis. Backups usually include data or data extractions, but may also include commercial or custom-designed software. Backup procedures and their frequency may differ from system to system. An acceptable practice is to re-use electronic backup media according to a re-use schedule established on a system-by-system basis.

Disposal of these records through destruction or re-use of the media may proceed according to internal disposal procedures.

*NOTE: This classification does not apply to disk or tape backups made for other purposes. For example, electronic records transferred to tape, disk, etc. for long-term preservation must be classified by function, and disposed according to an approved records schedule.*

## APPENDIX A

### SARS to ARMS 2006

#### Concordance Table

##### ADMINISTRATION SECTION – 1000

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>1025-03</b> Administration – Organization - Institutional Organization	<b>1025-04</b> Administration – Organization- Organization and Responsibilities
<b>1025-05</b> Administration – Organization - Centralization/Decentralization	<b>1025-06</b> Administration - Organization – Reorganization
<b>1045</b> Acts and Legislation - Saskatchewan	<b>1080-50</b> Acts and Legislation – External – Saskatchewan Government Legislation and Regulation
<b>1050</b> Acts and Legislation - Federal	<b>1080-55</b> Acts and Legislation – External – Federal Government Legislation and Regulations
<b>1055</b> Acts and Legislation - Foreign	<b>1080-70</b> Acts and Legislation – External – International Bills, Acts and Legislation
<b>1065</b> Acts and Legislation - Local Authorities	<b>1080-65</b> Acts and Legislation – External – Local Authorities
<b>1070-02</b> Acts and Legislation – Internal - Legislative Program	<b>1070-50</b> Acts and Legislation – Internal - Legislation Case Files
<b>1075</b> Acts and Legislation - Provincial	<b>1080-60</b> Acts and Legislation – External – Other Provincial/Territorial Legislation and Regulations
<b>1090-60</b> Agreements – General - Other Draft Agreements	<b>1090-50</b> Agreements – General - Non-Approved Agreements
<b>1090-65</b> Agreements – General - Other Approved Agreements	<b>1090-55</b> Agreements – General - Approved Agreements
<b>1145-05</b> Appreciation, Complaints, Invitations - Letters of Complaint or Criticism	<b>1250-50</b> Complaints and Investigations – Complaints and Criticism
<b>1145-06</b> Appreciation, Complaints, Invitations - Letters of Condolence	<b>1145-02</b> Appreciation, Invitations, Greetings and Congratulations - Greetings, Messages and Cards
<b>1145-08</b> Appreciation, Complaints, Invitations - Letters of Introduction	<b>1145-02</b> Appreciation, Invitations, Greetings and Congratulations - Greetings, Messages and Cards
<b>1145-50</b> Appreciation, Complaints, Invitations - Ombudsman’s Investigations	<b>1250-55</b> Complaints and Investigations – Ombudsman Investigations
<b>1170-03</b> Cabinet – Cabinet Directives	<b>1170-02</b> Cabinet – Cabinet Items
<b>1180</b> Cafeteria and Eating Facilities	<b>3240</b> Kitchen, Cafeteria and Eating Facilities

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>1220-55</b> Committees and Commissions – Cabinet – Deputy Minister’s’ Committees	<b>1235-50</b> Committees and Commissions – Inter-Institutional – Committees
<b>1275</b> Cooperation and Liaison - Saskatchewan	<b>1300-02</b> Co-operation and Liaison – External - Other Saskatchewan Government Institutions
<b>1280</b> Cooperation and Liaison - Federal	<b>1300-03</b> Co-operation and Liaison – External – Federal Government Institutions
<b>1290</b> Cooperation and Liaison – International	<b>1300-04</b> Co-operation and Liaison – External – International
<b>1295</b> Cooperation and Liaison – Local Authorities	<b>1300-05</b> Co-operation and Liaison – External – Local Authorities
<b>1305</b> Cooperation and Liaison - Provincial	<b>1300-06</b> Co-operation and Liaison – External – Other Provincial and Territorial Government Institutions
<b>1315</b> Cooperation and Liaison - Universities, Colleges, Schools	<b>1300-05</b> Co-operation and Liaison – External – Local Authorities
<b>1330</b> Corporations, Companies, Firms	<b>1300-07</b> Co-operation and Liaison – External – Corporations, Companies, etc.
<b>1340</b> Correspondence Management	<b>1520</b> Information Services – Standards, Style and Terminology
<b>1355-50</b> Delegation of Authority – Matrices	<b>1355-03</b> Delegation of Authority – Authorities
<b>1370-02</b> Emergency Measures - Civil Defence	<b>1370-05</b> Emergency Measures - Emergency Procedures
<b>1430-03</b> Information Services – General – Communications Plan	<b>1510-05</b> Information Services - Public Programs and Communications – Communications Plans
<b>1430-04</b> Information Services – General – Government Information Services	<i>Not used</i>
<b>1440</b> Information Services – Articles and Manuscripts	<b>1455</b> Information Services – Books and Publications – Development
<b>1445-02</b> Information Services – Audio-Visual Aids – Motion Pictures	<b>1445-50</b> Information Services – Audio Visual and Photographic Media – Project Files
<b>1445-03</b> Information Services – Audio-Visual Aids – Slide Shows	<b>1445-50</b> Information Services – Audio Visual and Photographic Media – Project Files
<b>1445-04</b> Information Services – Audio-Visual Aids – Video Tapes	<b>1445-50</b> Information Services – Audio Visual and Photographic Media – Project Files
<b>1445-05</b> Information Services – Audio-Visual Aids – Other	<b>1445-50</b> Information Services – Audio Visual and Photographic Media – Project Files

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>1450-02</b> Information Services – Books and Publications – General – Distribution Lists	<b>1450-09</b> Information Services– Books and Publications – Distribution – Publication Distribution File
<b>1450-03</b> Information Services – Books and Publications – General – Publication Distribution Summaries	<b>1450-09</b> Information Services– Books and Publications – Distribution – Publication Distribution File
<b>1450-04</b> Information Services – Books and Publications – General – Publication Initiation Forms	<b>1450-09</b> Information Services – Books and Publications – Distribution – Publication Distribution File
<b>1450-08</b> Information Services – Books and Publications – General – Requests to Commit Funds	<b>4230-04</b> Budgets – Budget Submissions
<b>1450-50</b> Information Services – Books and Publications – General – Chargeable Publication Requests	<b>1450-60</b> Information Services – Books and Publications – Distribution – Publication Requests
<b>1450-55</b> Information Services – Books and Publications – General – Non-chargeable Publication Requests	<b>1450-60</b> Information Services – Books and Publications – Distribution – Publication Requests
<b>1465</b> Information Services – Exhibits, Fairs, Exhibitions	<b>1510</b> Information Services – Public Programs and Communications
<b>1475-60</b> Information Services – Inquiries – Inquiries and Responses – In-person	<b>1475-55</b> Information Services – Inquiries - Inquiries and Responses
<b>1475-65</b> Information Services – Inquiries – Inquiries and Responses – Telephones	<b>1475-55</b> Information Services – Inquiries - Inquiries and Responses
<b>1475-70</b> Information Services - Inquiries – Inquiries and Responses – Written	<b>1475-55</b> Information Services – Inquiries – Inquiries and Responses
<b>1485-02</b> Information Services – Lectures and Speeches – Arrangements for Speaking Engagements	<b>1485-01</b> Information Services – Lectures and Speeches – General
<b>1485-55</b> Information Services – Lectures and Speeches – Minister’s Speeches – Final Copy	<b>1485-50</b> Information Services – Lectures and Speeches – Premier’s and Ministers’ Speeches (Working Papers and Final Copies)
<b>1495-03</b> Information Services – Media Relations – Contacts with Media	<b>1495-02</b> Information Services – Media Relations – Media Lists and Contacts
<b>1495-55</b> Information Services – Media Relations – News Conferences	<b>1495-50</b> Information Services – Media Relations – Media Projects (includes releases, news conferences, working papers and final copies)
<b>1505</b> Information Services – Photographs	<b>1445</b> Information Services – Audio-Visual and Photographic Media
<b>1510-02</b> Information Services – Public Programs – Educational Institutions	<b>1510-75</b> Information Services – Public Programs and Communications – Other Public Programs (includes educational programs)

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>1510-03</b> Information Services – Public Programs – Other Organizations	<b>1510-75</b> Information Services – Public Programs and Communications – Other Public Programs (includes educational programs)
<b>1530-02</b> Inventions, Patents, Copyrights – Copyright (general information)	<b>1530-01</b> Inventions, Patents, Copyrights – General
<b>1530-03</b> Inventions, Patents, Copyrights – Patents (general information)	<b>1530-01</b> Inventions, Patents, Copyrights – General
<b>1530-04</b> Inventions, Patents, Copyrights - Industrial Designs (general information)	<b>1530-01</b> Inventions, Patents, Copyrights – General
<b>1530-05</b> Inventions, Patents, Copyrights - Trade Marks (general information)	<b>1530-01</b> Inventions, Patents, Copyrights – General
<b>1530-50</b> Inventions, Patents, Copyrights - Copyright Case Files	<b>1530-75</b> Inventions, Patents, Copyrights – Case Files
<b>1530-55</b> Inventions, Patents, Copyrights - Industrial Designs Case Files	<b>1530-75</b> Inventions, Patents, Copyrights – Case Files
<b>1530-60</b> Inventions, Patents, Copyrights – Patents Case Files	<b>1530-75</b> Inventions, Patents, Copyrights – Case Files
<b>1530-65</b> Inventions, Patents, Copyrights – Trade Marks Case Files	<b>1530-75</b> Inventions, Patents, Copyrights-Case Files
<b>1565-65</b> Library Materials – Manuscripts	<b>1565-02</b> Library Materials – Manuscripts and unpublished reports
<b>1580-02</b> Library Services – Accessioning and Cataloguing – Acquisition Lists	<b>1585-08</b> Library Services – Acquisition – Acquisition Lists
<b>1585-02</b> Library Services – Acquisition – Binding	<b>1575-02</b> Library Services – General – Maintenance (includes binding, conservation, etc.)
<b>1635-02</b> Mail, Freight and Courier Services – Canada Post	<b>1635-25</b> Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
<b>1635-03</b> Mail, Freight, and Courier Services – Electronic Mail	<b>1635-25</b> Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
<b>1635-04</b> Mail, Freight and Courier Services – Freight Services	<b>1635-25</b> Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
<b>1635-05</b> Mail, Freight and Courier Services – Interoffice Mail Delivery System	<b>1635-25</b> Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
<b>1635-06</b> Mail, Freight and Courier Services – Mail/Courier Slips	<b>1635-25</b> Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
<b>1635-09</b> Mail, Freight and Courier Services – Private Courier Services	<b>1635-25</b> Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)



<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>1690</b> Plans and Programs – Evaluation	<b>1680</b> Plans and Programs
<b>1705</b> Protocol – General	<b>1720</b> Protocol and Diplomacy
<b>1710</b> Protocol – Badges, Emblems, Flags	<b>1720</b> Protocol and Diplomacy
<b>1715</b> Protocol – Ceremonies and Celebrations	<b>1720</b> Protocol and Diplomacy
<b>1730</b> Protocol – Visits, Tours, and Travel	<b>1720</b> Protocol and Diplomacy
<b>1755-00</b> Records Management – File Control – Policy and Procedure	<b>1745-00</b> Records Management – General - Policy and Procedures
<b>1755-02</b> Records Management – File Control – File Lists (of active records)	<b>1745-02</b> Records Management – General – File Control
<b>1755-03</b> Records Management – File Control – File Lists (of Records in Storage)	<b>1745-02</b> Records Management – General – File Control
<b>1755-04</b> Records Management – File Control – File Circulation Records	<b>1745-02</b> Records Management – General – File Control
<b>1755-05</b> Records Management – File Control – File Retrieval and Indexing Systems	<b>1800-07</b> Records Management – Storage, Retrieval and Physical Disposal – Records Retrieval Case Files
<b>1755-06</b> Records Management – File Control – Records Transferred to other Jurisdictions	<b>1800-06</b> Records Management – Storage, Retrieval and Physical Disposal – List of Records Transferred to and from Other Jurisdictions
<b>1755-07</b> Records Management – File Control – Archives Finding Aids	<b>1745-04</b> Records Management – General – Saskatchewan Archives Board Finding Aids
<b>1765</b> Records Management – Inventories	<b>1745</b> Records Management – General
<b>1775-02</b> Records Management – Micrographic – Computer Output Microfilm	<b>1775-50</b> Records Management – Format Conversion – Projects
<b>1775-03</b> Records Management – Micrographic – Micrographic Service Requests	<b>1775-50</b> Records Management – Format Conversion – Projects
<b>1785</b> Records Management – Classification and Retention – Administrative Records	<i>deleted – operational function for SAB</i>
<b>1790</b> Records Management – Classification and Retention – Operational Records	<b>1780</b> Records Management – Schedules and Disposition Authorities
<b>1800-02</b> Records Management – Storage, Retrieval and Physical Disposal – Records Disposal	<b>1800-05</b> Records Management – Storage, Retrieval and Physical Disposal – Disposal Requests and Approvals
<b>1800-03</b> Records Management – Storage, Retrieval and Physical Disposal – Records of Transfer to the Saskatchewan Archives Board	<b>1800-05</b> Records Management – Storage, Retrieval and Physical Disposal – Disposal Requests and Approvals
<b>1815</b> Reports and Statistics – General	<b>1840</b> Reports and Statistics
<b>1820</b> Reports and Statistics – Annual	<b>1840-02</b> Reports and Statistics – Annual
<b>1825</b> Reports and Statistics – Monthly	<b>1840-03</b> Reports and Statistics – Monthly
<b>1830</b> Reports and Statistics – Quarterly and Trimester	<b>1840-04</b> Reports and Statistics – Quarterly <b>1840-05</b> Reports and Statistics – Trimester
<b>1835</b> Reports and Statistics – Daily and Weekly	<b>1840-06</b> Reports and Statistics – Weekly <b>1840-07</b> Reports and Statistics – Daily

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>1870</b> Security – Information	<b>1770</b> Records Management – Information Security
<b>1875</b> Security – Information – Freedom of Information	<b>1810</b> Records Management – Freedom of Information and Protection of Privacy
<b>1885-03</b> Security – Personnel – Personal Records Checks (general information)	<b>5630-55</b> Staffing – General – Security Checks (includes Criminal Record Checks)
<b>1890-02</b> Security - Physical – Building Security	<b>1890-07</b> Security - Physical – Security Systems
<b>1890-03</b> Security - Physical – Computer Protection Systems	<b>1890-07</b> Security - Physical – Security Systems
<b>1890-04</b> Security - Physical - Intrusion Detection Systems	<b>1890-07</b> Security - Physical – Security Systems
<b>1905</b> Telecommunications – General	<b>3425</b> Telecommunications
<b>1915</b> Telecommunications - Facsimile	<b>3425</b> Telecommunications
<b>1930</b> Telecommunications - Radio/Telephone	<b>3425</b> Telecommunications
<b>1930-06</b> Telecommunications – Radio/Telephone - Telephone Directories/Lists	<b>1000-02</b> Administration – General – Contact Lists

## **BUILDINGS AND PROPERTIES – 2000**

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>2020-04</b> Buildings and Properties – Charges and Invoices - Building Occupancy Charges	<b>2020-08</b> Buildings and Properties – Charges and Invoices - Charges
<b>2020-05</b> Buildings and Properties – Charges and Invoices - Client Charges	<b>2020-08</b> Buildings and Properties – Charges and Invoices - Charges
<b>2020-07</b> Buildings and Properties – Charges and Invoices - Reoccurring Invoices	<i>Not used</i>
<b>2080</b> Accommodation - Reports and Statistics	<b>2055-20</b> Accommodation – Reports and Statistics
<b>2120-50</b> Buildings – Acquisition – Acquisition Case Files	<b>2120-60</b> Buildings – Acquisition and Disposal – Acquisition and Disposal Case Files
<b>2170</b> Buildings - Damages	<b>2135</b> Buildings – Alterations, Damages and Repairs
<b>2185</b> Buildings - Disposal	<b>2120</b> Buildings – Acquisition and Disposal
<b>2200-55</b> Buildings – Expansion and Renovation – Cancelled Construction Project Files	<b>2200-50</b> Buildings – Expansion and Renovation - Expansion/Renovation Project Files
<b>2235-02</b> Buildings – Maintenance - Elevators	<b>2235-05</b> Buildings – Maintenance - Maintenance Services
<b>2235-04</b> Buildings – Maintenance - Painting	<b>2235-05</b> Buildings – Maintenance - Maintenance Services

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>2235-50</b> Buildings – Maintenance - Inspection Reports	<b>2235-05</b> Buildings – Maintenance - Maintenance Services
<b>2305-50</b> Lands – Acquisition – Land Acquisition Project Files	<b>2305-60</b> Lands – Acquisition and Disposal – Land Acquisition and Disposal Case Files
<b>2335-02</b> Lands – Development and Maintenance – Fencing	<b>2335-03</b> Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
<b>2335-04</b> Lands – Development and Maintenance – Landscaping	<b>2335-03</b> Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
<b>2335-05</b> Lands – Development and Maintenance – Signs	<b>2335-03</b> Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
<b>2335-06</b> Lands – Development and Maintenance – Snow Removal	<b>2335-03</b> Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
<b>2335-07</b> Lands – Development and Maintenance – Walkways (sidewalks, etc.)	<b>2335-03</b> Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
<b>2335-50</b> Lands – Development and Maintenance – Development Project Files	<b>2335-60</b> Lands – Improvement and Maintenance - Improvement Project Files
<b>2335-55</b> Lands – Development and Maintenance – Maintenance Project Files	<b>2335-60</b> Lands – Improvement and Maintenance – Improvement Project Files
<b>2350</b> Lands – Disposal	<b>2305</b> Lands – Acquisition and Disposal
<b>2460</b> Utilities – Gas	<b>2420</b> Utilities – Gas, Lighting, Electrical, Water and Plumbing
<b>2480</b> Utilities – Lighting and Electrical	<b>2420</b> Utilities – Gas, Lighting, Electrical, Water and Plumbing
<b>2510</b> Utilities – Water and Plumbing	<b>2420</b> Utilities - Gas, Lighting, Electrical, Water and Plumbing

#### **EQUIPMENT AND SUPPLIES – 3000**

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>3205-03</b> Fuels – Fuels, motor	<b>3205-06</b> Fuels – Fuels
<b>3205-04</b> Fuels – Fuels, heating	<b>3205-06</b> Fuels – Fuels
<b>3205-05</b> Fuels – Fuels, other	<b>3205-06</b> Fuels – Fuels
<b>3350-60</b> Print Procurement – Non-Purchasing Agency Requisitions	<b>3350-55</b> Printing Services - Printing Requisitions/Orders

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>3455</b> Vehicles – Administration	<b>3445</b> Vehicles – General
<b>3480</b> Vehicle – Air – Logbooks	<b>3470</b> Vehicles – Air

#### **FINANCE SECTION - 4000**

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>4080-55</b> Accounts - Receivable – Invoice Records	<b>4080-75</b> Accounts - Receivable – Accounts Receivable
<b>4080-60</b> Accounts - Receivable - Receipt Records	<b>4080-75</b> Accounts - Receivable – Accounts Receivable
<b>4200</b> Budgets – General	<b>4230</b> Budgets
<b>4220</b> Budgets – Estimates	<b>4230</b> Budgets
<b>4240</b> Budgets – Budget Planning	<b>4230</b> Budgets
<b>4260-07</b> Cheques and Financial Transactions - Voucher Triplicates, Quadruplicates, etc.	<i>No longer in use</i>
<b>4290</b> Contracts – General	<b>4300</b> Contracts
<b>4300-02</b> Contracts - Administration - Standard Contract Form Information	<b>4300-00</b> Contracts – Policy and Procedure
<b>4340-03</b> Expenditure Control – General – Central Agency Chargebacks	<i>Not used</i>
<b>4400</b> Funds – General	<b>4430</b> Funds
<b>4420</b> Funds – Revolving	<b>4430</b> Funds
<b>4480-02</b> Hospitality and Business Expenses – Claim Documents	<b>4480-50</b> Hospitality and Business Expenses – Claim Case Files
<b>4500</b> Reports, Statistics, Statements	<i>Please refer to the standard “Reports and Statistics” secondary in the appropriate primary</i>
<b>4560-50</b> Travel Allowances and Expenditures – In-Province Travel Case Files	<b>4560-65</b> Travel Allowances and Expenditures – Travel Case Files
<b>4560-55</b> Travel Allowances and Expenditures – Out-of-Province Travel Case Files	<b>4560-65</b> Travel Allowances and Expenditures – Travel Case Files
<b>4560-60</b> Travel Allowances and Expenditures – Out-of-Canada Travel	<b>4560-65</b> Travel Allowances and Expenditures – Travel Case Files

#### **HUMAN RESOURCES SECTION - 5000**

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>5000-02</b> Human Resources – General – Technical Change	<b>5295-04</b> Human Resources Planning – Technical Change
<b>5030-02</b> Awards and Honours – Past Recipients	<b>5030-50</b> Awards and Honours – Recognition Programs
<b>5105</b> Classification – General	<b>5160</b> Classification
<b>5120</b> Classification – Organizational Information	<b>5160</b> Classification

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>5135</b> Classification – Reclassification and Appeals	<b>5160</b> Classification
<b>5150</b> Classification – Standards, Specifications	<b>5160</b> Classification
<b>5220</b> Establishment	<b>5295</b> Human Resources Planning
<b>5370</b> Labour Relations – Arbitrations	<b>5445-55</b> Labour Relations – Grievances, Complaints and Arbitrations – Arbitration Case Files
<b>5385</b> Labour Relations – Bargaining Agents	<b>5355-55</b> Labour Relations – General - Bargaining Agent Certification Orders
<b>5460</b> Labour Relations – Union Relations	<b>5355-03</b> Labour Relations – General – Union Relations
<b>5475-03</b> Leave and Attendance – Employee Attendance	<b>5475-05</b> Leave and Attendance - Employee Leave and Attendance
<b>5475-04</b> Leave and Attendance – Employee Leave	<b>5475-05</b> Leave and Attendance – Employee Leave and Attendance
<b>5510-03</b> Pay Administration – Direct Deposit	<b>5190-50</b> Employees – Employee Record - Employee File (by employee)
<b>5525-02</b> Performance Planning and Review – Performance Reviews (In and Out of Scope)	<b>5525-05</b> Performance Planning and Review –Performance/Probationary Reviews
<b>5525-03</b> Performance Planning and Review – Probationary Reviews (In and Out of Scope)	<b>5525-05</b> Performance Planning and Review –Performance/Probationary Reviews
<b>5570</b> Reports and Statistics <b>5570-02</b> Reports and Statistics – Seniority Roster  <i>For the remaining secondaries in 5570, please see the standard “Reports and Statistics” secondary in the appropriate primary.</i>	<b>5175-05</b> Employees – General – Seniority Roster
<b>5630-60</b> Staffing – General – Career Profiles	<i>Not in use</i>
<b>5675</b> Staffing – General Applications	<b>5680</b> Staffing – Recruitment
<b>5690</b> Staffing – General Recruitment and Appointments	<b>5680</b> Staffing – Recruitment
<b>5705</b> Staffing – Direct Recruitment	<b>5680</b> Staffing – Recruitment
<b>5720</b> Staffing – Other Recruitment Programs	<b>5680</b> Staffing – Recruitment
<b>5735</b> Staffing – Staff Requisitions	<b>5680</b> Staffing – Recruitment

## **INFORMATION SYSTEMS AND TECHNOLOGY - 6000**

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>6020</b> Information Resource Management	<b>6030</b> Information Systems Planning
<b>6040</b> Information Technology Architecture	<b>6030</b> Information Systems Planning
<b>6060-03</b> Database Administration - Capacity Planning	<b>6060-55</b> Database Development and Administration - Database Planning and Design

<b>SARS Classification</b>	<b>ARMS 2006 Classification</b>
<b>6060-50</b> Database Administration - Projects	<b>6060-55</b> Database Development and Administration - Database Planning and Design <b>6060-60</b> Database Development and Administration - Database Maintenance <b>6060-65</b> Database Development and Administration - Performance Monitoring and Evaluation
<b>6100-55</b> Network Management - Planning and Design	<b>6100-50</b> Network Design and Management – Development Projects
<b>6100-60</b> Network Management – Installation and Maintenance	<b>6100-70</b> Network Design and Management- Network Maintenance
<b>6140-55</b> System Maintenance – Change/ Enhancement Requests	<b>6140-50</b> System Maintenance - Maintenance Case Files
<b>6140-60</b> System Maintenance – Modification Projects	<b>6140-50</b> System Maintenance - Maintenance Case Files
<b>6140-65</b> System Maintenance – System Audits and Reviews	<b>4160</b> Audits and Compliance Reviews
<b>6160-50</b> System Operations – Data Input Forms	<b>1775-07</b> Records Management – Format Conversion – Data Input/Entry Forms
<b>6160-55</b> System Operations – Data Entry and Processing	<b>1775-06</b> Records Management – Format Conversion – Data Entry and Processing
<b>6200-03</b> System Security and Reliability – Disaster Recovery Plans	<b>1370-04</b> Emergency Measures – Disaster Recovery Planning



## APPENDIX B

### SARS to ARMS 2006

#### Retention Period Changes

Primary/Secondary	SARS Retention Period	ARMS 2006 Retention Period
<b>1155-50</b> Associations, Clubs and Societies	2y (years)	6y
<b>1215-50</b> Committees and Commissions – General – General Committees	6y	SO + 6y
<b>1220-50</b> Committees and Commissions – Cabinet - Cabinet Committees	6y	SO + 6y
<b>1230-50</b> Committees and Commissions – Internal – Internal Committees	6y	SO + 6y
<b>1235-50</b> Committees and Commissions – Inter-institutional – Committees	6y	SO + 6y
<b>1240-50</b> Committees and Commissions – International – Committees	6y	SO + 6y
<b>1245-50</b> Committees and Commissions – Inter-provincial/Federal – Committees	6y	SO + 6y
<b>1255-50</b> Conferences, Seminars and Symposia – Establishment Case Files	6y	SO + 6y
<b>1265-50</b> Co-operation and Liaison – General – Co-operation and Liaison Case Files	6y	4y
<b>1275, 1280, 1290, 1295, 1305, 1315</b> – combined into new primary: <b>1300</b> Co-operation and Liaison – External –Case Files (02, 03, 04, 05, 06)	6y	4y
<b>1330</b> Corporations, Companies, Firms – combined with several other primaries into one new one: <b>1300-07</b> Co-operation and Liaison – External – Corporations, Companies, etc.	2y	4y
<b>1340</b> Correspondence Management was deleted – records now fall under: <b>1520-02</b> Information Services – Standards, Styles, and Terminology – Guidelines	SO + 6y	SO + 2y
<b>1370-03</b> Emergency Measures - Contact List	SO + 6y	SO + 2y
<b>1380-60</b> Executive Services – Executive Issues	6y	SO + 6y
<b>1400-02</b> Forms Management – Forms Catalogue	SO + 6y	SO + 2y
<b>1400-50</b> Forms Management – Forms Design and History	SO + 6y	SO + 2y
<b>1400-55</b> Forms Management – Forms – Originals	SO + 6y	SO + 2y

<b>Primary/Secondary</b>	<b>SARS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>1450-02, 1450-03, 1450-04</b> – combined into a new secondary: <b>1450-09</b> Information Services – Books and Publications – Distribution – Publication Distribution File	SO + 6y 6y	SO + 2y
<b>1450-60</b> (amalgamation of 1450-50 and 1450-55) Information Services – Books and Publications – Publication Requests	6y	2y
<b>1495-02</b> Information Services – Media Relations – Media Lists and Contacts	SO	SO + 2y
<b>1495-50</b> Information Services – Media Relations – Media Projects	6y	SO + 6y
<b>1545-02</b> Legal Matters – Judicial Decisions	SO + 6y	SO + 10y
<b>1545-03</b> Legal Matters – Legal Challenges	SO + 6y	SO + 10y
<b>1545-04</b> Legal Matters – Legal Opinions	SO + 6y	SO + 10y
<b>1545-05</b> Legal Matters – Commissioners for Oaths/Notaries Public	SO + 2y	SO + 10y
<b>1545-06</b> Legal Matters – Powers of Attorney	SO + 2y	SO + 10y
<b>1555-04</b> Legislative Matters – Throne Speech Material	N/A	6y
<b>1565-02 (formerly 1565-65)</b> Library Materials - Manuscripts and Unpublished Reports	N/A	SO
<b>1635-02, 1635-03, 1635-04, 1635-05, 1635-06, 1635-09</b> – combined into new secondary: <b>1635-25</b> Mail, Freight, and Courier Services – Mail Services	SO + 2y SO + 6y	SO + 2y
<b>1635-07</b> Mail, Freight and Courier Services – Mail Logbooks (incoming, outgoing, registered, etc.)	SO + 6y	SO + 2y
<b>1775-50</b> Records Management – Project Specifications	6y	SO + 6y
<b>1800-05</b> Records Management – Storage, Retrieval, and Physical Disposal – Disposal Requests and Approvals	Permanent	100y
<b>1845-50</b> Risk Management – Policy Files	SO + 6y	SO* + 6y (* = upon termination of policy)
<b>1845-55</b> Risk Management – Claims Files	SO + 6y	SO** + 6y (** = upon settlement of claim)
<b>1860-50</b> Security – General – Security and Special Investigation Case Files	SO + 6y	SO* + 6y (* = upon completion of investigation or any subsequent legal action).
<b>2105-04</b> Buildings – General – Signs	SO + 2y	SO
<b>2120-50</b> Buildings – Acquisition and Disposal – Acquisition and Disposal Case Files (formerly Acquisition-Acquisition Case Files)	SO + 10y	SO* + 10y (* = upon disposition of building).



<b>Primary/Secondary</b>	<b>SARS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>2135-50 (formerly 2170-50)</b> Buildings – Alterations, Damages and Repairs – Damage Case Files	6y	SO* + 6y (* = once all action relating to case file is settled).
<b>2385-02</b> Parking Areas – Parking Facilities	SO	2y
<b>2455-02</b> Utilities – Disposal of Hazardous Material	6y	SO + 6y
<b>2455-50</b> Utilities – Garbage Disposal Case Files	SO + 6y	2y
<b>2460, 2480 and 2510</b> – <i>Utilities primaries combined into one new primary:</i> <b>2420</b> Utilities – Lighting, Electrical, water and Plumbing <b>2420-02</b> Water Treatment ( <b>formerly 2510-02</b> )	2y	6y
<b>3000-50</b> Equipment and Supplies – General – Equipment Research Files	6y	SO + 2y
<b>3000-55</b> Equipment and Supplies – General – Equipment History Files	SO + 6y	SO + 2y
<b>3040-50</b> Audiovisual – Equipment Research Files	6y	SO + 2y
<b>3070-50</b> Building Materials – Product Research Files	6y	SO + 2y
<b>3085-50</b> Clothing – Product Research Files	6y	SO + 2y
<b>3100-50</b> Computers – General – Electronic Storage Media – Research Files	6y	SO + 2y
<b>3115-50</b> Computers – Hardware – Hardware Research Files	6y	SO + 2y
<b>3115-55</b> Computers – Hardware – Hardware History/Case Files	SO + 2y	SO + 3y
<b>3115-60</b> Computers – Hardware – Hardware Problems and Maintenance	2y	3y
<b>3130-50</b> Computers – Software – Software Research Files	6y	SO + 2y
<b>3150-02</b> Disposal and Surplus – Asset Transfer and Disposal	6y	SO + 6y
<b>3170-50</b> Firearms, Weapons and Restraints – Equipment Research Files	6y	SO + 2y
<b>3215-50</b> Furniture and Furnishings – Furniture Research Files	6y	SO + 2y
<b>3240-50</b> Kitchen, Cafeteria and Eating Facilities – Equipment Research Files	6y	SO + 2y
<b>3255-50</b> Laboratory – Equipment Research Files	6y	SO + 6y
<b>3265-50</b> Laundry Facilities – Equipment Research Files	6y	SO + 2y
<b>3280-50</b> Medical – Equipment Research Files	6y	SO + 6y
<b>3295-50</b> Micrographic – Equipment Research Files	6y	SO + 2y
<b>3315-50</b> Office – Office Machine Research Files	6y	SO + 2y
<b>3335-50</b> Photographic – Equipment Research Files	6y	SO + 2y
<b>3380-02</b> Product Information – Catalogues and Price Lists	SO	NA
<b>3470-50</b> Vehicles – Air – Aircraft Research Files	8y	SO + 6y

<b>Primary/Secondary</b>	<b>SARS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>3495-50</b> Vehicles – Construction and Off-Road – Vehicle Research Files	6y	SO + 6y
<b>3515-50</b> Vehicles – Road – Vehicle Research Files	6y	SO + 6y
<b>3530-50</b> Vehicles – Water – Vehicle Research Files	6y	SO + 6y
<b>4000-03</b> Finance – General – Fraud and Alleged Fraud	6y	SO + 6y
<b>5160-04 (formerly 5120-02)</b> Classification – Organization	SO + 6y	6y
<b>5415-50</b> Labour Relations – Discipline – Individual Case Files	SO + 6y	SO* (SO* = according to the terms of the applicable collective agreement or where no agreement exists, according to the approved internal policy of the government institution. In the absence of an agreement or internal policy, the retention period is SO + 6 years.).
<b>5630-55</b> Staffing – General – Security Checks	6y	SO* + 6y (SO* = after termination of employment)
<b>5680-02 (formerly 5675-02)</b> Staffing – Recruitment – Applications	1y	SO
<b>6000-50</b> Information Systems and Technology – General – Service Requests	2y	3y
<b>6030-50 (formerly 6040-50)</b> Information Systems Planning - Research and Evaluations	SO + 2y	SO + 6y
<b>6060-65</b> Database Development and Administration – Performance Monitoring and Evaluation	2y	3y
<b>6060-60</b> Database Development and Administration – Database Maintenance	SO* + 6y	SO* + 2y
<b>6080-50</b> End User Support – Help Centre	2y	3y
<b>6080-60</b> End User Support - Training and Support	2y	3y
<b>6100-50</b> Network Design and Management – Development Projects	SO + 2y	SO + 3y
<b>6100-65</b> Network Design and Management – Performance Monitoring and Evaluation	SO + 2y	SO + 3y
<b>6120-50</b> System Development – Projects	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)

<b>Primary/Secondary</b>	<b>SARS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>6120-55</b> System Development – Project Management	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6120-60</b> System Development – Planning and Initiation	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6120-65</b> System Development – Requirement Analysis	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6120-70</b> System Development – Design	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6120-75</b> System Development – Construction	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6120-80</b> System Development – Testing	SO + 2y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6120-85</b> System Development – Deployment	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)

<b>Primary/Secondary</b>	<b>SARS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>6120-90</b> System Development – System Documentation	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6120-95</b> System Development – User Documentation	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6140-50</b> System Maintenance - Maintenance Case Files	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
<b>6160-60</b> System Operations – Problems and Incidents	2y	3y
<b>6160-65</b> System Operations - Space Management	2y	3y
<b>6160-70</b> System Operations – System Monitoring	2y	3y
<b>6180-55</b> System Reports – Incident Reports	2y	3y
<b>6180-60</b> System Reports – Maintenance Reports	SO + 2y	SO + 3y
<b>6180-65</b> System Reports – Status Reports	2y	3y
<b>6200-55</b> System Security and Reliability – Backup/Recovery Procedures	SO + 2y	SO + 3y

## APPENDIX C

### SARS to ARMS 2006

#### New Primaries

**1080** Acts and Legislation – External – amalgamation of Acts and Legislation primaries (1045, 1050, 1055, 1065, and 1075)

**1250** Complaints and Investigations (split from 1145-05)

**1270** Co-operation and Liaison – Internal

**1300** Co-operation and Liaison – External – amalgamation of Co-operation and Liaison primaries (1275, 1280, 1290, 1295, 1305, 1315 and 1330)

**1520** Information Services – Standards, Styles, Terminology (formerly 1340)

**1525** Information Services – Websites

**1720** Protocol and Diplomacy - amalgamation of four Protocol primaries (1705, 1710, 1715, 1730).

**1760** Records Management – Program Development

**1770** Records Management – Information Security (formerly Security – Information).

**1780** Records Management – Schedule And Disposition Authorities – amalgamation of 1785 Records Management – Classification and Retention – Operational Records and 1790 Records Management – Classification and Retention – Operational Records

**1810** Records Management – Freedom of Information and Protection of Privacy (formerly 1875 – Security – Freedom of Information)

**1840** Reports and Statistics – amalgamation of five Reports and Statistics primaries (1815, 1820, 1825, 1830 and 1835)

**1900** Strategic Planning

**2420** Utilities – Gas, Lighting, Electrical, Water and Plumbing – amalgamation of three Utilities primaries (2460 – Gas, 2480 – Lighting and Electrical, 2510 – Water and Plumbing)

**3425** Telecommunications - combination of deleted "telecommunication" primaries from 1000 section

**4230** Budgets – amalgamation of three budget primaries (4200, 4220, 4240)

**4430** Funds – combination of two funds primaries (4400 and 4420)

**5160** Classification – combination of four classification primaries (5105, 5120, 5135 and 5150)

**5680** Staffing – Recruitment – combination of four staffing primaries (5675, 5690, 5705 and 5720)

**6030** Information Systems Planning – combination of Information Resource Management (6020) and Information Technology Architecture (6040)

## APPENDIX D

### SARS to ARMS 2006

#### New Secondaries

**1000-02** Administration General – Contact Lists. This secondary was added as a result of deleting primary 1930. The short retention period (SO) is reflective of the general nature of the records.

**1025-07** Administration Organization - Mission/Vision Statements. This secondary was added at the request of departments. The retention period of SO + 6 years is consistent with other records of this type in this primary.

**1215-55** Committees and Commissions - General – Commissions of Inquiry. This secondary was added at the request of the Archives and client departments. The retention period for this secondary is SO\*, where SO\* = upon completion of inquiry.

**1215-60** Committees and Commissions – General – Department Submissions to Commissions of Inquiry. Departments may have records relating to their submissions /involvement in an inquiry. 1215-55 Commissions of Inquiry are for the records of the actual inquiry.

**1230-55** Committees and Commissions – Internal – Boards of Directors. This secondary was added because there was no place to classify these records previously.

**1255-55** Conferences, Seminars, Symposia – Participation Case Files. This secondary was added at the request of client departments, and the retention period of 6 years is in keeping with similar types of records.

**1380-65** Executive Services – Program Monitoring. This secondary was added in reference to how government keeps information that relates to ministerial inquiries. The retention period of SO + 6 years is consistent for these types of records

**1485-30** Information Services – Lectures and Speeches – Deputy Minister's Speeches – Working Papers and Final Copies. There was no place to classify these records previously. The retention period of 6 years is consistent with the minister's speeches.

**1510-05** Information Services – Public Programs – Communications Plan. This secondary was moved from 1430.

**1510-65** Information Services – Public Programs – Exhibits, Fairs, Exhibitions, Displays. This secondary was moved from deleted primary 1465.

**1510-70** Information Services – Public Programs – Tours. There was no place to classify this type of records previously.

**1510-75** Information Services – other Public Programs (includes educational programs). This secondary is an amalgamation of 1510-02 (Educational Institutions) and 1510-03 (Other Organizations).

**1520-03** Information Services – Standards, Style and Terminology - Tracking. This secondary was added at the request of departments. The short retention period reflects the general nature of these types of records.

**1525-55** Information Services – Websites- Information Updates. Information updates were formerly filed in website development files. These should be separate since the records are quite different. The retention period will be SO + 6 years.

**1575-02** Library Services – General – Maintenance (includes binding, conservation, etc.) – “binding” was formerly a secondary in primary 1585, but was too specific, so a “maintenance” secondary was added in General which is the most appropriate place.

**1585-02** Library Services – Acquisition – Acquisition Lists – moved from primary 1580.

**1680-60** Plans and Programs – Evaluation and Reviews. This secondary was added at the request of client departments, the retention period of 6 y is standard for similar types of records in the schedule.

**1770-07** Security – Information – Impact Assessments (*formerly 1870*). There was no place for these records previously. The retention period will be SO + 6 years.

**1770-55** Security – Information – Projects (includes implementation projects, etc.) (*formerly 1870*). There was no place for these records previously. The retention period will be SO + 6 years.

**1800-06** Records Management – Storage, Retrieval and Physical Disposal – List of records transferred to and from other jurisdictions. This secondary was moved from 1745.

**1800-07** Records Management – Storage, Retrieval and Physical Disposal – Records Retrieval Case files. There was no place to classify these records without a long retention period, which is unnecessary. The retention period is SO.



**1810-55** Records Management – Freedom of Information and Protection of Privacy – Privacy Complaints and Issues - There was no place to file these records previously. The retention period will be SO + 6 years.

**1890-07** Security – Physical – Security Systems. Amalgamation of 1890-02 (Building Security), 1890-03 (Computer Protection Systems) and 1890-04 (Intrusion Detection Systems). The retention period will remain 6 years.

**2035-65** Buildings and Properties – Contracts - Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc. This secondary was added at the request of departments, and the retention period of SO + 6 years is consistent with similar retention periods.

**2120-60** Buildings – Acquisition - Acquisition and Disposal Case Files. This secondary was added at the request of clients and the SO\* + 10 years retention period is in keeping with similar retention periods dealing with the purchase or leasing of land or buildings.

**2135-50** Buildings – Alterations and Repairs - Damage Case Files. This secondary was added at the request of client departments. The retention period is SO\* + 6 years where SO\* = once all action relating case file is settled. This retention period reflects the fact that records relating to damages, or settlement of damages can extend over long periods of time.

**2215-55** Buildings – Fire Prevention - Fire Inspections

**2215-60** Buildings – Fire Prevention - Incident Case Files

Both new secondaries were added at the request of clients. The retention period for Incident Case Files is SO\* + 6 years, where SO\* = upon conclusion of investigation. This retention reflects the fact that investigations and settlements can extend over long periods of time.

**2235-05** Buildings – Maintenance – Maintenance Services. Amalgamation of 2235-02 (Elevators) and 2235-04 (Painting).

**2305-60** Lands – Acquisition - Land Acquisition and Disposal Case Files. This secondary was added to be consistent with primary 2120. The retention period is in keeping with standard retention periods relating to the purchase of or leasing of land.

**2455-03** Utilities – Garbage Disposal - Recycling. This secondary was added at the request of client departments. The retention period of 2 years reflects the general nature of this type of record.

**3015-55** Equipment and Supplies – Contracts - Expressions of Interest, Tenders, Requests for Proposals (RFP's). This secondary was added to be consistent with primary 2035, and the retention period of SO + 6 years is consistent with other records of this type in the schedule.

**3055-50** Badges, Emblems, Crests and Flags – Research Files

**3055-55** Badges, Emblems, Crests and Flags – History Case Files

These two secondaries were added to make this primary consistent with others in the Equipment and Supplies section.

**3185-03** Foods - Distribution of Food

**3185-50** Foods - Food Research Files

Both new secondaries were added as a result of amalgamating secondaries. The retention period of SO + 2 years reflects the general nature of the records.

**3205-06** Fuels – Fuels (includes motor, heating, etc.). Amalgamation of 3205-03 (Fuels, motor), 3205-04 (Fuels, heating) and 3205-05 (Fuels, other).

**3215-55** Furniture and Furnishings - Furniture History Files. This secondary was added to be consistent with other primaries in the Equipment and Supply section. The retention period of SO + 2 years is also consistent with similar retention periods in the schedule.

**3240-04** Kitchen, Cafeteria and Eating Facilities – Price Lists, Menus, etc. This secondary was added to accommodate the functions of the deleted primary 1180 Cafeteria and Eating Facilities.

**3365-09** Procurement and Receipt - Packing Slips. This secondary was added at the request of department clients. The retention period of 2 years is in keeping with other secondaries in the Procurement and Receipt primary.

**3405-03** Standing Offer Agreements - Non-Purchasing Agency Standing Offer Agreements. This secondary was added in response to changes in how government negotiates and distributes standing offers. The retention period of SO + 6 years is in keeping with retention periods for agreements and contracts.

**3445-09** Vehicles – General – CVA Requisitions. There was not a specific place in either SARS or ARMS for these records. The two year retention period is consistent with other records of this nature.

**4000-04** Finance – General – Fraud and Alleged Fraud Warnings. This is for general warnings of fraud – specific cases will go into 4000-03. The SO + 2 year retention period is consistent with other records of this nature.

**4060-07** Accounts – Payable – Refunds. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

**4260-10** Cheques and Financial Transactions – Cheque Requisitions. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

**4300-06** Contracts – Requests for Proposals. There was no place to classify these records previously. A retention period of SO + 6 years is consistent with other records of this nature.

**4300-50** Contracts – Contract Case Files. This secondary was added to accommodate the deleted primary 4290 (Contracts – General).

**4460-02** Grants – Grant Applications. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

**4500-06** Reports, Statistics and Statements – Financial – Quarterly Reports. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

**4580-65** Treasury Board – Treasury Board Minutes. There was no place to classify these records previously. A retention period of SO + 6 years is consistent with other records of this nature.

**5015-02** Accidents and Injuries – Incident Logs. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

**5080-04** Benefits and Services – Other Services. The other secondaries are too specific and may limit the records classified in this primary. A six year retention period is consistent with other records of this nature.

**5175-04** Employees – General – Code of Conduct. There was no place to classify these records previously. A retention period of SO + 6 years is consistent with other records of this nature.

**5175-05** Employees – General – Seniority Roster. This secondary was added to accommodate the deletion of 5570 Reports and Statistics.

**5265-04** Health and Safety – Investigations/Complaints. There was no place to classify these records previously. The retention period will be SO\* + 6 years (SO\* = settlement or completion of investigation).

**5295-04** Human Resources Planning – Technical Change. This secondary was added at the request of client departments. The six year retention period is consistent with other records of this nature.

**5295-05** Human Resources Planning – Establishment. This secondary was added to accommodate the consolidation of 5295 with deleted primary 5220 (Establishment).

**5280-06** Hours of Work – Work Schedules. There was no place to classify these records. The retention period will be 2 years.

**5355-03** Labour Relations – General – Union Relations (i.e. use of employer facilities, union dues, shop stewards, etc.). This secondary was added to accommodate the consolidation of 5355 with deleted primary 5460 (Labour Relations – Union Relations).

**5355-55** Labour Relations – General - Bargaining Agents Certification Orders. This secondary was added to accommodate the consolidation of 5355 with deleted primary 5385 (Labour Relations – Bargaining Agents).

**5445-55** Labour Relations – Grievances, Complaints and Arbitrations – Arbitration Case Files. This secondary was added to accommodate the consolidation of 5445 and 5370 (Labour Relations – Arbitrations).

**5475-05** Leave and Attendance – Employee Leave and Attendance. This is a combination of 5475-03 (Employee Attendance) and 5475-04 (Employee Leave).

**5525-04** Performance Review and Planning – Work Plans. There was no place to classify these records previously. The six year retention is consistent with other records of this nature.

**5630-02** Staffing – General – Staffing Announcements. There was no place to classify these records. The retention period will be 2 years.

**6100-70** Network Design and Management – Network Maintenance. This secondary is for some records that were formerly classified under the deleted primary 6100-60 (Installation and Maintenance).

**6200-65** System Security and Reliability - Project Case Files (includes Y2K projects). This secondary was added at the request of client departments. The retention period of SO + 6 years is in keeping with similar types of project files in the 6000 section.

## APPENDIX E

### ARMS to ARMS 2006

#### Concordance Table

<b>ARMS Classification</b>	<b>ARMS 2006 Classification</b>
<b>1220-55</b> Committees and Commissions - Cabinet – Deputy Minister’s Committees	<b>1235-50</b> Committees and Commissions – Inter-Institutional – Committees
<b>1355-50</b> Delegation of Authority – Matrices	<b>1355-03</b> Delegation of Authority – Authorities
<b>1455-55</b> Information Services – Books and Publications – Individual – Internal Publication Development Files	<b>1455-50</b> Information Services – Books and Publications – Development - Publication Development Files
<b>1525-50</b> Information Services – Websites – Website Development Files and Information Updates	<b>1525-50</b> Information Services – Websites – Website Development Files
	<b>1525-55</b> Information Services – Websites – Information/Content Updates
<b>1580-02</b> Library Services – Cataloguing (formerly Accessioning and Cataloguing) – Acquisition Lists	<b>1585-08</b> Library Services – Acquisition – Acquisition Lists
<b>1585-02</b> Library Services – Acquisition – Binding	<b>1575-02</b> Library Services – General – Maintenance (includes binding, conservation, etc.)
<b>1745-03</b> Records Management – General – List of records transferred to other jurisdictions	<b>1800-06</b> Records Management – Storage, Retrieval and Physical Disposal - List of Records Transferred to and from Other Jurisdictions
<b>1800-03</b> Records Management – Storage, Retrieval and Physical Disposal – Documentation of Transfer to the Saskatchewan Archives Board	<b>1800-05</b> Records Management – Storage, Retrieval and Physical Disposal – Disposal Requests and Approvals
<b>1870</b> Security – Information	<b>1770</b> Records Management – Information Security
<b>5205-20</b> Employment Equity – Reports and Statistics	<b>5205-02</b> Employment Equity – Employment Equity (includes reports, statistics, issues, etc.)
<b>5355-50</b> Labour Relations – General – Labour Issues and Events (includes petitions, demonstrations, etc.)	<b>5355-02</b> Labour Relations – General – Labour Issues (includes events, disruptions, strikes, job action, petitions, demonstrations, etc.)
<b>5570</b> Reports and Statistics <b>5570-02</b> Reports and Statistics – Seniority Roster  <i>For the remaining secondaries in 5570, please see the standard “Reports and Statistics” secondary in the appropriate primary.</i>	<b>5175-05</b> Employees – General – Seniority Roster
<b>5680-04</b> Staffing – Recruitment – Direct Recruitment	<b>5680-03</b> Staffing – Recruitment – Recruitment Case Files



## APPENDIX F

### ARMS to ARMS 2006

#### Retention Period Changes

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
<b>1000-20</b> Administration – General - Reports and Statistics	6y	SO + 2y
<b>1015-20</b> Administration – Meetings - Reports and Statistics	6y	SO + 2y
<b>1025-20</b> Administration – Organization - Reports and Statistics	6y	SO + 2y
<b>1035-20</b> Acts and Legislation – General - Reports and Statistics	6y	SO + 2y
<b>1070-20</b> Acts and Legislation – Internal - Reports and Statistics	6y	SO + 2y
<b>1080-20</b> Acts and Legislation – External - Reports and Statistics	6y	SO + 2y
<b>1090-20</b> Agreements – General - Reports and Statistics	6y	SO + 2y
<b>1100-20</b> Agreements – Federal - Reports and Statistics	6y	SO + 2y
<b>1105-20</b> Agreements – Foreign - Reports and Statistics	6y	SO + 2y
<b>1115-20</b> Agreements – Inter-provincial and Territorial - Reports and Statistics	6y	SO + 2y
<b>1120-20</b> Agreements – Saskatchewan Government - Reports and Statistics	6y	SO + 2y
<b>1125-20</b> Agreements – Local Authorities - Reports and Statistics	6y	SO + 2y
<b>1145-20</b> Appreciation, Invitations, Greetings and Congratulations - Reports and Statistics	6y	SO + 2y
<b>1155-20</b> Associations, Clubs, Societies – Reports and Statistics	6y	SO + 2y
<b>1170-20</b> Cabinet – Reports and Statistics	6y	SO + 2y

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>1190-20</b> Campaigns and Canvassing - Reports and Statistics	6y	SO + 2y
<b>1205-20</b> Circulars, Directives and Manuals - Reports and Statistics	6y	SO + 2y
<b>1215-20</b> Committees and Commissions – General - Reports and Statistics	6y	SO + 2y
<b>1215-55</b> Committees and Commissions – General – Commissions of Inquiry	SO* + T (* = completion of inquiry)	SO* (* = completion of inquiry)
<b>1220-20</b> Committees and Commissions – Cabinet - Reports and Statistics	6y	SO + 2y
<b>1230-20</b> Committees and Commissions – Internal - Reports and Statistics	6y	SO + 2y
<b>1230-55</b> Committees and Commissions – Internal – Board of Directors	SO* + T (* = dissolution of the board)	SO* + 2y (* = dissolution of the agency/corporation)
<b>1235-20</b> Committees and Commissions – Inter-institutional - Reports and Statistics	6y	SO + 2y
<b>1240-20</b> Committees and Commissions – International - Reports and Statistics	6y	SO + 2y
<b>1245-20</b> Committees and Commissions – Inter-provincial/Territorial/Federal - Reports and Statistics	6y	SO + 2y
<b>1250-20</b> Complaints and Investigations - Reports and Statistics	6y	SO + 2y
<b>1255-20</b> Conferences, Seminars, Symposia - Reports and Statistics	6y	SO + 2y
<b>1265-20</b> Co-operation and Liaison – General - Reports and Statistics	6y	SO + 2y
<b>1270-20</b> Co-operation and Liaison – Internal - Reports and Statistics	6y	SO + 2y
<b>1300-20</b> Co-operation and Liaison – External - Reports and Statistics	6y	SO + 2y
<b>1355-20</b> Delegation of Authority - Reports and Statistics	6y	SO + 2y



<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>1370-20</b> Emergency Measures - Reports and Statistics	6y	SO + 2y
<b>1380-20</b> Executive Services - Reports and Statistics	6y	SO + 2y
<b>1400-20</b> Forms Management - Reports and Statistics	6y	SO + 2y
<b>1430-20</b> Information Services – General – Reports and Statistics	6y	SO + 2y
<b>1435-20</b> Information Services – Advertising and Marketing - Reports and Statistics	6y	SO + 2y
<b>1445-20</b> Information Services – Audio-Visual and Photographic Media – Reports and Statistics	6y	SO + 2y
<b>1450-20</b> Information Services – Books and Publications – Distribution – Reports and Statistics	6y	SO + 2y
<b>1455-20</b> Information Services – Books and Publications – Individual – Reports and Statistics	6y	SO + 2y
<b>1475-20</b> Information Services – Inquiries – Reports and Statistics	6y	SO + 2y
<b>1485-20</b> Information Services – Lectures and Speeches – Deputy Ministers Speeches – Reports and Statistics	6y	SO + 2y
<b>1485-30</b> Information Services – Lectures and Speeches – Deputy Ministers Speeches	20y	6y
<b>1485-50</b> Information Services – Lectures and Speeches – Premier and Minister’s Speeches	20y	6y
<b>1495-20</b> Information Services – Media Relations – Reports and Statistics	6y	SO + 2y
<b>1510-20</b> Information Services – Publics Programs and Communications – Reports and Statistics	6y	SO + 2y

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>1510-75</b> Information Services – Public Programs and Communications – Other public programs	6y	SO + 6y
<b>1515-20</b> Information Services – Research and Surveys – Reports and Statistics	6y	SO + 2y
<b>1520-20</b> Information and Services – Standards, Style and Terminology – Reports and Statistics	6y	SO + 2y
<b>1525-20</b> Information Services – Websites – Reports and Statistics	6y	SO + 2y
<b>1530-20</b> Inventions, Patents, Copyrights – Reports and Statistics	6y	SO + 2y
<b>1545-20</b> Legal Matters – Reports and Statistics	6y	SO + 2y
<b>1555-04</b> Legislative Matters – Throne Speech Material	N/A	6y
<b>1555-20</b> Legislative Matters – Reports and Statistics	6y	SO + 2y
<b>1565-20</b> Library Materials – Reports and Statistics	6y	SO + 2y
<b>1575-20</b> Library Services – General – Reports and Statistics	6y	SO + 2y
<b>1580-20</b> Library Services – Accessioning and Cataloguing – Reports and Statistics	6y	SO + 2y
<b>1585-20</b> Library Services – Acquisition – Reports and Statistics	6y	SO + 2y
<b>1595-20</b> Library Services – Circulation – Reports and Statistics	6y	SO + 2y
<b>1605-20</b> Library Services – Reference – Reports and Statistics	6y	SO + 2y
<b>1620-20</b> Licences and Permits – Reports and Statistics	6y	SO + 2y
<b>1635-20</b> Mail, Freight and Courier Services – Reports and Statistics	6y	SO + 2y
<b>1645-20</b> Management Services – Reports and Statistics	6y	SO + 2y
<b>1665-20</b> Office Support Services – Reports and Statistics	6y	SO + 2y

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>1680-20</b> Plans and Programs - Reports and Statistics	6y	SO + 2y
<b>1720-20</b> Protocol and Diplomacy – Reports and Statistics	6y	SO + 2y
<b>1745-20</b> Records Management – General – Reports and Statistics	6y	SO + 2y
<b>1775-20</b> Records Management – Format Conversion – Reports and Statistics	6y	SO + 2y
<b>1780-20</b> Records Management – Schedules and Disposition Authorities - Reports and Statistics	6y	SO + 2y
<b>1800-05</b> Records Management – Storage, Retrieval, and Physical Disposal – Disposal Requests and Approvals	Permanent	100y
<b>1800-06</b> Records Management – Storage, Retrieval and Physical Disposal – List of records transferred to and from other jurisdictions ( <i>formerly 1745-03</i> )	6y	100y
<b>1800-20</b> Records Management – Storage, Retrieval, and Physical Disposal - Reports and Statistics	6y	SO + 2y
<b>1810-20</b> Records Management – Freedom of Information and Protection of Privacy - Reports and Statistics	6y	SO + 2y
<b>1845-20</b> Risk Management and Insurance - Reports and Statistics	6y	SO + 2y
<b>1860-50</b> Security – General – Security and Special Investigation Case Files	SO + 6y	SO * + 6y (* = upon completion of investigation or any subsequent legal action)
<b>1860-20</b> Security – General - Reports and Statistics	6y	SO + 2y
<b>1870-20</b> Security – Information - Reports and Statistics	6y	SO + 2y
<b>1885-20</b> Security – Personnel - Reports and Statistics	6y	SO + 2y

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>1890-20</b> Security – Physical-Reports and Statistics	6y	SO + 2y
<b>2000-20</b> Buildings and Properties – General – Reports and Statistics	6y	SO + 2y
<b>2020-20</b> Buildings and Properties – Charges and Invoices – Reports and Statistics	6y	SO + 2y
<b>2035-20</b> Buildings and Properties – Contracts – Reports and Statistics	6y	SO + 2y
<b>2055-20</b> Accommodation – Reports and Statistics	6y	SO + 2y
<b>2105-20</b> Buildings – General – Reports and Statistics	6y	SO + 2y
<b>2120-20</b> Buildings – Acquisition and Disposal – Reports and Statistics	6y	SO + 2y
<b>2135-20</b> Buildings – Alterations, Damages and Repairs – Reports and Statistics	6y	SO + 2y
<b>2155-20</b> Buildings – Construction – Reports and Statistics	6y	SO + 2y
<b>2200-20</b> Buildings – Expansions and Renovation – Reports and Statistics	6y	SO + 2y
<b>2215-20</b> Buildings – Fire Contingency and Planning – Reports and Statistics	6y	SO + 2y
<b>2235-20</b> Buildings – Maintenance – Reports and Statistics	6y	SO + 2y
<b>2295-20</b> Lands – General - Reports and Statistics	6y	SO + 2y
<b>2305-20</b> Lands – Acquisition and Disposal – Reports and Statistics	6y	SO + 2y
<b>2320-20</b> Lands – Concessions – Reports and Statistics	6y	SO + 2y
<b>2335-20</b> Lands – Improvement and Maintenance – Reports and Statistics	6y	SO + 2y
<b>2385-20</b> Parking Areas – Reports and Statistics	6y	SO + 2y
<b>2415-20</b> Utilities – General – Reports and Statistics	6y	SO + 2y

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>2420-20</b> Utilities – Gas, Lighting, Electrical, Water and Plumbing – Reports and Statistics	6y	SO + 2y
<b>2435-20</b> Utilities – Environmental Control – Reports and Statistics	6y	SO + 2y
<b>2455-20</b> Utilities – Waste Management -Reports and Statistics	6y	SO + 2y
<b>3000-20</b> Equipment and Supplies – General – Reports and Statistics	6y	SO + 2y
<b>3015-20</b> Equipment and Supplies – Contracts – Reports and Statistics	6y	SO + 2y
<b>3030-20</b> Asset Control and Inventories – Reports and Statistics	6y	SO + 2y
<b>3040-20</b> Audiovisual – Reports and Statistics	6y	SO + 2y
<b>3055-20</b> Badges, Emblems, Crests and Flags – Reports and Statistics	6y	SO + 2y
<b>3070-20</b> Building Materials – Reports and Statistics	6y	SO + 2y
<b>3085-20</b> Clothing – Reports and Statistics	6y	SO + 2y
<b>3100-20</b> Computers – General – Reports and Statistics	6y	SO + 2y
<b>3115-20</b> Computers – Hardware – Reports and Statistics	6y	SO + 2y
<b>3115-55</b> Computers – Hardware – Hardware History/Case Files	SO + 2y	SO + 3y
<b>3115-60</b> Computers – Hardware – Hardware Problems and Maintenance	2y	3y
<b>3130-20</b> Computers – Software – Reports and Statistics	6y	SO + 2y
<b>3150-02</b> Disposal and Surplus – Asset Transfer and Disposal (includes sales and salvage)	SO* + 6y (* = upon transfer to Sales and Salvage)	SO + 6y
<b>3150-03</b> Disposal and Surplus – Recycling (equipment)	SO* + 2y (* = upon transfer to Sales and Salvage)	SO + 2y
<b>3150-20</b> Disposal and Surplus – Reports and Statistics	6y	SO + 2y
<b>3170-20</b> Firearms, Weapons and Restraints – Reports and Statistics	6y	SO + 2y

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>3185-20</b> Foods – Reports and Statistics	6y	SO + 2y
<b>3195-20</b> Forms – Reports and Statistics	6y	SO + 2y
<b>3205-20</b> Fuels – Reports and Statistics	6y	SO + 2y
<b>3215-20</b> Furniture and Furnishings – Reports and Statistics	6y	SO + 2y
<b>3240-20</b> Kitchen, Cafeteria and Eating Facilities – Reports and Statistics	6y	SO + 2y
<b>3255-20</b> Laboratory – Reports and Statistics	6y	SO + 2y
<b>3265-20</b> Laundry Facilities – Reports and Statistics	6y	SO + 2y
<b>3280-20</b> Medical - Reports and Statistics	6y	SO + 2y
<b>3295-20</b> Micrographic – Reports and Statistics	6y	SO + 2y
<b>3315-20</b> Office – Reports and Statistics	6y	SO + 2y
<b>3335-20</b> Photographic- Reports and Statistics	6y	SO + 2y
<b>3350-20</b> Printing Services – Reports and Statistics	6y	SO + 2y
<b>3365-20</b> Procurement and Receipt – Reports and Statistics	6y	SO + 2y
<b>3380-20</b> Product Information – Reports and Statistics	6y	SO + 2y
<b>3405-20</b> Standing Offer Agreements – Reports and Statistics	6y	SO + 2y
<b>3420-20</b> Special Items – Reports and Statistics	6y	SO + 2y
<b>3425-20</b> Telecommunications – Reports and Statistics	6y	SO + 2y
<b>3445-20</b> Vehicles – General – Reports and Statistics	6y	SO + 2y
<b>3470-20</b> Vehicles – Air – Reports and Statistics	6y	SO + 2y
<b>3470-50</b> Vehicles – Air – Aircraft Research Files	SO + 8y	SO + 6y

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>3495-20</b> Vehicles – Construction and Off-Road – Reports and Statistics	6y	SO + 2y
<b>3515-20</b> Vehicles – Road – Reports and Statistics	6y	SO + 2y
<b>3530-20</b> Vehicles – Water – Reports and Statistics	6y	SO + 2y
<b>4000-03</b> Finance – General – Fraud and Alleged Fraud	6y	SO + 6y
<b>4320-20</b> Currency – Reports and Statistics	6y	SO + 2y
<b>4380-20</b> Fees – Reports and Statistics	6y	SO + 2y
<b>5000-20</b> Human Resources – General – Reports and Statistics	6y	SO + 2y
<b>5015-20</b> Accidents and Injuries – Reports and Statistics	6y	SO + 2y
<b>5030-20</b> Awards and Honours – Reports and Statistics	6y	SO + 2y
<b>5045-20</b> Benefits and Services – General – Reports and Statistics	6y	SO + 2y
<b>5060-20</b> Benefits and Services – Benefits – Reports and Statistics	6y	SO + 2y
<b>5080-20</b> Benefits and Services – Services – Reports and Statistics	6y	SO + 2y
<b>5160-20</b> Classification – Reports and Statistics	6y	SO + 2y
<b>5175-20</b> Employees – General – Reports and Statistics	6y	SO + 2y
<b>5190-20</b> Employees – Employee Record – Reports and Statistics	6y	SO + 2y
<b>5190-50</b> Employees – Employee Record – Employee File (by employee)	SO* + 6y (* = 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).	SO* (* = 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>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>5190-60</b> Employees – Employee Record – Pay Records (by employee)	SO* + 6y (* = 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).	SO* (* = 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>5240-20</b> Foreign Postings and Allowances - Reports and Statistics	6y	SO + 2y
<b>5265-20</b> Health and Safety - Reports and Statistics	6y	SO + 2y
<b>5305-20</b> Human Rights Issues - Reports and Statistics	6y	SO + 2y
<b>5330-20</b> Job Enhancement - Reports and Statistics	6y	SO + 2y
<b>5355-20</b> Labour Relations – General - Reports and Statistics	6y	SO + 2y
<b>5400-20</b> Labour Relations – Collective Agreements and Interpretations - Reports and Statistics	6y	SO + 2y
<b>5415-20</b> Labour Relations – Discipline - Reports and Statistics	6y	SO + 2y
<b>5430-20</b> Labour Relations – Exclusions - Reports and Statistics	6y	SO + 2y
<b>5445-20</b> Labour Relations – Grievances, Complaints and Arbitrations - Reports and Statistics	6y	SO + 2y
<b>5475-20</b> Leave and Attendances - Reports and Statistics	6y	SO + 2y
<b>5525-20</b> Performance Planning and Review - Reports and Statistics	6y	SO + 2y
<b>5540-20</b> Reassignments and Transfers - Reports and Statistics	6y	SO + 2y
<b>5555-20</b> Regulations and Directives - Reports and Statistics	6y	SO + 2y
<b>5585-20</b> Retirements and Pre-retirements - Reports and Statistics	6y	SO + 2y
<b>5600-20</b> Salaries and Wages - Reports and Statistics	6y	SO + 2y
<b>5615-20</b> Separations and Layoffs - Reports and Statistics	6y	SO + 2y



<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>5630-20</b> Staffing – General - Reports and Statistics	6y	SO + 2y
<b>5630-55</b> Staffing – General – Security Checks	SO + 6y	SO* + 6y (* = after termination of employment)
<b>5645-20</b> Staffing – Acting and Temporary Appointments - Reports and Statistics	6y	SO + 2y
<b>5660-20</b> Staffing – Competitions - Reports and Statistics	6y	SO + 2y
<b>5680-20</b> Staffing – Recruitment - Reports and Statistics	6y	SO + 2y
<b>5750-20</b> Staffing – Vacancies and Obligations - Reports and Statistics	6y	SO + 2y
<b>5770-20</b> Studies and Surveys - Reports and Statistics	6y	SO + 2y
<b>5785-20</b> Training and Development – General - Reports and Statistics	6y	SO + 2y
<b>5800-20</b> Training and Development – Courses - Reports and Statistics	6y	SO + 2y
<b>5815-20</b> Training and Development – Resources - Reports and Statistics	6y	SO + 2y
<b>5845-20</b> Volunteers - Reports and Statistics	6y	SO + 2y
<b>5860-20</b> Wellness and Recreation - Reports and Statistics	6y	SO + 2y
<b>6000-50</b> Information Systems and Technology – General – Service Requests	2y	3y
<b>6000-20</b> Information Systems and Technology – General - Reports and Statistics	6y	SO + 2y
<b>6030-20</b> Information Systems Planning - Reports and Statistics	6y	SO + 2y
<b>6060-20</b> Database Development and Administration - Reports and Statistics	6y	SO + 2y

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>6060-65</b> Database Development and Administration – Performance Monitoring and Evaluation	2y	3y
<b>6080-20</b> End-User Support - Reports and Statistics	6y	SO + 2y
<b>6080-50</b> End User Support – Help Centre	2y	3y
<b>6080-60</b> End User Support - Training and Support	2y	3y
<b>6100-20</b> Network Design and Management - Reports and Statistics	6y	SO + 2y
<b>6100-50</b> Network Design and Management – Development Projects	SO + 2y	SO + 3y
<b>6100-65</b> Network Design and Management – Performance Monitoring and Evaluation	SO + 2y	SO + 3y
<b>6120-20</b> System Development - Reports and Statistics	6y	SO + 2y
<b>6120-55</b> System Development – Project Management	SO + 2y	SO* + 2y (SO * = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).
<b>6120-60</b> System Development – Planning and Initiation	SO + 2y	SO* + 2y (SO * = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).
<b>6120-65</b> System Development – Requirements Analysis	SO + 2y	SO* + 2y (SO * = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).

<b>Primary/Secondary</b>	<b>ARMS Retention Period</b>	<b>ARMS 2006 Retention Period</b>
<b>6120-75</b> System Development – Construction Programming	SO + 2y	SO* + 2y (SO * = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).
<b>6120-80</b> System Development – Testing	SO + 2y	SO* + 2y (SO * = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).
<b>6140-20</b> System Maintenance - Reports and Statistics	6y	SO + 2y
<b>6160-20</b> System Operations - Reports and Statistics	6y	SO + 2y
<b>6160-60</b> System Operations – Problems and Incidents	2y	3y
<b>6160-65</b> System Operations - Space Management	2y	3y
<b>6160-70</b> System Operations – System Monitoring	2y	3y
<b>6180-55</b> System Reports – Incident Reports	2y	3y
<b>6180-60</b> System Reports – Maintenance Reports	SO + 2y	SO + 3y
<b>6180-65</b> System Reports – Status Reports	2y	3y
<b>6200-20</b> System Security and Reliability - Reports and Statistics	6y	SO + 2y
<b>6200-55</b> System Security and Reliability – Backup/Recovery Procedures	SO + 2y	SO + 3y



## **APPENDIX G**

### **ARMS to ARMS 2006**

#### **New Primaries**

**1760** Records Management – Program Development

**1770** Records Management – Information Security (formerly 1870 – Security – Information)



## APPENDIX H

### ARMS to ARMS 2006

#### New Secondaries

**1215-60** Committees and Commissions – General – Department Submissions to Commissions of Inquiry. Departments may have records relating to their submissions /involvement in an inquiry. 1215-55 Commissions of Inquiry are for the records of the actual inquiry.

**1525-55** Information Services – Websites –Information Updates. Information updates were formerly filed in website development files. There is no need to keep them as long as the development records. The retention period will be SO + 2 years.

**1575-02** Library Services – General – Maintenance (includes binding, conservation, etc.). “Binding” was formerly a secondary in primary 1585, but was too specific, so a “maintenance” secondary was added in General which is the most appropriate place.

**1585-08** Library Services – Acquisition – Acquisition Lists. Moved from primary 1580.

**1770-07** Security – Information – Impact Assessments (*formerly 1870*). There was no place for these records previously. The retention period will be SO + 6 years.

**1770-55** Security – Information – Project Files (includes implementation projects, etc.) There was not place for these records previously. The retention period will be SO + 6 years.

**1800-06** Records Management – Storage, Retrieval and Physical Disposal – List of records transferred to and from other jurisdictions. This secondary was moved from 1745.

**1800-07** Records Management – Storage, Retrieval and Physical Disposal – Records Retrieval Case files. There was no place to classify these records without a long retention period, which is unnecessary. The retention period is SO.

**1810-55** Records Management – Freedom of Information and Protection of Privacy – Privacy Complaints and Issues. There was no place to for these records previously. The retention period will be SO + 6 years.

**1870-55** Security – Information – Projects (includes implementation projects, etc.). There was no place for these records previously. The retention period will be SO + 6 years.

**3425-06** Telecommunications – Inventories. This secondary incorporates inventories from deleted primaries (1905 and 1930) in SARS that were not covered in ARMS.

**3445-09** Vehicles – General – CVA Requisitions. There was not a specific place in either SARS or ARMS for these records. The two year retention period is consistent with other records of this nature.

**4000-04** Finance – General – Fraud and Alleged Fraud Warnings. This is for general warnings of fraud – specific cases will go into 4000-03. The SO + 2 year retention period is consistent with other records of this nature.

**5175-05** Employees – General – Seniority Roster. This secondary was added to accommodate the deletion of 5570 Reports and Statistics

**5280-06** Hours of Work – Work Schedules. There was no place to classify these records. The retention period will be 2 years.

**5630-02** Staffing – General – Staffing Announcements. There was no place to classify these records. The retention period will be 2 years.



# *The Archives Act, 2004*

*being*

Chapter A-26.1\* of the *Statutes of Saskatchewan, 2004*  
(effective June 17, 2004), as amended by the *Statutes  
of Saskatchewan, 2005, c.L-11.2.*

**\*NOTE:** Pursuant to subsection 33(1) of *The Interpretation Act, 1995*, the Consequential Amendment sections, schedules and/or tables within this Act have been removed. Upon coming into force, the consequential amendments contained in those sections became part of the enactment(s) that they amend, and have thereby been incorporated into the corresponding Acts. Please refer to the Separate Chapter to obtain consequential amendment details and specifics.

## **NOTE:**

**This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.**

## Table of Contents

	21 Management of public records by government institution
	22 Ministerial records and records of the Office of the Executive Council
	23 Transfer of public records to Archives Board
	24 Order for transfer or destruction of public records
	25 Court records
	26 Municipal and school records
	27 Restriction on use of certain records
	28 Evidence of record
	<b>PART V</b>
	<b>Financial Matters</b>
	29 Appropriation
	30 Fiscal year
	31 Audit
	32 Annual report
	<b>PART VI</b>
	<b>General</b>
	33 Regulations
	<b>PART VII</b>
	<b>Repeal, Transitional, Consequential and Coming into Force</b>
	34 R.S.S. 1978, c.A-26 repealed
	35 Transitional
	36 S.S. 1990-91, c.F-22.01, section 23 amended
	37 S.S. 1999, c.H-0.021, section 25 amended
	38 Coming into force
<b>Part I</b>	
<b>Short Title and Interpretation</b>	
1 Short title	
2 Interpretation	
<b>PART II</b>	
<b>Archives Board</b>	
3 Saskatchewan Archives Board continued	
4 Objects and functions	
5 Offices	
6 Operations	
7 Transfer of public records	
8 Power to receive other historical material	
9 Custody of transferred records	
10 Power to make grants	
11 Power to charge fees, accept gifts, etc.	
<b>PART III</b>	
<b>Administration</b>	
12 Board of directors	
13 Chairperson and vice-chairperson	
14 Responsibilities of board of directors	
15 Remuneration and reimbursement	
16 Provincial Archivist	
17 Powers of Provincial Archivist	
<b>PART IV</b>	
<b>Management and Preservation of Records</b>	
18 Public Records Committee established	
19 Management and preservation of public records	
20 Destruction of public records pursuant to approved records schedule	

## CHAPTER A-26.1

### An Act respecting the Archives of Saskatchewan and making consequential amendments to other Acts

#### PART I

#### Short Title and Interpretation

##### Short title

1 This Act may be cited as *The Archives Act, 2004*.

##### Interpretation

2 In this Act:

(a) **“approved records schedule”** means a records schedule approved by the Public Records Committee;

(b) **“Archives Board”** means the Saskatchewan Archives Board continued pursuant to section 3;

(c) **“board of directors”** means the board of directors of the Archives Board appointed pursuant to section 12;

(d) **“court”** means the Court of Appeal, the Court of Queen’s Bench or the Provincial Court of Saskatchewan;

(e) **“court record”** means a record of the office of any court and any document filed in any court;

(f) **“government institution”** means a government institution within the meaning of *The Freedom of Information and Protection of Privacy Act*;

(g) **“minister”** means the member of the Executive Council to whom for the time being the administration of this Act is assigned;

(h) **“ministerial record”** means a record of a member of the Executive Council that pertains to that office and is created in the administration of the public affairs of Saskatchewan, but does not include:

(i) a record that is of a personal or political nature;

(ii) a record that pertains to constituency business;

(iii) a record that is under the control of a government institution; or

(iv) a surplus copy of a record or a copy of a record created only for convenience of reference;

(i) **“Provincial Archivist”** means the Provincial Archivist appointed pursuant to section 16;

**c. A-26.1**

**ARCHIVES, 2004**

**Offices**

**5** The chives Board shall maintain offices at any place or places in Saskatchewan designated by the Lieutenant Governor in Council for the safe-keeping, classification, indexing and public use of all public records, court records and other materials that have been deposited with or acquired by the Archives Board pursuant to this Act.

2004, c.A-26.1, s.5.

**Operations**

**6** Subject to the approval of the minister, the Archives Board may enter into agreements with any person, body or organization inside or outside Saskatchewan respecting the operations of its offices and its administrative affairs, including agreements respecting the following matters:

- (a) office space;
- (b) accounting and auditing services;
- (c) personnel services, including payment of salaries and pensions.

2004, c.A-26.1, s.6.

**Transfer of public records**

**7(1)** All public records are to be transferred to the care and control of the Archives Board:

(a) pursuant to any agreement for the transfer of records between the Archives Board and the government institution or the minister responsible for the records; and

(b) in accordance with an approved records schedule.

(2) Except as otherwise directed by the Lieutenant Governor in Council, the Archives Board shall have the care and control of all public records of any government institution, the functions of which have ceased.

(3) Public records and court records that have been transferred to the care and control of the Archives Board are the property of the Crown.

2004, c.A-26.1, s.7.

**Power to receive other historical material**

**8** The Archives Board may acquire by gift, devise or in any other manner printed documents, manuscripts, private papers and any other record or material, to whomsoever belonging, having a bearing on the history of Saskatchewan.

2004, c.A-26.1, s.8.

**Custody of transferred records**

**9** The Archives Board is the custodian of all records that are transferred to it pursuant to this Act or any former *Archives Act*.

2004, c.A-26.1, s.9.

**c. A-26.1**

**ARCHIVES, 2004**

(j) **“public record”** means a record created in the administration of the public affairs of Saskatchewan and includes:

(i) a ministerial record; and

(ii) a record of the Legislative Assembly Service or of an officer of the Legislative Assembly;

but does not include:

(iii) a surplus copy of a record or a copy of a record created only for convenience of reference; or

(iv) a court record;

(k) **“Public Records Committee”** means the Public Records Committee established pursuant to section 18;

(l) **“record”** means a record of information in any form and includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records;

(m) **“records schedule”** means a formal plan that identifies the public records that are subject to the plan, establishes a classification system and retention periods for those records, and provides for their disposition.

2004, c.A-26.1, s.2; 2005, c.L-11.2, s.97.

**PART II**  
**Archives Board**

**Saskatchewan Archives Board continued**

**3** The Saskatchewan Archives Board is continued as a corporation pursuant to this Act.

2004, c.A-26.1, s.3.

**Objects and functions**

**4** The objects and functions of the Archives Board are the following:

(a) to acquire and preserve public records and private records of significance to Saskatchewan and to facilitate access to those records;

(b) to be the permanent repository of public records and court records;

(c) to facilitate the management of public records and court records;

(d) to encourage and support archival activities and the archival community.

2004, c.A-26.1, s.4.

**c. A-26.1**

ARCHIVES, 2004

**Power to make grants**

**10(1)** Subject to subsection (2), to support archival activities and the archival community, the Archives Board may make grants, on any terms or conditions that it considers appropriate, to any person, agency, organization, association, institution or body within or outside Saskatchewan.

(2) The Archives Board shall obtain the approval of the Lieutenant Governor in Council before making any grant pursuant to subsection (1) that is in excess of \$50,000 in any fiscal year of the Archives Board.

2004, c.A-26.1, s.10.

**Power to charge fees, accept gifts, etc.**

**11** The Archives Board may charge fees for services rendered by it, and may accept and receive gifts, devises and bequests for the purposes of the Archives Board, and, subject to the terms of any trust imposed by the testator or donor of real or personal property, may sell, lease, convey or otherwise dispose of and convert into money any real or personal property given, devised or bequeathed for those purposes.

2004, c.A-26.1, s.11.

**PART III  
Administration**

**Board of directors**

**12(1)** Subject to subsection (2), the Lieutenant Governor in Council shall appoint a board of directors for the Archives Board consisting of not more than nine persons.

(2) Of the persons appointed pursuant to subsection (1):

- (a) one must be the nominee of the University of Saskatchewan;
- (b) one must be the nominee of The University of Regina; and
- (c) two must be members of the public service of Saskatchewan.

(3) A person appointed pursuant to subsection (1):

- (a) holds office for a term not exceeding three years and until a successor is appointed; and
- (b) is eligible for re-appointment.

(4) No member of the board of directors shall hold office for more than two consecutive terms.

2004, c.A-26.1, s.12.

**c. A-26.1**

**ARCHIVES, 2004**

**Chairperson and vice-chairperson**

**13(1)** The Lieutenant Governor in Council shall designate one member of the board of directors to be chairperson of the board of directors and another to be vice-chairperson.

(2) If the chairperson is absent or unable to act or the office of chairperson is vacant, the vice-chairperson may exercise all the powers and shall perform all the duties of the chairperson.

2004, c.A-26.1, s.13.

**Responsibilities of board of directors**

**14** The board of directors is responsible for supervising the archives of Saskatchewan and the work of the Provincial Archivist.

2004, c.A-26.1, s.14.

**Remuneration and reimbursement**

**15** The members of the board of directors are entitled to:

(a) other than the members described in clauses 12(2)(a) to (c), remuneration for their services at the rates approved by the Lieutenant Governor in Council; and

(b) reimbursement for their expenses incurred in the performance of their responsibilities at the rates paid to members of the public service of Saskatchewan.

2004, c.A-26.1, s.15.

**Provincial Archivist**

**16(1)** The board of directors shall appoint a person to be in charge of the archives of Saskatchewan, to be known as the Provincial Archivist.

(2) The board of directors may appoint an Assistant Provincial Archivist and any other employees that may be required for the operation of the Archives Board, and the persons so appointed shall work under the direction of the Provincial Archivist.

(3) The Provincial Archivist:

(a) shall exercise the powers and perform the duties assigned to the Provincial Archivist by this Act and by the board of directors; and

(b) subject to the direction of the board of directors, is responsible for the general supervision and direction of the operation of the Archives Board.

2004, c.A-26.1, s.16.

**c. A-26.1**

ARCHIVES, 2004

**Powers of Provincial Archivist**

17(1) The Provincial Archivist may carry out any activity that is incidental or conducive to the attainment of the objects and functions of the Archives Board.

(2) Without limiting the generality of subsection (1), the Provincial Archivist may do all or any of the following:

- (a) on behalf of the Archives Board, acquire records or obtain the care, custody or control of records;
- (b) take any measures that the Provincial Archivist considers necessary to classify, identify, preserve and restore records;
- (c) subject to any lawful restriction that applies, provide access to records;
- (d) provide information, consultation, reference, research and other services related to archives;
- (e) advise government institutions, ministers' offices, the Legislative Assembly Office, officers of the Legislative Assembly, and the courts concerning standards and procedures pertaining to the management of records;
- (f) determine which non-current public records are of historic interest and are to be transferred to the care and control of the Archives Board;
- (g) provide professional and technical support for archival activities and the archival community;
- (h) make known information concerning archives by means of publications and exhibitions;
- (i) subject to any term or condition pursuant to which a record has been acquired or obtained, destroy or otherwise dispose of any record under the care and control of the Archives Board.

2004, c.A-26.1, s.17.

**PART IV**

**Management and Preservation of Records**

**Public Records Committee established**

18(1) The Public Records Committee is established.

(2) The Public Records Committee consists of:

- (a) the Provincial Archivist;
- (b) the Legislative Librarian;
- (c) the Deputy Minister of Finance or his or her delegate;
- (d) the Deputy Minister of Justice or his or her delegate; and



**c. A-26.1**

**ARCHIVES, 2004**

**Powers of Provincial Archivist**

- 17(1) The Provincial Archivist may carry out any activity that is incidental or conducive to the attainment of the objects and functions of the Archives Board.
- (2) Without limiting the generality of subsection (1), the Provincial Archivist may do all or any of the following:
- (a) on behalf of the Archives Board, acquire records or obtain the care, custody or control of records;
  - (b) take any measures that the Provincial Archivist considers necessary to classify, identify, preserve and restore records;
  - (c) subject to any lawful restriction that applies, provide access to records;
  - (d) provide information, consultation, reference, research and other services related to archives;
  - (e) advise government institutions, ministers' offices, the Legislative Assembly Office, officers of the Legislative Assembly, and the courts concerning standards and procedures pertaining to the management of records;
  - (f) determine which non-current public records are of historic interest and are to be transferred to the care and control of the Archives Board;
  - (g) provide professional and technical support for archival activities and the archival community;
  - (h) make known information concerning archives by means of publications and exhibitions;
  - (i) subject to any term or condition pursuant to which a record has been acquired or obtained, destroy or otherwise dispose of any record under the care and control of the Archives Board.

2004, c.A-26.1, s.17.

**PART IV**  
**Management and Preservation of Records**

**Public Records Committee established**

- 18(1) The Public Records Committee is established.
- (2) The Public Records Committee consists of:
- (a) the Provincial Archivist;
  - (b) the Legislative Librarian;
  - (c) the Deputy Minister of Finance or his or her delegate;
  - (d) the Deputy Minister of Justice or his or her delegate; and

**c. A-26.1**

**ARCHIVES, 2004**

- (2) Every government institution shall submit each of its proposed records schedules to the Public Records Committee for review and approval.
- (3) The Lieutenant Governor in Council may fix a date by which a government institution shall submit each of its proposed records schedules to the Public Records Committee for review and approval.
- (4) If requested to do so by the Public Records Committee and within the time set by the Public Records Committee, a government institution shall make changes to its proposed records schedule and submit the amended records schedule to the Public Records Committee for review and approval.
- (5) Every government institution shall:
  - (a) implement every approved records schedule that is applicable to that government institution; and
  - (b) protect and maintain all public records that are in its custody or under its control so that those public records are, considering the purposes for which they are being maintained:
    - (i) usable and accessible;
    - (ii) transferable;
    - (iii) legible and understandable; and
    - (iv) maintained in a format and in a condition that ensures their retention and preservation in accordance with the applicable approved records schedule.
- (6) Subject to subsection (7), no government institution shall destroy a public record that is in its custody or under its control without first obtaining the approval of the Provincial Archivist.
- (7) A government institution may destroy any public record:
  - (a) that is administrative in nature and is addressed in a common administrative records schedule approved by the Public Records Committee; and
  - (b) that is in the custody or under the control of the government institution.
- (8) For the purposes of carrying out its responsibilities pursuant to this section, a government institution may request the advice of the Provincial Archivist as to the nature of any public record that is in the custody or under the control of the government institution.

**c. A-26.1**

**ARCHIVES, 2004**

**Ministerial records and records of the Office of the Executive Council**

22(1) In accordance with the regulations, the Archives Board may develop forms of agreements to receive and manage ministerial records and records of the Office of the Executive Council.

(2) Subject to *The Freedom of Information and Protection of Privacy Act*, access to ministerial records and records of the Office of the Executive Council shall be made pursuant to the terms and restrictions of the written agreements governing those records.

2004, c.A-26.1, s.22.

**Transfer of public records to Archives Board**

23 Any public record or any class or series of public records may, on the expiration of 25 years after the date on which the public record was created, be transferred by a government institution, by the Legislative Assembly Office, or by an officer of the Legislative Assembly, as the case may be, to the Archives Board.

2004, c.A-26.1, s.23.

**Order for transfer or destruction of public records**

24 Notwithstanding section 20 or 23, on the recommendation of the minister responsible for the government institution concerned, the Lieutenant Governor in Council may order:

(a) that any public record or any class or series of public records then in the charge of the government institution be transferred to the Archives Board immediately or on the expiration of any period specified in the order;

(b) that any public record or any class or series of public records then in the charge of the government institution be destroyed immediately or on the expiration of any period specified in the order; and

(c) that any public record or any class or series of public records thereafter in the charge of the government institution be destroyed or transferred to the Archives Board on the expiration of any period specified in the order.

2004, c.A-26.1, s.24.

**Court records**

25(1) Subject to subsections (2) and (3), the Lieutenant Governor in Council may order that any court record or class of court records be transferred to the Archives Board or be destroyed.

(2) An order pursuant to subsection (1) may be made on the recommendation of the Minister of Justice after he or she receives a descriptive list of the court records proposed for disposal that has been approved:

(a) by the Provincial Archivist; and

**c. A-26.1**

ARCHIVES, 2004

(b) by:

- (i) where the Court of Appeal is concerned, a judge of that court;
- (ii) where the Court of Queen's Bench is concerned, a judge of that court; or
- (iii) where the Provincial Court of Saskatchewan is concerned, a judge of that court.

(3) No document filed in the office of any court before, on or after the coming into force of this Act shall be transferred or destroyed pursuant to this section unless 25 years have elapsed since the date on which it was filed with the court.

2004, c.A-26.1, s.25.

**Municipal and school records**

**26** With the consent of the Provincial Archivist, any municipality or school district in Saskatchewan may deposit any of its non-current records with the Archives Board for preservation.

2004, c.A-26.1, s.26.

**Restriction on use of certain records**

**27(1)** By agreement with the donor of private records, the Archives Board may place any restrictions on the use of those records as may be stipulated in the agreement, and the restrictions shall be binding on all persons during the term of the agreement.

(2) Notwithstanding clause 16(2)(a) of *The Freedom of Information and Protection of Privacy Act*, if a record that would otherwise be subject to section 16 of that Act was transferred to the Archives Board before April 1, 1992 pursuant to an agreement between the donor and the Archives Board, the restrictions respecting access to and use of the record contained in the agreement prevail in the case of a conflict between those restrictions and clause 16(2)(a) of that Act.

2004, c.A-26.1, s.27.

**Evidence of record**

**28** A copy or photographic reproduction of any record in the custody or under the control of the Archives Board, certified under the hand of the Provincial Archivist to be a true copy, is proof, in the absence of evidence to the contrary, of the authenticity and correctness of the copy or reproduction, without proof of the appointment or signature of the Provincial Archivist.

2004, c.A-26.1, s.28.

**c. A-26.1**

ARCHIVES, 2004

**PART V  
Financial Matters**

**Appropriation**

**29** There shall be paid annually to the Archives Board any sums that may be appropriated by the Legislature for the purposes of the Archives Board.

2004, c.A-26.1, s.29.

**Fiscal year**

**30** The fiscal year of the Archives Board is the period commencing on April 1 in one year and ending on March 31 in the following year.

2004, c.A-26.1, s.30.

**Audit**

**31** The Provincial Auditor or any other auditor or firm of auditors appointed by the Lieutenant Governor in Council shall audit the records, accounts and financial statements of the Archives Board:

- (a) annually; and
- (b) at any other times that the Lieutenant Governor in Council may require.

2004, c.A-26.1, s.31.

**Annual report**

**32(1)** The Archives Board, in each fiscal year, in accordance with *The Tabling of Documents Act, 1991*, shall submit to the minister:

- (a) a report on the business of the Archives Board for the preceding fiscal year; and
- (b) a financial statement showing the business of the Archives Board for the preceding fiscal year, in any form that may be required by Treasury Board.

(2) In accordance with *The Tabling of Documents Act, 1991*, the minister shall lay before the Legislative Assembly each report and financial statement the minister receives pursuant to this section.

2004, c.A-26.1, s.32.

**PART VI  
General**

**Regulations**

**33** The Lieutenant Governor in Council may make regulations:

- (a) defining, enlarging or restricting the meaning of any word or expression used in this Act but not defined in this Act;

**c. A-26.1**

ARCHIVES, 2004

- (b) respecting the form of agreements that the Archives Board may enter into for the purpose of receiving and managing records;
- (c) for the purposes of subsection 18(2), designating any other government institution, the head of which shall sit as a member of the Public Records Committee;
- (d) prescribing any other matter or thing required or authorized by this Act to be prescribed in the regulations;
- (e) respecting any other matter or thing the Lieutenant Governor in Council considers necessary or advisable to carry out the intent of this Act.

2004, c.A-26.1, s.33.

**PART VII**

**Repeal, Transitional, Consequential and Coming into Force**

**R.S.S. 1978, c.A-26 repealed**

34 *The Archives Act* is repealed.

2004, c.A-26.1, s.34.

**Transitional**

- 35(1) The persons acting as members of the Archives Board pursuant to section 3 of *The Archives Act* on the day before the coming into force of this Act constitute the board of directors until new appointments are made pursuant to section 12 of this Act.
- (2) The person acting as Provincial Archivist pursuant to section 4 of *The Archives Act* on the day before the coming into force of this Act continues as the Provincial Archivist until a new Provincial Archivist is appointed pursuant to section 16 of this Act.
- (3) Notwithstanding the repeal of *The Archives Act*, any records schedule approved pursuant to that Act that was in effect on the day before the coming into force of this Act is continued pursuant to this Act and remains in effect until the earlier of:
- (a) the date on which that records schedule expires; and
  - (b) the date on which that records schedule is replaced by an approved records schedule pursuant to this Act.

2004, c.A-26.1, s.35.

**c. A-26.1**

ARCHIVES, 2004

**36 to 37 Dispensed.** These sections make consequential amendments to other Acts. The amendments have been incorporated into the corresponding Acts.

**Coming into force**

**38** This Act comes into force on assent.

2004, c.A-26.1, s.38.





**CHAPTER L-1**  
**The Labour Standards Act (section 70)**

**Employer to keep record of wages, hours worked, etc.**

**70(1)** Every employer shall at all times keep readily available for inspection by the minister or his duly authorized representative, in each place of business operated by him in the province or in connection with which any employee is employed or in such other place or places as are approved by the minister, true and correct records showing particulars of every unwritten contract and a copy of every written contract or other document dealing with wages or other monetary benefits to which any employee is entitled and, in respect of each of his employees or the employment of each of his employees:

- (a) the full name, sex, date of birth and residential address of the employee;
- (b) the name or a brief description of the job or position of the employee;
- (c) the rate of wages expressed in terms of wages per hour, week or month of the employee for the time that the employee may be required or permitted to work or to be at the disposal of the employer without the employer being required to pay the employee additional wages under Part 1;
- (d) the total wages paid to the employee for each week or other pay period;
- (e) the time when the employee's work begins and ends each day and the time when any interval for meals allowed to the employee each day begins and ends;
- (f) the total number of hours worked by the employee each day and each week as well as the total number of hours each day and each week that the employee is required to be at the disposal of the employer;
- (g) every deduction made from the wages of the employee for any purpose whatever and the purpose for which each deduction was made;
- (h) the date of each payment of wages to the employee;
- (i) the date of commencement of the employee's employment, and the date of termination where applicable;
- (j) the date upon which the employee becomes entitled to each annual holiday;
- (k) the dates on which each annual holiday is taken by the employee;
- (l) the amount paid to the employee in respect of each annual holiday to which the employee is entitled and the date of payment;
- (m) the amount paid to the employee upon the termination of the employment of the employee and the date of payment; and
- (n) such other particulars as the minister may prescribe.

(1.1) Without limiting the generality of subsection (1), an employer shall keep a register of every employee whose work is ordinarily performed at home, setting out the address where that work is performed and the portion of the labour or services performed by the employee that was performed at home.

(2) The record of each employee that is required by this section shall be retained by the employer for a period of five years following the termination of the employment of the employee.

(3) The employment of an employee by an employer shall be deemed not to have been terminated for the purposes of subsection (2) where the employee is employed again by the employer within six months of the date on which the employment of the employee was terminated.

(4) The records required by this section may be incorporated in any wage record that the employer is required to keep under any other Act.

(5) The minister may prescribe the form in which the records required by this section shall be kept.



## ARMS 2006 GLOSSARY

### A

**ACTIVE RECORD:** A record that is referenced or used on a regular basis. Active records are usually retained in offices close to users.

**ADDITIONAL RECORD:** Refers to any other copy of a record (other than the official record) required for administrative purposes. Additional records cannot be disposed of without an approved policy. For more information, see the [Saskatchewan Records Management Guidelines](#).

**ADMINISTRATIVE RECORDS:** Records pertaining to administration or "housekeeping" activities of the organization not central to the mandated function of the institution in question. For most government departments and some crown corporations, administrative records may include the management of facilities, property, material, finances, human resources, and information systems.

**ADMINISTRATIVE RECORDS MANAGEMENT SYSTEM 2006 (ARMS 2006):** Government-wide standard incorporating function/subject based classification system with a retention schedule for administrative records. ARMS 2006 supersedes ARMS and the Saskatchewan Administrative Records System (SARS). ARMS 2006 is maintained by the Saskatchewan Archives Board.

**APPRAISAL** see **RECORDS APPRAISAL**

**ARCHIVAL RECORDS:** Records which have archival value.

**ARCHIVAL VALUE:** Records of administrative, operational, legal, financial, evidential, informational, cultural, or commercial value that have sufficient historical significance to be worthy of permanent preservation.

**ARCHIVES:** Facilities where records are preserved because of their continuing historical value.

**ARCHIVES ACT:** *The Archives Act, 2004* sets out the requirements for the proper disposal of all public documents. It also gives authority to the

Saskatchewan Archives Board to collect records of the Government of Saskatchewan which are deemed by the Provincial Archivist to possess long term historical value.

**AUDIT:** A regular examination and verification of a specific activity.

**AUDIT TRAIL:** A procedure that provides documentation for regular examination and verification.

### B

**BLOCK NUMERIC SYSTEM:** A records classification system based on the assignment of blocks or groups of numbers to records related to the same functions, activities, subjects, etc.

### C

**CASE FILE:** A type of file containing a variety of material relating to a specific action, event, person, place, project, or other subject (i.e. project file, client file, employee file, etc.)

**CENTRALIZED RECORDS STORAGE SYSTEM:** A system providing housing for all active records in one location.

**CHRONOLOGICAL FILES:** These files consist of records compiled to serve administrative purposes only - they do not include records of a transitory nature created for short-term reference purposes (e.g. convenience photocopies).

**CLASSIFICATION SYSTEM:** A logical and systematic arrangement of records or files into groups or categories of functions or activities. This arrangement is based on some definite scheme of natural relationships using numbers, letters or key words for identification.

**CONCORDANCE TABLE:** Tables in ARMS 2006 providing easy reference to all primaries and secondaries that have been changed from both ARMS and SARS.

**CONFIDENTIAL RECORD:** A record containing certain information that requires protection against unauthorized access or disclosure in accordance with a security classification system.

**CONVENIENCE COPIES:** Copies of records produced for short-term reference. These can be photocopies, electronic records or any other copy provided a classified and scheduled record exists. Convenience copies do not need to be scheduled. They can be disposed of without written authorization from the Provincial Archivist.

**CONVERSION LIST:** A list maintained to facilitate access and retrieval of information until a new classification system is adopted. It cross-references the formerly used file numbers/titles with the new ones.

**CONVERSION PROCESS** see **FILE CONVERSION**

**CROSS-REFERENCE:** A notation that directs the user to another location where the record or information may be found.

**CURRENT RECORDS:** Records in active use.

## D

**DATABASE:** A collection of interrelated data files or a system managing data files electronically.

**DESTRUCTION:** Destruction occurs when records have served the required retention period and have been identified for destruction according to the Final Disposition (FD) column in ARMS 2006 or if the records have been reviewed by the Saskatchewan Archives Board and determined to possess no long-term historical significance.

**DESTRUCTION NOTIFICATION:** For **ADMINISTRATIVE** records with **DESTROY (D)** in the Final Disposition Column of ARMS 2006. Notification sent to the Saskatchewan Archives Board advising that certain administrative records have met their retention periods and have been destroyed. A *Destruction Notification Form*, which is provided by the Saskatchewan Archives Board, must be used. This includes the name of personnel authorizing destruction (head of institution or designate), date of destruction, where the destruction took place, who witnessed it, and the method of destruction.

**DIRECTIVE:** An instruction from management, usually addressing policy and procedure.

**DISPOSAL REQUEST:** Request sent to the Archives to request disposal of **OPERATIONAL** records that have met their required retention periods. Disposal can include destruction or transfer of records to the Saskatchewan Archives Board. Disposal requests must be made on a *Disposal Request Form*, which is provided by the Saskatchewan Archives Board. An inventory must accompany the *Disposal Request Form*. Inventory forms are available from the Saskatchewan Archives Board. Other inventory forms (department or Records Centre) may be used, providing the relevant information is included.

**DISPOSITION** see **FINAL DISPOSITION**

**DOCUMENT:** A single record item (letter, memorandum, form, etc.).

**DRAFT:** A version of a document that is not finalized.

## E

**ELECTRONIC RECORDS:** Records communicated and maintained by means of electronic equipment, including word processor documents, email messages, spreadsheets, scanned documents, presentations, hypertext documents, multimedia documents, digital, audio and video, and dynamically interlinked documents.

## F

**FILE CLASSIFICATION SYSTEM** see **CLASSIFICATION SYSTEM**

**FILE CONVERSION:** The process of changing from one filing system to another.

**FILE OPERATIONS:** The activities necessary to maintain a records classification system. File operation functions include: mail management, sorting, registration, classification, indexing and cross-reference, location control, filing, charge-out, distribution, recall and search, re-filing, physical maintenance, purging, and retention and disposal.

**FILE SERIES** see **RECORD SERIES**

**FILING:** The action of sorting records into predetermined sequences.

**FINAL DISPOSITION:** The action taken with regard to the disposal of inactive records. Final disposition can involve either the physical destruction of records or appraisal; appraisal can result in transfer of the records to the Saskatchewan Archives Board for permanent preservation, or for unselected records, authorization to destroy.

**FINAL DISPOSITION COLUMN:** Column in ARMS 2006 which provides information on the final disposition of administrative records.

**FISCAL VALUE:** Value attributed to a record/ record series that provides documentation of use of governmental funds necessary for audit or operational purposes, data necessary to compile the annual report or to complete the organization's tax return, or documentation of other financial transactions (i.e. purchases and sales).

**FORMAT:** Layout of a record or description of a type of a record in terms of its storage medium (i.e. electronic data, magnetic tape, microfiche, paper, optical disk, CD Rom, etc.).

**FORMS:** Any documents, which are printed or otherwise produced, with a fixed arrangement of captioned space(s) designed for entering, transferring and extracting prescribed information and data.

**FORMS MANAGEMENT:** The centralized establishment of standards for forms and their application. This includes management techniques for the creation, analysis, design and revision of all official forms. Forms management assures better quality forms through controls on their design and production, greater efficiency in gathering and processing of information, and the economical and efficient distribution of forms.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:** Legislation that creates a general right of public access to information held by government institutions. While providing the right of access, it ensures the protection of private information. Government institutions are given 30 days to process a single request.

## **FUNCTIONAL RECORDS CLASSIFICATION**

**SYSTEM:** A system categorizing records under primary headings according to the basic activities or "functions" of the organization for which the system has been established.

## **G**

**GOVERNMENT RECORD:** Government records include all recorded information that relates to the transaction of government business, regardless of physical form, including documents, maps, electronic records, e-mail, drawings, photographs, letters, vouchers, papers, etc. which are received, created, deposited or held by an office of a department, agency, board, crown corporation, commission, or other institution of the Government of Saskatchewan.

## **H**

**HISTORICAL VALUE:** Value of a record based on the information it provides on the history of a government institution or the province in general.

## **I**

**INACTIVE RECORD:** A record that is no longer required for an organization's activities. Inactive records are eligible for disposal once they meet retention requirements stated in a relevant retention schedule. Inactive government records can be disposed of only upon the authorization of the Provincial Archivist.

**INDEX:** A systematic guide which allows access to specific items contained within a larger body of information.

**INFORMATION:** Data that has been given value through analysis, interpretation or compilation in a meaningful way.

**INFORMATION MANAGEMENT:** The systematic control of records from their creation, or receipt, through their processing, distribution, organization, storage, and retrieval to their disposition.

**INVENTORY** see **RECORDS INVENTORY**

## K

**KEY WORD:** A significant word in the abstract, title or text of a work which is used as a descriptor.

## L

**LEGAL VALUE:** Value attributed to a record/records series that documents government ownership, agreements, transactions, etc.

**LIFE CYCLE (OF A RECORD):** The period of time from a record's creation or receipt, through its useful life to its destruction or retention as an historical record in the Saskatchewan Archives Board.

## M

**MICROFICHE:** A type of microform in the shape of a rectangular sheet, having one or more microimages usually arranged in a grid pattern.

**MICROFILM:** A type of resolution film used in micrographics containing an image greatly reduced in size from the source document.

**MICROFORM:** Any form, either film or paper, which contains microimages. Microform is a generic term.

**MICROGRAPHICS:** The techniques associated with the production, handling and use of microforms.

## N

**NON-GOVERNMENT RECORDS:** Not all records created by government institutions are considered a government record and, therefore are not subject to the requirements of *The Archives Act, 2004*. Such records include transitory records [records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document (i.e. convenience (duplicate) copies, advertising material, blank forms, etc.)], published records, non-work-related records (i.e. employees' personal e-mails and letters, records of other organizations with which an employee is involved, but not as part of the government business, i.e. associations, community organizations, etc.), etc.

## O

**OFFICIAL RECORD:** Refers to the official copy of a record that is retained, within your institution, for legal, fiscal, operational, or historical purposes. It exists to fulfill long-term financial, legal and audit requirements. It can be the original and only copy of the record or a replacement copy that is designated as official. Legal concerns for storage media, as defined by *The Electronic Documents Act* and *The Saskatchewan Evidence Act*, must be satisfied before a record is designated as official.

**OPERATIONAL RECORD:** Records which relate to the operations and services provided by an office in carrying out the functions for which it is responsible according to statute, mandate, or policy. In most cases, operational records are distinct from common administrative functions and are unique to each government institution.

**OPERATIONAL RECORDS SYSTEM (ORS):** Function/subject based classification system and retention schedule for operational records of a specific government agency. ORS are systems supplementary to ARMS 2006. An ORS is developed by an individual department or agency in consultation with the Archives.

## P

**POLICY AND PROCEDURE FILES:** Records relating to the plans, decisions, and actions embracing the general goals and acceptable procedures of a government organization. They include development and discussion of policy, policy drafts, approved policies on a specific subject, actual policy statements, interpretations of policy, and inquiries regarding policy.

**PRIMARY:** The basic building block of Administrative and Operational records systems. Each primary relates to a function, activity or a general subject. It is a heading within which specific records and record types may be classified and arranged.

**PUBLICATIONS:** Generally includes books, magazines, pamphlets, printed annual reports, etc.; i.e. any published material with the exception of master copies of institutional publications. In the context of e-mail, messages and digests received from listservs and newsgroups are also publications, and may be disposed of without a



schedule or a disposal request. It is important to note however that while documents are not considered government records according to *The Archives Act, The Legislative Assembly and Executive Council Act* specifies that Saskatchewan government institutions must deposit six copies with the Legislative Library before discarding their own publications.

**PUBLIC RECORDS** see **GOVERNMENT RECORDS**

**PUBLIC RECORDS COMMITTEE:** Committee established under *The Archives Act, 2004* which reviews and approves record schedules.

**PUBLIC WEBSITE:** A collection of electronic files, usually under common administrative control, linked together and made accessible to the public via the World Wide web (See also WEBSITE).

## R

**RECORD:** Recorded information, regardless of medium (paper, computer disks, electronic, microfilm, e-mail, photographs, maps, etc.) or characteristics. A record can refer to a single document or a group of documents in a file folder. Throughout ARMS 2006, "record" most commonly refers to a file folder which may contain a single document, paper or electronic, or many documents.

**RECORD SERIES OR FILE SERIES:** A group of similar or related records that are normally used and filed together as a unit and can be evaluated as a unit for determining the record retention period.

**RECORDS APPRAISAL:** The process of determining the historical value of records for possible transfer to the Saskatchewan Archives Board.

**RECORDS CLASSIFICATION SYSTEM** see **CLASSIFICATION SYSTEM**

**RECORDS DISPOSITION** see **FINAL DISPOSITION**

**RECORDS INVENTORY:** An analytical list of the records or part of the records of a unit of government. A records inventory may have various applications (i.e. development of records schedule, disposal of records, conversion to ARMS 2006 or ORS, etc.) The inventory identifies types of

records and provides a description of records/records series. At minimum it should include titles of records, description of records contents including purpose and function, format, physical extent, date range of the records. It may also include any other information which may have bearing on the records' classification, retention and disposal.

**RECORDS MANAGEMENT** see **INFORMATION MANAGEMENT**

**RECORDS RETENTION** see **RETENTION PERIOD**

**RECORDS SCHEDULE** see **SCHEDULE**

**REQUEST FOR APPRAISAL:** For **ADMINISTRATIVE** records with **APPRAISAL REQUIRED (A)** in the Final Disposition column (FD) in ARMS 2006. Request sent to the Saskatchewan Archives Board asking for an archival review of administrative records that have met their retention period and have been identified for appraisal in ARMS 2006. Records will either be transferred to the Archives for permanent archival retention or identified for destruction. A *Request for Appraisal Form* must be used. Forms are available from the Saskatchewan Archives Board. An inventory must accompany the *Request for Appraisal Form*. Inventory forms are available from the Saskatchewan Archives Board. Other inventory forms (department or Records Centre) may be used, providing the relevant information is included.

**RES:** Revenue Expenditure System

**RETENTION PERIOD:** The minimum length of time required to keep a record as determined by a schedule approved by the Public Records Committee.

## S

**SASKATCHEWAN ADMINISTRATIVE RECORDS SYSTEM (SARS):** Former government-wide standard for administrative records. SARS is no longer applicable and is superseded by ARMS 2006.

**SCHEDULE:** The schedule is an effective tool for records management which provides a classification system, a concise and convenient description of each record and its required retention period. Records Schedules are the

authority by which government organizations may dispose of records no longer required. All records schedules must be approved according to the procedures set out in *The Archives Act, 2004*.

**SCOPE NOTE:** Describes the subject content of the primary and gives a general statement about the records which are to be located within the primary. In addition, the scope note may indicate specific types of records, such as forms and reports, which are to be classified within the primary.

**SECONDARY:** Subdivisions under each primary that represent records relating to the primary subject matter. There are generally five kinds of secondaries: policy and procedures, general, reports and statistics, subject files, and case files.

**SECTION:** The first major division of ARMS 2006 or ORS representing the general administrative or operational functions.

**SEMI-ACTIVE RECORDS:** Records which are referred to infrequently and are not required currently for constant use. They are retained to satisfy administrative, operational, fiscal or legal retention requirements but may be removed from expensive office space to a lower cost storage facility until the retention period has expired. (See also ACTIVE RECORDS and INACTIVE RECORDS).

**SUBJECT FILES:** Files containing records which relate to specific subjects or functions and which are arranged according to common informational content. The purpose of subject files is to bring together records and information on the same topic in order to facilitate information retrieval.

## T

**TERTIARY:** Further and more detailed subdivision of the secondary level into a more specific definition of records (i.e. individual employee files, specific internal committee files, etc.) Tertiaries may be created within a government office to facilitate retrieval of information.

**TRANSITORY RECORDS:** Records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document. They are not required to meet statutory obligations or to sustain administrative or

operational functions. Once they have served their purpose, they should be destroyed

## U

**UNSCHEDULED RECORDS:** Records that are not included in an approved retention schedule and for which a retention period has not yet been determined. Unscheduled records pertaining to programs or functions which are ongoing are considered permanent records in Saskatchewan government until a schedule is developed for them.

## V

**VITAL RECORDS:** Records of the government which contain information essential to conduct of emergency operations during and immediately following a disaster, resumption/continuation of government services or operations, re-establishment of the legal, financial and functional responsibilities of government, and re-establishment of the rights and obligations of individuals, corporate bodies and other governments with respect to the Government of Saskatchewan.

## W

**WEBSITE:** In ARMS 2006 it is used as a generic term that refers to all types of web-based sites, including public websites, extranets and intranets. It does not include records generated from an interactive website or that document transactions. (See also PUBLIC WEBSITE).

**WORKING COPY:** A duplicate or copy of a document which may be marked up or annotated.

**WORKING PAPERS:** Material used in the development of agreements, contracts, policies or any other documents. Includes drafts, working copies, background information, reference material, etc.



# ARMS 2006 INDEX

## A

ABANDONMENT OF POSITION, 5615

ABOLISHED POSITION  
- bumping lists, 5615

ACCESS CARDS  
- distribution and control list, 1890  
- security, 1890

ACCESS CONTROLS  
- system security and reliability, 6200

ACCESS TO INFORMATION  
(see also SECURITY, 1770)  
- access requests, 1810, 1770  
- Freedom of Information and protection of privacy, 1810  
- information, 1810, 1770, 1475  
- security, 1770

ACCIDENTS AND INJURIES, 5015  
- prevention, 5265  
- vehicle, 3470-3530

ACCOMMODATION, 2055  
- charges, 2020  
- payment for, 4560  
- reviews, 2020

ACCOUNT NUMBERS  
- bank and financial institutions, 4180

ACCOUNTABLE  
- advances, 4100  
- allowances, 5060

ACCOUNTING – GENERAL, 4020

ACCOUNTING – CASH, 4040

ACCOUNTS  
– payable, 4060  
– receivable, 4080

ACHIEVEMENT AWARDS, 5030

ACQUISITION  
(see also PROCUREMENT, 3365)  
- audio-visual, 1585  
- books, 1585  
- buildings, 2120  
- facilities, 2120  
- furniture & furnishings, 3215  
- interlibrary loans, 1595  
- lands, 2305  
- library materials, 1585  
- library purchase order forms, 1585  
- library services, 1585  
- lists, 1585  
- new title listings from other libraries, 1580, 1585  
- newspaper, 1585  
- periodicals, 1585  
- publications, 1585  
- sound recordings, 1585  
- transportation services, 3470-3530  
- vehicles, 3445-3530

ACTING  
- temporary appointments, 5645

ACTIVITIES  
- staff development, 5785  
- training courses, 5800  
- volunteer programs, 5845

ACTIVITY REPORTS  
- system reports, 6180

ACTS AND LEGISLATION, 1035-1080  
- external, 1080  
- general, 1035  
- internal, 1070

AD-HOC REPORTS  
- end-user support, 6080

ADDITIONAL RECORDS DISPOSAL, 1780, 1800

ADDRESSES  
- banks and financial institutions, 4180  
- buildings, 2105  
- lectures and speeches, 1485

ADJUDICATION, 5445

ADJUSTMENT REQUESTS, 2020

ADMINISTRATION, 1000-1999  
- general, 1000  
- meetings, 1015  
- organization, 1025  
- financial, 4000-4999  
- staff responsibilities, 5160

ADMINISTRATIVE  
- circulars, 1205  
- classification and retention schedules, 1780  
- directives, 1205  
- history, 1025  
- manuals, 1205  
- meetings, 1015  
- monthly reports, 1840  
- orders, 1205  
- regulations, 1205  
- reports, 1840  
- statistics, 1840

ADMINISTRATIVE SERVICES  
(see EXECUTIVE SERVICES, 1380)

ADVANCES, 4100  
- travel, 4560

ADVERTISING AND MARKETING, 1435

ADVERTISING  
- staffing, 5680

AFFIRMATIVE ACTION  
(see EMPLOYMENT EQUITY, 5205)

AGENDAS  
- administrative meetings, 1015  
- associations, clubs, societies, 1155  
- Cabinet, 1170  
- Cabinet committees, 1220  
- conferences, 1255  
- deputy ministers' committees, 1220  
- external committees, 1235  
- federal committees, 1245

- internal committees, 1230  
- international committees, 1240  
- inter-institutional committees, 1235  
- inter-provincial committees, 1245  
- seminars, 1255  
- symposia, 1255

AGREEMENTS, 1090-1125  
(see also AGREEMENTS AND ARRANGEMENTS – FINANCIAL, 4120)  
- collective, 5400  
- crown corporations, 4120  
- federal, 1100  
- foreign, 1105  
- general, 1090  
- inter-provincial, 1115  
- intra-provincial, 1120  
- local authorities, 1125  
- master, 5400  
- memoranda of understanding, 1090-1125  
- negotiations, 1090-1125  
- territorial, 1115

AGREEMENTS AND ARRANGEMENTS – FINANCIAL, 4120

AIR CONDITIONING, 2435

AIRCRAFT, 3470

ALARM SYSTEMS  
- fire, 2215  
- intrusion detection, 1890

ALLEGED FRAUD, 4000

ALLOCATION (SPACE), 2055

ALLOTMENTS AND TRANSFERS  
- reallocation of funds, 4140

ALLOWANCES  
- benefits, 5060  
- foreign, 5240  
- northern, 5060  
- travel, 4560

ALL-TERRAIN VEHICLES, 3495

ALTERATION(S) AND REPAIR(S)  
- buildings, 2135

AMENDMENTS  
- federal legislation, 1080  
- records classification and retention, 1780  
- retention and disposal schedules, 1780  
- Saskatchewan legislation, 1070, 1080

ANALYSIS  
- financial analysis statements, 4500  
- forms, 1400  
- information, 6030  
- system development, 6120  
- system security & reliability, 6200

ANNIVERSARIES / CELEBRATIONS  
- ceremonies, 1720

**ANNOUNCEMENTS**

- staffing, 5630

**ANNUAL**

- reports and statistics, 1840
- financial statements, 4500
- performance reviews, 5190, 5525

**APPEALS**

- arbitration, 5445
- classification, 5160
- Freedom of Information and Protection of Privacy, 1810
- labour relations, 5445

**APPLICATION(S)**

- for employment, 5680
- grants, 4460
- industrial designs, 1530
- information system development, 6100, 6120, 6140
- inventions, patents, copyrights, 1530
- trademarks, 1530

**APPOINTMENT BOOKS, 1000****APPOINTMENTS (PERSONNEL)**

- (see STAFFING, 5630-5750)

**APPRAISAL(S)**

- (see also REVIEWS)
- of buildings, 2120
- of land, 2305
- of records, 1800
- work performance, 5190, 5525

**APPRECIATION, INVITATION AND CONGRATULATION, 1145****APPRENTICESHIP PROGRAMS, 5680****APPROPRIATION**

- allotments & transfers, 4140
- expenditure control, 4360

**APPROVAL(S)**

- business expenses, 4480
- for outside employment, 5175
- options for travel, 4560
- treasury board, 4580

**APPROVED**

- agreements, 1090
- budgets, 4230
- legislation, 1035-1080
- orders, 1070
- Orders-in-Council, 1170
- regulations, 1070

**ARBITRATION, 5445****ARCHITECTS**

- building construction, 2155, 2200

**ARCHITECTURE**

- information technology, 6030

**ARCHIVES FINDING AIDS, 1745****ARTICLES AND MANUSCRIPTS**

- (see BOOKS AND PUBLICATIONS: 1450, 1455)

**ARTWORK (FORMS), 1400****ASSESSMENT (REVENUE CONTROL), 4520****ASSET(S)**

- disposal and surplus, 3150
- insurance, 1845
- risk management, 1845
- transfer, 3150
- vehicle, 3445

**ASSETS CONTROL & INVENTORY, 3030****ASSIGNMENTS**

- grants, 4460
- vehicle(s), 3445

**ASSISTANCE PROGRAM (EMPLOYEES), 5265****ASSOCIATIONS, CLUBS, SOCIETIES, 1155****ATTENDANCE, 5475**

- (see also LEAVE)
- employee records, 5190
- training and development courses, 5800

**ATTRITION, 5615****AUDIO-VISUAL, 3040**

- accessioning, 1580
- acquisition, 1585
- aids, 1445
- cataloguing, 1580
- circulation, 1595
- distribution, 1595
- information services, 1445
- motion pictures, 1445
- presentations, 1445
- procurement, 3040
- production project files, 1445
- slide shows, 1445

**AUDITS AND REVIEWS, 4160**

- system maintenance, 6140

**AUTHORITIES**

- disposition, 1780
- educational, 1080
- local, 1080

**AUTHORITY (DELEGATION OF), 1355****AUTHORIZATION(S)**

- for expenditure, 4360
- forms, 1400
- travel, 4560
- vehicle repair, 3470-3530

**AUTOMATED INFORMATION SYSTEMS, 6000-6999**

- audits, 6030
- general, 6000
- maintenance, 6140
- management, 6030
- security & reliability, 6200
- system support, 6080

**AUTOMATIC**

- bank withdrawals, 4180
- sprinklers, 2215

**AUTOMATION, 5295****AWARDS & HONOURS, 5030**

- Canadian awards and honours, 1720
- public awards programs, 1510

**B****BACKUP / RECOVERY PROCEDURES**

- system security and reliability, 6200

**BADGES**

- procurement and issue, 3055
- protocol, 1720
- security, 1885
- use and wearing of, 1720

**BANKS AND BANKING, 4180**

- imprest bank accounts, 4100
- suspense accounts, 4520

**BARGAINING**

- calendar, 5355
- certification, 5355
- certification orders, 5355
- compensation issues, 5600
- labour relations, 5355
- salaries and wages, 5600
- unit compensation issues, 5600

**BARGES**

- (see VEHICLES – water, 3530)

**BATCH CONTROL**

- cheques and financial transactions, 4260

**BENEFITS AND SERVICES, 5045-5080**

- benefits, 5060
- general, 5045
- services, 5080

**BIBLIOGRAPHIES (LIBRARY), 1565****BIDS**

- contracts, 4300

**BILLING ADVICE**

- buildings, 2135
- buildings and properties, 2020

**BILLS**

- (see: ACTS & LEGISLATION, 1035-1080)

**BINDING**

- books & publications, 1450
- library services, 1575

**BIOGRAPHIES, 1430****BLANK FORMS**

- design, 1400
- printing requisition, 3350
- procurement and issue, 3195

**BLANKET PURCHASE ORDER**

- procurement and receipt, 3365

**BLOOD DONOR CLINICS, 1190****BLOTTERS**

- cash, 4040

BOARDS  
 - of Directors, 1230  
 - Treasury Board, 4580

BOATS  
 (see VEHICLES – water, 3530)

BONDS (CANADA SAVINGS), 5080

BOOKS AND PUBLICATIONS, 1450, 1455  
 (see also INFORMATION SERVICES, 1430-1520)  
 (see also LIBRARY SERVICES, 1575-1605)  
 - briefing books, 1380

BRANCH OBJECTIVES, 1025

BRIEFING NOTES & BOOKS, 1380  
 - legislative matters, 1555

BROCHURES  
 (see: INFORMATION SERVICES 1430-1520)

BUDGET(S), 4230  
 - monitoring reports, 4500

BUILDING(S) AND PROPERTIES, 2000-2999  
 (see also LANDS, 2295-2335)  
 - acquisition & disposal, 2120  
 - alterations, damages & repairs, 2135  
 - building codes, 2155  
 - charges and invoices, 2020  
 - construction, 2155  
 - contractors, 2155, 2200  
 - contracts, 2035  
 - expansion & renovation, 2200  
 - fire contingency & planning, 2215  
 - general, 2000  
 - maintenance, 2235  
 - materials, 3070  
 - types of facilities, 2105

BULLETIN(S)  
 (see also BOOKS AND PUBLICATIONS, 1450, 1455)  
 - information services, 1450  
 - library materials, 1565

BUMPING LISTS, 5615

BUSINESS AREA ANALYSES  
 (COMPUTER SYSTEMS), 6120

BUSINESS CARDS, 3315

BUSINESS EXPENSE CLAIMS, 4480

BYLAWS  
 - educational authorities, 1080  
 - legislative matters, 1555  
 - local authorities, 1080  
 - municipal, 1080

## C

CABINET, 1170

CABINET COMMITTEES, 1220

CAFETERIAS AND EATING FACILITIES, 3240

CALCULATIONS  
 - pay records, 5600  
 - seniority, 5475

CALL FOR ESTIMATES, 4230

CAMERAS, 3040

CAMPAIGNS  
 - canvassing, 1190  
 - marketing, 1435

CANADA  
 - awards and honours, 1720  
 - cooperation and liaison, 1300  
 - currency, 4320  
 - honours, 1720

CANADA PENSION PLAN, 5060

CANADA POST, 1635

CANADA SAVINGS BONDS, 5080

CANADIAN  
 (see CANADA)

CANCELLED  
 - authorities, 1355  
 - cheques, 4180  
 - construction projects, 2155  
 - expansion / renovation projects, 2200

CANOES  
 (see VEHICLES – water, 3530)

CANVASSING, 1190

CAPACITY PLANNING  
 - database development and administration, 6060

CAPITAL PROJECTS, 4430

CARDS  
 - business cards, 3315  
 - credit cards, 3515, 4060, 4080, 4340  
 - debit cards, 4080  
 - purchase cards, 4060, 4080, 4340  
 - greetings, condolences, congratulation, thanks, etc, 1145  
 - security access, 1890  
 - signature sample cards, 1355

CASE FILES  
 (see appropriate subject heading)

CASH (ACCOUNTING), 4040  
 - batched cash, 4260  
 - register tapes, 4080

CASUAL STAFFING, 5645  
 - employee records, 5190, 5645  
 - recruitment, 5680

CATALOGUED LIBRARY MATERIALS, 1580

CATALOGUES  
 (see also BOOKS AND PUBLICATIONS, 1450, 1455)  
 - commercial, 1585  
 - equipment and supplies, 3380  
 - forms, 1400  
 - government publications, 1585

- lists, 3380

CATALOGUING, 1580

CELEBRATIONS, 1720  
 - protocol, 1720

CELLULAR PHONES, 3425

CENTRAL VEHICLE AGENCY (CVA)  
 - expenditure and control, 4340  
 - manuals, 1205  
 - vehicles, 3445  
 - vehicle requisitions & reports, 3445

CENTRALLY-MANAGED DATABASES, 6060

CENTRALIZATION  
 (REORGANIZATION), 1025

CEREMONIES (PROTOCOL), 1720

CERTIFICATES  
 - aircraft 3470

CERTIFICATION ORDERS, 5355

CHALLENGES (LEGAL), 1545

CHANGE / ENHANCEMENT  
 - positions, 5160, 5295  
 - requests, 6140  
 - staff impact, 5295  
 - system maintenance, 6140

CHARITY APPEALS, 1190

CHARGES AND INVOICES  
 - books and publications, 1450  
 - buildings and properties, 2020

CHARTS (ORGANIZATIONAL), 1025

CHECKS (SECURITY), 5630

CHEQUES AND FINANCIAL TRANSACTIONS, 4260  
 (see also ACCOUNTS PAYABLE – RECEIVABLE, 4060 and 4080)  
 - agreements and arrangements, 4120  
 - cancelled cheques, 4180

CHRONOLOGICAL FILES, 1000

CIC  
 (see CROWN INVESTMENTS CORPORATION, 1900)

CIRCULAR(S), 1205

CIRCULATION, 1595

CIVIL DEFENCE, 1370

CLAIMS  
 - business expenses, 4480  
 - by and against the Crown, 4280  
 - fire, 2215  
 - hospitality expenses, 4480  
 - meal expenses, 4480  
 - risk management and insurance, 1845  
 - travel expenses, 4560  
 - workers' compensation board, 5015

CLASSIFICATION  
 - accounts, 4020  
 - arbitration, 5445  
 - authority delegation, 1355  
 - grievances, 5445  
 - human resources, 5160  
 - library services, 1580  
 - records, 1780

CLASSIFICATION AND RETENTION, 1780

CLEANING SERVICES  
 - buildings, 2235  
 - clothing, 3085  
 - laundry, 3265

CLEARANCE (SECURITY), 1885, 5630

CLIENT  
 - charges, 2020  
 - information services requests, 6000  
 - requests, 2135

CLIENT-SERVER (DATA-BASES), 6060

CLIPPINGS (NEWSPAPERS), 1430

CLOSING (HOURS OF WORK), 5280

CLOTHING, 3085

CLUBS, 1155

CODE OF CONDUCT, 5175

CODES  
 - accounting, 4020  
 - building, 2155  
 - computer program, 6120

CODING INPUT ENTRY FORMS, 1580

COLLECTION OF FEES, 4080

COLLECTION OF INFORMATION  
 - executive services, 1380  
 - personal data, 1770

COLLECTIVE AGREEMENTS, 5400  
 - exclusions, 5430

COLLEGES, 1300

COMMENCEMENT  
 - employee records, 5190

COMMENDATIONS  
 - employee, 5030, 5190

COMMERCIAL  
 - catalogues, 1585  
 - software, 3130  
 - system maintenance, 6140

COMMERCIALLY DEVELOPED SPECIAL ITEM HISTORY, 3420

COMMISSIONERS FOR OATHS / NOTARIES PUBLIC, 1545

COMMISSIONS, 1215-1245

COMMISSIONS OF INQUIRY, 1215

COMMITMENTS (EXPENDITURE CONTROL), 4360

COMMITTEES AND COMMISSIONS, 1215-1245  
 - Cabinet, 1220  
 - federal, 1245  
 - general, 1215  
 - internal, 1230  
 - international, 1240  
 - inter-institutional, 1235  
 - inter-provincial, 1245  
 - intra-provincial, 1235  
 - municipal, 1235  
 - territorial, 1245

COMMODITIES  
 - standing offer agreements, 3405

COMMUNICATIONS  
 (see also TELECOMMUNICATIONS, 3425)  
 (see also INFORMATION SERVICES, 1510)  
 - correspondence management, 1520  
 - log, 1520  
 - system security & reliability, 6200

COMMUNICATIONS PLANS, 1510

COMMUNITY ACTIVITIES, 1510

COMPACT DISC PLAYERS, 3040

COMPANIES, 1300

COMPARATIVE STUDIES, 1035

COMPENSATION LISTS  
 - salaries, 5600

COMPETITIONS  
 - staffing, 5660

COMPILATION  
 - books, 1455  
 - data, 1515

COMPLAINTS  
 - computer related, 3100, 3130  
 - criticisms, 1250  
 - harassment, 5445  
 - health and safety, 5265  
 - investigations, 1250  
 - labour relations, 5445  
 - letters of, 1250  
 - Ombudsman, 1250  
 - privacy, 1810

COMPLIANCE REPORTS  
 - accounts payable, 4060

COMPLIANCE REVIEWS, 4160

COMPONENT AGREEMENTS  
 - labour, 5400

COMPTROLLER  
 (see PROVINCIAL – comptroller, 4160)

COMPUTER(S), 3100-3130  
 (see also: INFORMATION SYSTEMS, 6000-6999)  
 - general, 3100  
 - hardware, 3115  
 - hardware restraints, 1890

- network design & management, 6100  
 - output microforms (COM), 1455  
 - protection systems, 1890  
 - search services, 1605  
 - security, 1890  
 - software, 3130  
 - support (help desk), 6080

CONCEPTUAL DESIGNS  
 - information systems planning - 6030

CONCESSIONS (LAND), 2320

CONDITIONS OF EMPLOYMENT, 5555

CONDOLENCE, LETTERS OF, 1145

CONDUCT, CODE OF, 5175

CONFERENCES  
 - news, 1495  
 - room use, 2105

CONFERENCES, SEMINARS, SYMPOSIA, 1255

CONFLICT OF INTEREST, 5175

CONGRATULATIONS, LETTERS OF, 1145

CONSERVATION  
 - records management, 1745

CONSTITUTIONAL MATTERS, 1080

CONSTRUCTION  
 - buildings, 2155  
 - contracts, 2305  
 - equipment, 3495  
 - fences, 2335  
 - parking areas, 2385  
 - roads, 2335  
 - system development, 6120  
 - sidewalks, 2335  
 - streets, 2335  
 - vehicles, 3495

CONSULAR CORPS, 1720

CONSULTANTS  
 - building construction, 2155, 2200  
 - contracts, 4300  
 - fees, 4380

CONTACT LISTS, 1000

CONTACTS  
 - emergency measures, 1370  
 - lists, 1000  
 - media, 1495

CONTRACTORS  
 - building construction, 2155, 2200  
 - standing offer agreements, 3405

CONTRACTS  
 - administration, 3015, 4300  
 - buildings and properties, 2035  
 - construction, 2035  
 - consultant, 2155, 4300  
 - contract bid / tender bonds, 4300  
 - contract register, 4300  
 - employee, 4300

- equipment and supplies, 3015
- exclusions, 5430
- expressions of interest, 2035, 3015
- financial, 4300
- force accounts, 4300
- individual, 4300
- labour, 4300, 5400
- lands, 2035
- lease to purchase, 3015
- maintenance, 3015
- register, 4300
- rejected / denied contracts, 4300
- rental, 3015
- requests for proposal (RFP), 2035, 3015, 4300
- secondment contracts, 5645
- service contracts, 2035, 4300
- standard contract form information, 4300
- supporting documentation, 3015
- tenders, 2035, 3015
- utility service, 2035

**CONTROL**

- batch, 4260
- budgetary, 4230
- cash, 4040
- establishment, 5295
- expenditure, 4340
- forms, 1400
- information systems data, 6030
- lists, 1890
- revenue, 4520
- security, 1890
- system operation, 6160

**CONVERSION OF DATA, 1775**

**COOPERATION AND LIAISON, 1265-1300**

- educational authorities, 1300
- external, 1300
- first nations groups, 1300
- general, 1265
- internal, 1270
- offers of service, 1265-1300
- security, 1770

**CO-OP STUDENT PROGRAMS, 5680**

**COORDINATION**

- program, 1680
- telephone services, 3425

**COPYRIGHT, 1530**

**CORPORATE PLANS, 1680**

**CORPORATION(S), 1300**

**CORRESPONDENCE**  
(see COMMUNICATIONS, 1510)

**COST RECOVERIES**

- revenue control, 4520

**COUNCILS, 1215-1245**

**COUNSELING (HEALTH), 5265**

**COURIER, MAIL & FREIGHT SERVICES, 1635**

**COURSE(S), 5800**

- conferences, 1255
- facilitators, 5815
- fees, 4380
- seminars, 1255
- symposia, 1255

**CREDIT CARDS**

- issuance, 4340
- payment, 4060
- receipts, 4080
- vehicles, 3515

**CREDIT LETTERS, 4020**

**CRESTS**

- equipment and supplies, 3055
- use and wearing of, 1720

**CRIMINAL RECORD CHECKS, 5630**

**CRITICISM**

- letters of, 1250
- Ombudsman, 1250

**CROWN CORPORATIONS**

- accounting, 4020
- agreements and arrangements, 4120
- special contracts, 4300
- strategic planning, 1900

**CROWN INVESTMENTS CORPORATION (CIC), 1900**

**CROWN-OWNED LANDS, 2320, 2335**

**CURRENCY, 4320**

**CURRENT ISSUES, 1430**

**CUSTOMIZED INFORMATION RETRIEVAL SERVICES, 6080**

**CUSTOM-MADE SPECIALTY ITEMS, 3420**

**CUSTOMS AND EXCISE TARIFFS, 4540**

**CVA**  
(see: CENTRAL VEHICLE AGENCY)

## D

**DAILY REPORTS**

- administrative, 1840
- financial, 4500

**DAMAGES**

- buildings, 2135
- mail, 1635
- vehicle, 3470-3530

**DATA**

- administration projects, 6030
- compilation, 1515
- conversion, 1775
- dictionaries, 6030
- entry, 1775
- flow, transborder, 1770
- information models, 6030
- input forms, 1775
- integrity and definition, 6030
- modeling, 6030

- personnel, 5190
- processing, 1775
- resources, 6030
- system development, 6120
- system operations, 6160

**DATABASE(S), 6060**

- management systems, 3130
- single system, 6120
- software, 3130

**DATA SET NAMES, 6120**

**DEBATES (LEGISLATIVE), 1555**

**DEBIT CARD RECEIPTS, 4080**

**DEBTS BY THE CROWN, 4280**

**DECENTRALIZATION**

- database access, 6060
- office, 1025

**DECISIONS**

- Cabinet, 1170
- Freedom of Information and Protection of Privacy, 1810
- legal, 1545

**DEDUCTIONS**

- pay records, 5190
- salaries, 5190, 5600

**DEFECTS (SOFTWARE), 6140**

**DEFENCE (CIVIL), 1370**

**DEFERRED SALARY LEAVE, 5060**

**DELEGATION OF AUTHORITY, 1355**

**DEMONSTRATIONS**

- labour, 5355

**DENIALS**

- contracts, 4300
- Freedom of Information, 1810

**DENTAL BENEFITS, 5060**

**DEPLOYMENT**

- systems development, 6120

**DEPOSIT(S)**

- cheques and financial transactions, 4260
- security, 4020
- slips, 4180

**DEPRECIATION**

- equipment and supplies, 3000
- vehicle, 3445

**DEPUTY MINISTERS' SPEECHES, 1485**

**DESCRIPTIONS (JOB), 5160**

**DESCRIPTIVE MANUALS, 1580**

**DESIGN**

- buildings, 2155, 2200
- databases, 6060
- forms, 1400
- information systems planning, 6030
- networks, 6100
- patents, 1530



- special items, 3420
- stationery, 1720
- system development, 6120
- visual identity, 1720

DESIGNATED PAID HOLIDAYS, 5475

#### DESTRUCTION

- equipment disposal, 3150
- of records, 1800
- surplus, 3150

#### DEVELOPMENT

- books & publications, 1455
- budget, 4230
- classification and retention, 1780
- client application, 6060
- courses, 5800
- databases, 6060
- employee, 5785
- information systems, 6120
- lands, 2335
- network design and management, 6100
- parking areas, 2385
- publications, 1455
- resources, 5815
- special projects, 3420
- systems, 6120
- training, 5785
- website, 1525, 6120

DIARIES, 1000

DIFFERENTIALS, 5060

DIGITAL VIDEO DISC PLAYERS (DVD), 3040

#### DIGNITARY VISITS

- Protocol and Diplomacy, 1720

#### DIPLOMACY

(see PROTOCOL AND DIPLOMACY, 1720)

#### DIRECT DEPOSITS

- pay administration, 5510
- pay records, 5190
- salaries and wages, 5600

DIRECT RECRUITMENT, 5680

#### DIRECTIVES

(see also REGULATIONS)

- administrative, 1205
- Cabinet, 1170
- employment, 5555
- external, 1205
- human resources, 5555
- internal, 1205
- operational, 1205
- provincial comptroller, 4000
- training and development, 5785
- travel, 4560
- Treasury Board, 4580

DIRECTORIES (BUILDING), 2105

#### DISABILITY, 5060

- insurance, 1845

DISASTER RECOVERY PLANNING, 1370

#### DISCIPLINE,

- labour, 5415
- employee, 5190

#### DISKS / DISCS

- computer, 3100
- space management, 6160

DISPLACED EMPLOYEE, 5750

DISPLAYS, 1510

#### DISPOSAL

- additional records disposal, 1780, 1800,
- approval, 1800
- asset transfer, 3150
- buildings, 2120
- destruction, 3150, 6200
- equipment and supplies, 3150
- facilities, 2120
- files and filing, 1800
- garbage, 2455
- hazardous material, 2455
- lands, 2305
- notification, 1800
- physical, 1800
- record disposals, 1800
- records management, 1780, 1800
- recycling, 2455, 3150
- requests and approvals, 1800
- sales, 3150
- salvage, 3150
- surplus, 3150
- system security, 6200
- vehicles, 3470-3530
- write-offs, 3150

#### DISPOSITION

- additional records, 1780, 1800
- authorities, 1780
- buildings, 2120
- lands, 2305

#### DISPUTES

- salary, 5600

#### DISRUPTIONS

- labour, 5355

#### DISTANCE REPORTS

- vehicle, 3445-3530

#### DISTRIBUTION

- access cards, 1890
- books, 1450, 1595
- computer software, 3130
- foods, 3185
- keys, 1890
- library materials, 1595
- lists, 1450
- publications, 1450

#### DOCUMENTATION

- system development, 6120
- system security & reliability, 6200

#### DRAFTING PROCEDURES

- acts and legislation, 1035-1080
- bills, 1070
- lectures and speeches, 1485
- legislation, 1035-1080
- Orders-in-Council, 1070
- regulations, 1070

#### DRAWINGS, 2155

- building alterations, 2135
- building expansion, 2200
- building renovations, 2200
- building repairs, 2135
- custom equipment, 3420
- distribution, 1450
- publication, 1450
- special items, 3420

DRILLS (FIRE), 2215

#### DRIVES

(see CAMPAIGNS & CANVASSING, 1190)

DUES (UNION), 5355

DUPLICATION SERVICES, 1665

DVD PLAYERS, 3040

## E

EARLY CLOSING, 5280

EARLY RETIREMENT PROGRAMS, 5585

EARNINGS AND DEDUCTIONS, 5190

EASEMENTS, 2320

EATING FACILITIES, 3240

E-BANKING, 4180

EDITING (BOOKS & PUBLICATIONS, 1455

EDUCATION (EMPLOYEE RECORD), 5190

#### EDUCATIONAL AUTHORITIES

- acts and legislation, 1080
- agreements, 1125
- bylaws, 1080
- cooperation, 1300
- liaison, 1300
- public programs, 1510

EDUCATIONAL LEAVE, 5785

#### EI

(see EMPLOYMENT INSURANCE, 5060)

#### ELECTIONS

- time off for voting, 5280

ELECTRICAL UTILITIES, 2420

#### ELECTRONIC

- banking, 4180
- media, 1745
- storage media, 3100

ELEVATOR MAINTENANCE, 2235

ELIGIBILITY LISTS, 5660

#### EMBLEMS

- procurement and issue, 3055
- use and wearing of, 1720

EMERGENCY  
- measures, 1370  
- orders, 1070  
- system backup files, 6200

EMPLOYEE(S)  
(see also BENEFITS AND SERVICES, 5045-5080)  
(see also HUMAN RESOURCES, 5000-5999)  
(see also PERSONNEL, 5190)  
(see also STAFF(ING), 5630-5750)  
- employee personnel file, 5190  
- general, 5175  
- health, recreation & wellness, 5860  
- housing, 2055  
- orientation, 5785

EMPLOYER-EMPLOYEE RELATIONS, 5355

EMPLOYMENT  
- applications, 5680  
- directives & guidelines, 5555  
- equity, 5205  
- insurance, 5060  
- outside employment guidelines, 5175  
- regulations, 5555  
- terms & conditions, 5555

EMPLOYMENT EQUITY, 5205

ENCUMBRANCES, 4440

END-USER SUPPORT, 6080

ENGAGEMENTS (SPEAKING), 1485

ENHANCEMENT / ENRICHMENT  
- job, 5330  
- system maintenance requests, 6140

ENTITLEMENT (PARKING), 5080

ENTITY CODES, 4020

ENVIRONMENTAL CONTROL (BUILDINGS), 2435

EQUALIZED PAYMENTS, 4060

EQUIPMENT AND SUPPLIES, 3000-3999  
- asset control and inventory, 3030  
- audio-visual, 3040  
- badges, emblems, crests, flags, 3055  
- building materials, 3070  
- clothing, 3085  
- computer hardware, 3115  
- computer software, 3130  
- computers - general, 3100  
- contracts, 3015  
- disposal & surplus, 3150  
- firearms, weapons & restraints, 3170  
- foods, 3185  
- forms, 3195  
- fuels, 3205  
- furniture & furnishings, 3215  
- general, 3000  
- kitchen, cafeteria & eating facilities, 3240  
- laboratory, 3255  
- laundry facilities, 3265

- medical, 3280  
- micrographic, 3295  
- office supplies, 3315  
- photographic, 3335  
- printing services, 3350  
- procurement & receipt, 3365  
- product information, 3070, 3380  
- recycling, 3150  
- special items, 3420  
- standing offer agreements, 3405  
- technical changes, 5295  
- telecommunications, 3425  
- training, 5815  
- vehicles, 3445 – 3530

ERGONOMICS STANDARDS, 3380

ESCALATIONS  
- end-user support, 6080

ESTABLISHMENT  
- bank accounts, 4180  
- control files, 5295  
- establishment control, 5295  
- position history, 5160  
- positions, 5295  
- technical changes, 5295  
- vehicle, 3445

ESTIMATES  
- budget, 4230  
- printing services, 3350  
- staffing requirements, 5295

ETIQUETTE (DIPLOMATIC), 1720

EVACUATION  
- fire, 2215  
- procedures, 1370

EVALUATIONS  
- computer equipment, 3100  
- computer hardware, 3115  
- database development and administration, 6060  
- information systems planning, 6030  
- network design and management, 6100  
- plans, 1680  
- programs, 1680  
- training & development courses, 5800

EXAMINATION (HEALTH), 5265

EXCHANGE OF INFORMATION (see COOPERATION AND LIAISON, 1265-1300)

EXCHANGE RATES, 4320

EXCHANGES  
- job, 5330  
- staffing, 5645

EXCISE TARIFFS, 4540

EXCLUSIONS (LABOUR RELATIONS), 5430

EXECUTIVE COUNCIL REQUIREMENTS, 1455

EXECUTIVE SERVICES, 1380

EXEMPTIONS  
- appointments, 5680  
- hours of work, 5280  
- recruitment, 5680

EXHIBITS, EXHIBITIONS, 1510

EXPANSION  
- accommodation, 2055  
- buildings, 2200

EXPENDITURE(S), 4340-4360  
- commitments, 4360  
- control, 4340  
- travel, 4560

EXPENSES  
- business, 4480  
- hospitality, 4480  
- relocation, 4560  
- travel, 4560

EXPIRY DATES  
- building leases, 2120  
- land leases, 2305  
- standing offer agreements, 3405

EXPRESSIONS OF INTEREST, 2035, 3015

EXTENDED HEALTH, DENTAL & MEDICAL BENEFITS, 5060

EXTERNAL ACTS & LEGISLATION, 1080

EXTRANET, 1525

**F**

FACILITATORS, 5815

FACILITIES  
(see also BUILDINGS AND PROPERTIES, 2000-2999)  
- employer facilities (use of), 5355  
- equipment, 3240  
- training, 5815  
- types, 2105

FACSIMILE (FAX) MACHINES, 3425

FAIRS, 1510

FAX MACHINES, 3425

FEASIBILITY STUDIES  
- computer systems, 6120

FEDERAL  
- acts, 1080  
- agreements, 1100, 4120  
- arrangements, 4120  
- bills, 1080  
- committees and commissions, 1245  
- cooperation, 1300  
- customs & excise tariffs, 4540  
- exchange of information, 1300  
- financial agreements, 4120  
- legislation, 1080  
- liaison, 1300  
- protocol and diplomacy, 1720  
- regulations, 1080  
- taxes, 4540

FEDERAL COMMITTEES AND COMMISSIONS, 1245

FEDERATIONS, 1155

FEES, 4380  
- collection, 4080  
- payment, 4060

FENCES, 2335

FERRIES  
(see VEHICLES – water, 3530)

FILES AND FILING, 1745  
(see RECORDS MANAGEMENT, 1745-1810)

FILMS, 1455

FINAL ENTRY SUMMARIES, 4020

FINALIZATION MINUTES  
- budget estimates, 4230

FINANCE , 4000-4999

FINANCIAL AGREEMENTS, 4120

FINANCIAL ENCUMBRANCES, 4440

FINANCIAL INSTITUTIONS  
(see BANKS AND BANKING, 4180)

FINANCIAL MANAGEMENT  
- authorities, 1355  
- delegation of authority, 1355  
- management services, 1645

FINANCIAL REPORTS & STATEMENTS  
(see REPORTS, STATISTICS AND STATEMENTS - FINANCIAL)

FINANCIAL REVIEWS, 4160

FINANCIAL TRANSACTIONS  
(see CHEQUES AND FINANCIAL TRANSACTIONS, 4260)

FINDING AIDS, 1745

FINGERPRINTING, 1885

FIRE – CONTINGENCY & PLANNING (BUILDINGS), 2215

FIREARMS, 3170

FIRST AID, 5265

FIRST NATIONS  
- liaison, 1300  
- Treaty Land Entitlement, 2305

FISCAL FORECASTING (BUDGE), 4230

FIXED  
- assets, 3030  
- vehicle assets, 3445

FLAGS,  
- procurement and issue, 3055  
- use of, 1720

FLEXIBLE HOURS (WORK), 5280

FLOAT  
- accountable advances, 4100

FLOODS  
- damage, 2135

FOODS, 3185

FORCE ACCOUNTS, 4300

FORECASTS  
- budgetary, 4230  
- expenditure, 4340  
- revenue, 4520  
- staffing requirements, 5295

FOREIGN  
(see also INTERNATIONAL)  
- acts, 1080  
- agreements, 1105, 4120  
- allowances, 5240  
- arrangements, 4120  
- bills, 1080  
- cooperation, 1300  
- currency, 4320  
- etiquette, 1720  
- exchange rates, 4320  
- financial agreements, 4120  
- financial arrangements, 4120  
- legislation, 1080  
- liaison, 1300  
- postings, 5240  
- protocol, 1720

FORMAT  
- computer conversion, 1775  
- staffing interviews, 5660

FORMS, 1400  
- contracts, 4300  
- issuing, 3195  
- printing requisition, 3350  
- publication initiation, 1450

FOUNDATIONS, 1155

FRAUD  
- financial, 4000

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY, 1810

FREIGHT, MAIL, COURIER SERVICES, 1635

FREQUENCY LICENCES, 3425

FUELS, 3205

FUNCTION  
- charts, 1025  
- information systems, 6000  
- organization, 1025  
- staff development, 5785

FUND RAISING, 1190

FUNDS  
- capital projects, 4430  
- expenditure commitment, 4360  
- reallocation, 4140  
- revolving funds, 4430  
- setoffs, 4440  
- special accounts, 4430

FURNITURE AND FURNISHINGS, 3215

FUTURE EXPENDITURE COMMITMENTS, 4360

## G

GARBAGE DISPOSAL, 2455

GARDENING, 2335

GARNISHEES & THIRD PARTY DEMANDS, 4440  
- employees, 5190  
- pay records, 5190

GAS (UTILITIES), 2420

GENERAL APPLICATIONS, 5680

GENERAL COMMITTEES, 1215

GENERAL LEDGERS, 4020

GENERAL PURCHASE ORDERS, 3365

GEOGRAPHIC TRANSFERS, 5540

GOALS  
- program, 1680  
- strategic planning, 1900

GOODS AND SERVICES TAX, 4540

GOODS, SALE OF, 4080

GOVERNANCE, 1025, 1645, 1680

GOVERNMENT-DEVELOPED SPECIAL ITEM HISTORY FILES, 3420

GOVERNMENT PUBLICATIONS CATALOGUES, 1585

GOVERNMENT VEHICLES (PRIVATE USE), 3445

GRANTS, 4460

GREETING (CARDS & LETTERS), 1145

GRIEVANCES, 5445

GROUPS MAINTENANCE, 2335

GROUP LIFE INSURANCE, 5060

GROUPS, 1215  
(see also: COMMITTEES AND COMMISSIONS, 1215-1245)

GST (GOODS AND SERVICES TAX), 4540

GUIDELINES  
- agreements & contracts, 5400  
- expenditure, 4340  
- human resource, 5555  
- information services, 1520  
- outside employment, 5175  
- security, 1770  
- technical, 1775

GUNS, 3170



## H

HANDCUFFS, 3170

HANSARD, 1555

HARASSMENT  
- labour, 5445

HARDWARE (BUILDING)  
(see BUILDING MATERIALS, 3070)

HARDWARE (COMPUTER), 3115

HAZARDOUS MATERIAL, 5265,  
- disposal, 2455

HEADS OF STATE  
- protocol, 1720

HEALTH AND SAFETY, 5265  
- health and wellness, 5860  
- insurance, 5060

HEATING  
- fuels, 3205  
- systems, 2435

HELP CENTRE / DESK, 6080

HISTORY  
- administration, 1025  
- classification, 5160  
- electronic storage media, 3100  
- equipment (general), 3000  
- forms, 1400  
- position, 5160  
- work, 5190

HOLDINGS LIST  
- library services, 1580

HOLIDAY  
- employee records, 5190  
- vacation, 5475

HONORARIA, 4380

HONOURS  
(see: AWARDS, 5030)

HOSPITALITY AND BUSINESS  
EXPENSES, 4480

HOURS OF WORK, 5280  
- employees, 5190

HOUSE (LEGISLATURE)  
- books, 1380  
- proceedings, 1555

HOUSING  
- employee, 2055

HUMAN RESOURCES, 5000-5999  
(see also EMPLOYEE(S)  
(see also PERSONNEL)  
(see also STAFF(ING), 5630-5750)

HUMAN RIGHTS ISSUES, 5305  
- employment equity, 5205  
- labour relations, 5445  
- Saskatchewan Human Rights  
Commission, 5305

HUMIDITY CONTROL, 2435

## I

IDENTIFICATION  
- fingerprinting, 1885  
- forms, 1400  
- methods, 1885

IMAGING  
- equipment & supplies, 3295  
- projects, 1775

IMPACT ASSESSMENTS, 1770

IMPACT OF TECHNICAL CHANGES,  
5295

IMPREST BANK ACCOUNTS, 4100

IMPROVEMENT  
- studies, 1645  
- to lands, 2335

INCIDENTS  
- accident logs, 5015  
- fire, 2215  
- security, 1770  
- system operations, 6160  
- system reports, 6180

INCOME  
- disability, 5060

INCOME TAX FORMS, 5190

INCREMENTS, 5600

INDEXES  
- catalogued library materials, 1580  
- database indexing, 6060

INDUSTRIAL DESIGNS, 1530

INFORMATION  
(see also SECURITY, 1860-1890)  
(see also INFORMATION MODELS,  
6030)  
(see also INFORMATION RESOURCE  
MANAGEMENT, 1475)  
(see also INFORMATION SERVICES,  
1430-1525)  
(see also INFORMATION SYSTEMS  
AND TECHNOLOGY 6000-6999)  
- commissioner reviews/decisions,  
1810  
- fees, 4380  
- retrieval, end-user support, 6080

INFORMATION AND PRIVACY  
COMMISSIONER REVIEWS &  
DECISIONS, 1810

INFORMATION ITEMS (CABINET),  
1170

INFORMATION MODELS, 6030

INFORMATION RESOURCE FILES,  
1475

INFORMATION SERVICES, 1430-  
1525  
(see also LIBRARY SERVICES, 1575-  
1605)  
- financial reviews, 4160  
- general, 1430

INFORMATION SYSTEMS AND  
TECHNOLOGY, 6000-6300

INFRINGEMENTS, 1530

INJURIES, 5015

IN-LIEU CHEQUES, 4260

INPUT FORMS (CASH), 4040

INQUIRIES  
- commissions of inquiry, 1215  
- cooperation and liaison, 1265-1300  
- corporation, 1300  
- damaged mail, 1635  
- information services, 1475  
- library reference, 1605  
- lost mail, 1635  
- Minister's, 1380  
- non-government organizations, 1475  
- parliamentary, 1555  
- postal, 1635  
- public, 1475

INQUIRY LOGS  
- end user support, 6080

IN-SCOPE PAY, 5600

INSPECTION (BUILDINGS)  
- fire, 2215  
- maintenance reports, 2235

INSTALLATION  
- network, 6100  
- telecommunications, 3425  
- utilities, 2420-2435

INSTRUCTIONS  
- administrative manuals, 1205  
- procurement, 3365

INSURANCE  
- aircraft, 3470  
- benefits, 5060  
- claims, 1845  
- dental, 5060  
- disability, 1845  
- employment, 5060  
- group life, 5060  
- health, 5060  
- risk management, 1845  
- theft, 1845  
- travel, 5060  
- vehicle, 3445

INTELLECTUAL PROPERTY, 1530

INTER-DEPARTMENTAL  
(see INTRA-PROVINCIAL)

INTER-INSTITUTIONAL, 1235

INTER-OFFICE MAIL, 1635

INTER-PROVINCIAL  
- agreements, 1115  
- committees and commissions, 1245  
- cooperation and liaison, 1300

INTERACTIVE ESTIMATES, 4230

INTEREST RATES (OVERDUE  
ACCOUNTS), 4020

INTERLIBRARY LOANS, 1595

INTERNAL  
- audits, 4160  
- bills, 1070  
- staffing recruitment, 5680

INTERNATIONAL  
(see also: FOREIGN)  
- agreements, 1105, 4120  
- arrangements, 4120  
- committees and commissions, 1240  
- cooperation, 1300  
- legislation, 1080  
- liaison, 1300  
- meetings, 1240

INTERNET, 1525

INTERPRETATIONS, LABOUR, 5400

INTERVIEWS  
- media, 1495  
- staffing, 5660

INTRA-PROVINCIAL  
- agreements, 1120  
- committees and commissions, 1235  
- cooperation, 1300  
- encumbrances, 4440  
- liaison, 1300

INTRANET, 1525

INTRODUCTION, LETTERS OF, 1145

INTRUSION DETECTION SYSTEM,  
1890

INVENTIONS  
(see COPYRIGHT, 1530)

INVENTORY (IES)  
- equipment and supplies, 3030  
- file control, 1745  
- lands, 2295  
- publications, 1450  
- records management, 1745  
- telecommunications, 3425  
- vehicles, 3445

INVESTIGATIONS  
- building damages, 2135  
- complaints & criticisms, 1250, 5445  
- fire, 2215  
- health and safety, 5265  
- Ombudsman, 1250  
- special, 1860

INVITATIONS, 1145

INVOICE(S)  
- accounts receivable invoice books,  
4080  
- buildings & properties, 2020  
- client charges, 2020  
- records, 4080  
- summary sheets, 4060

ISSUES  
- acts & legislation, 1035  
- bargaining unit compensation, 5600  
- classification, 1780, 5160  
- conservation, 1745  
- current, 1430  
- employment equity, 5205

- environmental, 1745, 2435  
- human rights, 5305  
- information systems, 6000  
- information services, 1430  
- labour relations, 5355  
- privacy, 1810  
- research, 1515  
- retention, 1780  
- technology, 6000  
- unit compensation, 5600

ISSUING  
- audio-visual equipment, 3040  
- badges, 3055  
- cafeteria equipment, 3240  
- computer hardware, 3115  
- computer software, 3130  
- computers (general), 3100  
- crests, 3055  
- eating facilities equipment, 3240  
- emblems 3055  
- equipment & supplies (general),  
3000  
- facsimile machines, 3425  
- firearms, 3170  
- flags, 3055  
- forms, 3195  
- furniture & furnishings, 3215  
- guns, 3170  
- handcuffs, 3170  
- kitchen equipment, 3240  
- laboratory equipment, 3255  
- laundry equipment, 3265  
- medical equipment, 3280  
- micrographic equipment, 3295  
- office equipment, 3315  
- pepper spray, 3170  
- photographic equipment, 3335  
- procurement and receipt, 3365  
- radio, 3425  
- restraints, 3170  
- special items (equipment &  
supplies), 3420  
- telecommunications, 3425  
- telephone, 3425  
- weapons, 3170

## J

JANITORIAL SERVICES, 2235

JOB  
- abolition bumping lists, 5615  
- action, 5355  
- classification, 5160  
- descriptions, 5160  
- enhancement, 5330  
- enrichment, 5330  
- exchange, 5330  
- history, 5190  
- offers, 5660  
- performance, 5190  
- recruitment, 5680  
- rejection letters, 5660  
- rotation, 5330  
- separation and layoff, 5615  
- sharing, 5280  
- standards, 5160

JOB REQUISITIONS  
- building repairs, 2135

JOURNAL VOUCHERS, 4260

JOURNEY LOG BOOKS  
- aircraft, 3470

JUDICIAL DECISIONS, 1545

JUSTIFICATION  
- audio-visual equipment, 3040  
- badges, 3055  
- budget, 4230  
- business expenses, 4480  
- cafeteria equipment, 3240  
- computer hardware, 3115  
- computers (general), 3100  
- crests, 3055  
- eating facilities equipment, 3240  
- emblems, 3055  
- equipment & supplies, 3000  
- facsimile machines, 3425  
- flags, 3055  
- furniture & furnishings, 3215  
- kitchen equipment, 3240  
- laboratory equipment, 3255  
- laundry equipment, 3265  
- meal expenses, 4480  
- medical equipment, 3280  
- micrographic equipment, 3295  
- office equipment, 3315  
- photographic equipment, 3335  
- radio, 3425  
- telecommunications, 3425  
- telephone, 3425

## K

KEYS (SECURITY), 1890

KITCHEN FACILITIES, 3240

## L

LABORATORY, 3255

LABOUR RELATIONS, 5355-5445  
- arbitration, 5445  
- bargaining agent, 5355  
- certification orders, 5355  
- collective agreements, 5400  
- complaints, 5445  
- component agreements, 5400  
- contracts, 4300, 5400  
- discipline, 5415  
- disruptions, 5355  
- exclusions, 5430  
- grievances, 5445  
- harassment, 5445  
- human rights issues, 5305  
- interpretations, 5400  
- issues and events, 5355  
- job action, 5355  
- letters of understanding, 5400  
- master agreements, 5400  
- negotiations, 5400  
- petition, 5355  
- proposals, 5400  
- relations, 5355  
- strikes, 5355  
- union relations, 5355

LABOUR STANDARDS ACT  
- requirements, 5190

LAN(S) (LOCAL AREA NETWORK)  
(see NETWORKS - DESIGN &  
MANAGEMENTS, 6100)

LAND CLEARING EQUIPMENT, 3495

LANDS, 2295-2335  
- acquisition & disposal, 2305  
- concessions, 2320  
- improvement & maintenance, 2335

LANDSCAPING, 2335

LATERAL TRANSFERS, 5540

LAUNDRY FACILITIES, 3265

LAYOFF, 5615

LEAGUES, 1155

LEASES  
- buildings, 2120  
- equipment contracts, 3015  
- lands, 2305, 2320

LEAVE & ATTENDANCE, 5475

LECTURES AND SPEECHES, 1485  
- fees, 4380

LEDGERS (GENERAL), 4020

LEGAL MATTERS, 1545

LEGISLATION  
(see ACTS AND LEGISLATION, 1035-  
1080)

LEGISLATIVE APPOINTMENTS, 5680

LEGISLATIVE MATTERS, 1555

LETTERS  
- appreciation, 1145  
- complaint, 1250  
- condolence, 1145  
- congratulation, 1145  
- credit, 4020  
- criticism, 1250  
- greeting, 1145  
- invitation, 1145  
- job offers, 5660  
- management representation, 4160  
- ministers', 1380  
- rejection, 5660  
- staffing, 5660  
- thanks, 1145  
- understanding, 5400

LETTERS OF CREDIT, 4020

LIABILITY (INSURANCE), 1845

LIAISON  
(see COOPERATION AND LIAISON,  
1265-1300)

LIBRARY SERVICES, 15 75-1605  
- acquisition, 1585  
- cataloguing, 1580  
- circulation, 1595  
- general, 1575  
- reference services, 1605

LICENCES & PERMITS, 1620

- computer software, 3130  
- land concessions, 2320  
- lands, 2320  
- radio and telephone, 3425  
- vehicle, 3470-3530

LIFE INSURANCE (GROUP), 5060

LIGHTING (UTILITIES), 2420

LISTS  
- abolition bumping, 5615  
- access card lists, 1890  
- acquisition, 1585  
- books, 1450  
- bumping, 5615  
- cafeteria price, 3240  
- candidate staffing, 5660  
- catalogue price, 3380  
- Consular Corps Members, 1720  
- contact, 1000  
- distribution, 1450  
- eating facility prices, 3240  
- eligibility, 5660  
- e-mail, 1000  
- equipment & supplies price, 3380  
- establishment, 5295  
- fax, 1000  
- file, 1745  
- key control, 1890  
- library holdings, 1580  
- mailing, 1635  
- media, 1495  
- position, 5295  
- precedence, 1720  
- pre-retirements, 5585  
- price, 3240, 3380  
- publications, 1450  
- recall, 5750  
- records management, 1745  
- re-employment, 5750  
- retirements, 5585  
- seniority roster, 5175  
- short, 5660  
- staffing, 5660  
- telephone, 1000  
- vault control, 1890

LOANS  
- equipment, 3000  
- library services, 1595

LOCAL AREA NETWORKS (LAN),  
6100

LOCAL AUTHORITIES /  
GOVERNMENT  
- acts, 1080  
- agreements, 1125, 4120  
- arrangements, 4120  
- bills, 1080  
- bylaws, 1080  
- cooperation, 1300  
- exchange of information, 1300  
- inter-institutional committees, 1235  
- legislation, 1080  
- liaison, 1300

LOCAL PURCHASE ORDERS, 3365

LOCATION  
- accounting codes, 4020  
- building, 2105

LOCKS (SECURITY), 1890

LOGBOOKS  
- accident, 5015  
- aircraft, 3470  
- communication, 1520  
- help desk inquiries, 6080  
- mail, 1635  
- technical (air), 3470

LONG TERM DISABILITY, 5060  
- leave, 5475

LONG-TERM PRESERVATION  
(SYSTEMS),  
(see BACKUPS, 6200)

LOSSES (INSURANCE), 1845

LOST EQUIPMENT, 3030

LOST MAIL, 1635

LPO  
(see LOCAL PURCHASE ORDERS,  
3365)

LUMBER  
(see BUILDING MATERIALS, 3070)

**M**

MACHINES (OFFICE), 3315

MAGNETIC COMPUTER TAPES,  
3100

MAIL, FREIGHT & COURIER  
SERVICES, 1635  
- cash mail records, 4040

MAINTENANCE  
- bank accounts, 4180  
- building(s), 2235  
- cafeteria equipment, 3240  
- computer hardware, 3115  
- computer networks, 6100  
- computer software, 3130  
- computer systems, 6140  
- computers (general), 3100  
- contracts, 3015  
- databases, 6060  
- elevator(s), 2235  
- equipment and supplies, 3000, 3040  
- facilities, 2235  
- facsimile (FAX) machines, 3425  
- furniture & furnishings, 3215  
- grounds, 2335  
- hardware, 3115  
- information systems, 6140  
- inspection reports, 2235  
- kitchen equipment, 3240  
- laboratory equipment, 3255  
- lands, 2335  
- laundry equipment, 3265  
- mechanical checks, 2235  
- medical equipment, 3280  
- micrographic equipment, 3295  
- networks (computer), 6100  
- office equipment, 3315  
- painting, 2235  
- photographic equipment, 3335  
- preventative, 2235  
- radio-telephone, 3425

- sidewalks, 2335
- signs, 2335
- software, 3130
- system, 6140
- system reports, 6180
- telecommunications, 3425
- telephone, 3425
- utilities, 2420-2435
- vehicle(s), 3470-3530
- walkways, 2335
- MANAGEMENT
  - audits and compliance reviews, 4160
  - automated information systems, 6030
  - benefits, 5060
  - classification, 5160
  - communication guidelines, 1520
  - computer networks, 6100
  - delegation of authority, 1355
  - facilities, 2105
  - financial management reports, 4500
  - financial management services, 1645
  - forms, 1400
  - grants, 4460
  - hazardous waste, 2455
  - human resource directives, 5555
  - management improvement study, 1645
  - management information systems, 1645
  - management representation letters, 4160
  - office surveys, 1645
  - operational performance measurement systems, 1645
  - personnel management services, 1645
  - project management, 1645
  - services, 1645
  - system space, 6160
  - waste, 2455
  - work simplification reports, 1645
- MANUALS
  - administrative, 1205
  - cataloguing, 1580
  - external, 1205
  - human resources, 5555
  - internal, 1205
  - operational, 1205, 6120
  - system development, 6120
  - user, 6120
  - training, 6120
- MANUSCRIPTS, 1455
  - library materials, 1565
- MAPS, 1450, 1455
- MARKET RATES, 4520
- MARKETING, 1435
- MASTER AGREEMENTS
  - labour relations, 5400
- MATERIALS
  - building, 3070
  - courses, 5800, 5815
  - hazardous, 2455
  - library services, 1565
- training programs, 5800, 5815
- MATRICES, 1355
- MEAL EXPENSES, 4480
- MEDIA
  - electronic storage, 3100
  - relations, 1495
- MEDICAL
  - benefits, 5060
  - equipment and supplies, 3280
  - plans, 5060
  - product and service information, 3280
  - supplies, 3280
- MEETINGS
  - administration, 1015
  - agendas, 1015
  - Cabinet committees, 1220
  - conducting, 1015
  - conferences, 1255
  - convening, 1015
  - deputy ministers' committees, 1220
  - directors, 1015
  - expense claims, 4480
  - federal, 1245
  - general, 1215
  - inter-institutional, 1235
  - inter-provincial, 1245
  - internal, 1015
  - international, 1240
  - minutes, 1015
  - policy and procedures, 1015
  - provincial, 1245
  - seminars, 1255
  - staff, 1015
  - supervisors, 1015
  - symposia, 1255
  - territorial, 1245
- MEMORANDA OF UNDERSTANDING  
(see AGREEMENTS, 1090-1125)
- MENUS (CAFETERIA), 3240
- MERIT
  - awards, 5030
  - salaries and wages, 5600
- MESSAGES
  - congratulatory / condolence, 1145
- METROPOLITAN AREA NETWORKS, 6100
- MICROFILM, 1445
- MICROFORMS, 1455
- MICROGRAPHIC(S)
  - equipment and supplies, 3295
  - product and service information, 3295
  - project specifications, 1775
  - records management, 1775
  - supplies, 3295
  - technical guidelines, 1775
- MINISTER'S
  - Cabinet records, 1170
  - executive services, 1380
- information services, 1485
- inquiries, 1380
- lectures and speeches, 1485
- letters, 1380
- orders, 1170
- questions / returns, 1555
- speeches, 1485
- travel allowances and expenditures, 4560
- MINUTES
  - administration meetings, 1015
  - associations, clubs, societies, 1155
  - Cabinet, 1170
  - Cabinet committees, 1220
  - conferences, 1255
  - federal committees, 1245
  - inter-institutional committees, 1235
  - inter-provincial committees, 1245
  - internal committees, 1230
  - internal meetings, 1015
  - international committees, 1240
  - seminars, 1255
  - symposia, 1255
  - territorial, 1245
- MISSING EQUIPMENT, 3030
- MISSION STATEMENTS, 1025
- MOBILE RADIOS, 3425
- MODELS
  - information systems, 6030
- MODIFICATION PROJECTS
  - special projects, 3420
  - system maintenance, 6140
- MODIFIED WORK WEEK, 5280
- MONEY  
(see CURRENCY, 4320)
- MONITORING
  - budget reports, 4500
  - database performance, 6060
  - network performance, 6100
  - system operation, 6160
  - system reports, 6180
- MONTH 13 REPORTS, 4500
- MONTHLY REPORTS  
(see also REPORTS AND STATISTICS)
  - administrative, 1840
  - financial, 4500
  - system (computer), 6180
- MORALE (EMPLOYEE), 5860
- MOTION(S)
  - financial, 4020
  - for return, 1555, 4020
  - legislative matters, 1555
- MOTION PICTURES, 1445
- MOTOR FUELS, 3205
- MOTOR VEHICLES, 3445-3530
- MOTORS (OUTBOARD)  
(see VEHICLES – water, 3530)

MOVING  
 - expenses, 4560  
 - offices, 2055

MULTI-PARTY AGREEMENTS, 1090

MUNICIPAL (ITIES)  
 - acts and legislation, 1080  
 - agreements, 1125, 4120  
 - arrangements, 4120  
 - bylaws, 1080  
 - committees and commissions, 1235  
 - cooperation, 1300  
 - liaison, 1300

## N

NATIVE (FIRST NATIONS) GROUPS  
 - cooperation & liaison, 1300

NATURAL  
 - accounting codes, 4020  
 - gas (utilities), 2420

NEGATIVES (PHOTOGRAPHS), 1445

NEGOTIATIONS, 5400  
 (see also AGREEMENTS, 1090-1125)

NETWORKS (COMPUTER), (DESIGN & MANAGEMENT), 6100

NEWS  
 - clippings, 1430  
 - conferences, 1495  
 - releases, 1495

NEWSLETTERS, 1450, 1455  
 - library materials, 1565

NEWSPAPERS  
 - accessioning, 1580  
 - acquisition, 1585  
 - advertising, 1435  
 - cataloguing, 1580  
 - circulation, 1595  
 - clippings, 1430  
 - distribution, 1595  
 - marketing, 1435  
 - procurement, 1585  
 - subscriptions and renewals, 1585

NEXT RELEASE ITEMS, 6140

NON-APPROVED AGREEMENTS, 1090

NON-COMPENSABLE ACCIDENTS, 5015

NON-GOVERNMENT PERSONNEL  
 - travel allowances and expenditures, 4560

NON-PERMANENT STAFFING  
 - appointments, 5645, 5680  
 - employees, 5190

NON-PUBLISHED MATERIALS, 1455

NORTHERN ALLOWANCE, 5060

NOTARIES PUBLIC, 1545

NOTEBOOKS, 1000

NOTICES  
 - Cabinet committees, 1220  
 - conferences, 1255  
 - deputy ministers' committees, 1220  
 - encumbrance, 4440  
 - federal committees, 1245  
 - general committees, 1215  
 - inter-institutional committees, 1235  
 - inter-provincial committees, 1245  
 - internal committees, 1230  
 - international committees, 1240  
 - seminars, 1255  
 - symposia, 1255  
 - territorial, 1245

NOTIFICATIONS  
 (see COOPERATION & LIAISON, 1265-1300)

NSF CHEQUES, 4260

## O

OATHS  
 - administration of oaths, 1545  
 - commissioners for, 1545  
 - employee, 5190

OBJECTIVES, 1025  
 - program, 1680  
 - strategic planning, 1900

OBLIGATIONS  
 - staffing, 5750

OCCUPANCY CHARGES  
 - buildings, 2020

OCCUPATIONAL HEALTH & SAFETY, 5265

OFF-ROAD VEHICLES, 3495

OFFERS OF EMPLOYMENT, 5660

OFFERS OF SERVICE  
 - cooperation, 1265-1300  
 - corporations, 1300  
 - liaison, 1265-1300

OFFERS OF SPACE, 2055

OFFICE, 3315  
 (see also OFFICE SUPPORT SERVICES, 1665)  
 - equipment, 3315  
 - machines, 3315  
 - moves, 2055  
 - product and service information, 3315  
 - supplies and stationery, 3315, 3365

OFFICE OF THE OMBUDSMAN, 1250

OFFICE SUPPORT SERVICES, 1665

OFFICE SURVEYS, 1645

O, H & S  
 (see HEALTH AND SAFETY), 5265

OMBUDSMAN, 1250

ON-LINE LIBRARY SEARCH SERVICES, 1605

ONE-TIME REPORTS  
 - administrative, 1840

OPERATING STANDARDS  
 - vehicles, 3470-3530

OPERATION(S)  
 - databases, 6060  
 - facsimile machines, 3425  
 - FAX machines, 3425  
 - firearms, 3170  
 - guns, 3170  
 - radiotelephones, 3425  
 - system, 6160  
 - telephones, 3425  
 - utilities, 2420-2455  
 - weapons, 3170

OPERATIONAL PERFORMANCE MEASUREMENT SYSTEMS, 1645

OPERATIONAL RECORDS SCHEDULE  
 (see OPERATIONAL RECORDS SYSTEM (ORS), 1780)

OPERATIONAL RECORDS SYSTEM (ORS), 1780

OPINIONS (LEGAL), 1545

OPTICAL DISKS, 3100

OPTIONS FOR  
 - retirement, 5585  
 - travel, 4560

ORDER-IN-COUNCIL  
 (see ORDERS-IN-COUNCIL)

ORDERS  
 - certification, 5355  
 - emergency, 1070  
 - legislative matters, 1555  
 - of the day, 1555  
 - printing services, 3350  
 - purchase, 3365  
 - societies, 1155  
 - treasury board, 4580

ORDERS OF THE DAY, 1555

ORDERS-IN-COUNCIL  
 - appointments, 5680  
 - approved, 1170  
 - Cabinet, 1170  
 - disposal authorities, 1780, 1800  
 - drafting procedures, 1070  
 - drafts, 1070  
 - information and working papers, 1070, 1080  
 - internal, 1070  
 - Saskatchewan, 1070, 1080  
 - staffing recruitment, 5680

ORDINANCES (LOCAL), 1080

ORGANIZATION, 1025  
 - accommodations, 2055  
 - accounting codes, 4020  
 - classification, 5160

ORGANIZATIONS, 1155  
 - financial agreements & arrangements, 4120



- grants, 4460
- public programs, 1510
- ORIGINALS FOR PUBLICATION, 1455
- ORS  
(see OPERATIONAL RECORDS SYSTEM, 1780)
- OUTBOARD MOTORS  
(see VEHICLES – water, 3530)
- OUT-OF-SCOPE PAY, 5600
- OUTSIDE EMPLOYMENT GUIDELINES, 5175
- OUTSTANDING ACCOUNTS RECEIVABLE, 4080
- OVERDUE ACCOUNTS
  - interest rates on overdue accounts, 4020
  - accounts payable, 4060
- OVERTIME
  - hours of work, 5280
  - hours worked, 5190
  - pay, 5190, 5600
  - pay schedules, 5600
  - reports, 5280
  - salaries and wages, 5600

**P**

- PACKAGES
  - staff training, 5800
- PACKING SLIPS, 3365
- PAID HOLIDAY LEAVE, 5475
- PAINTING
  - buildings, 2235
- PAMPHLETS, 1450, 1455  
(see also INFORMATION SERVICES)
- PANELS, 1215-1245  
(see also COMMITTEES AND COMMISSIONS)
- PARKING AND PARKING AREAS, 2385
  - benefits, 5080
  - entitlements, 5080
  - permits, 2385, 3495
  - tickets, 3515
- PARLIAMENTARY INQUIRIES, 1555
- PASSWORDS ( SECURITY), 6200
- PASSES (SECURITY), 1885
- PAST AWARD RECIPIENTS, 5030
- PATENTS, 1530
- PAY RECORDS & SALARY, 5190, 5600  
(see also SALARY (IES))
  - administration, 5510
  - payouts, 5190, 5510, 5600
  - payroll administration, 5510
  - payroll reports and registers, 5510

- reports, statistics, statements, 5190, 5510
- severance, 5615
- PAYABLE ACCOUNTS, 4060
- PAYROLL, 5190, 5510
- PAYMENT
  - accounts payable, 4060
  - cheques and financial transactions, 4260
  - claims by / against the Crown, 4280
  - credit cards, 4060
  - debts by the Crown, 4280
  - delegation of authority, 1355
  - equalized payments, 4060
  - errors, 4060
  - fees, 4060
  - garnishees, 4440
  - payment errors and compliance reports, 4060
  - requirement, 4440
  - travel allowances & expenditures, 4560
  - vouchers, 4260
- PENSIONS, 5060
- PEPPER SPRAY, 3170
- PERFORMANCE (AUTOMATED SYSTEMS)
  - database, 6060
  - networks, 6100
- PERFORMANCE PLANNING & REVIEW (HUMAN RESOURCE), 5525
  - measurement systems, 1645
  - pay, 5600
  - reviews, 5190, 5525
- PERFORMANCE MEASURES
  - strategic planning, 1900
- PERIODICALS
  - accessioning, 1580
  - acquisition, 1585
  - advertising, 1435
  - cataloguing, 1580
  - circulation, 1595
  - distribution, 1595
  - loans, 1595
  - procurement, 1585
  - subscriptions and renewals, 1585
- PERMANENT
  - employees, 5190
  - positions, 5680
- PERMISSION (COPYRIGHT), 1530
- PERMITS, 1620
  - parking, 2385, 3495
- PERSON YEAR REPORTS, 5295
- PERSONAL
  - accidents log, 5015
  - data, 5190
  - information banks, 1770\_
  - injuries, 5015

- PERSONNEL  
(see also HUMAN RESOURCES, EMPLOYEE(S), STAFF(ING))
  - benefits, 5060
  - data, 5190
  - management services, 1645
  - person year reports, 5295
  - planning, 5295
  - resource requirements, 5295
  - security, 1885
- PETITIONS, 5355
- PETTY CASH (ACCOUNTABLE ADVANCE), 4100
- PHONES, 3425
- PHOTOGRAPHIC, 1445
  - equipment, 3335
  - photographs, 1445, 1455
  - prints, 1455, 3420
  - supplies, 3335
- PHYSICAL
  - disposal, 1800
  - security, 1890
- PLANES  
(see AIRCRAFT, 3470)
- PLANNING  
(see also PLANS)
  - accommodation, 2055
  - budget, 4230
  - building, 2155
  - civil defence, 1370
  - course development, 5800
  - database, 6060
  - development, 1900
  - emergency, 1370
  - evaluation and reviews, 1680
  - fire contingencies, 2215
  - human resource, 5295
  - information resource, 6030
  - information systems, 6030
  - job enhancement, 5330
  - network design and management, 6100
  - performance, 5525
  - personnel, 5295
  - programs, 1680
  - strategic planning, 1900
  - system development, 6120
  - system maintenance, 6140
  - system security & reliability, 6200
  - training courses, 5800
- PLANS  
(see also PLANNING)  
(see also PROGRAMS)
  - administrative, 1680
  - benefits, 5060
  - building, 2055, 2155
  - classification, 5160
  - disaster recovery (systems), 6200
  - evaluation, 1680
  - information resource, 6030
  - information services, 1450
  - information systems, 6030
  - network design and management, 6100

- program evaluation project files, 1680
- program implementation files, 1680
- program planning, 1680
- publications, 1450
- recovery (systems), 6200
- system development, 6120
- system security & reliability, 6200
- work, 5525
- PLUMBING (UTILITIES), 2420
- POLICIES (INSURANCE), 1845
- POLICY AND PROCEDURE  
(see secondary 00 under appropriate subject primary)
- POLLS AND SURVEYS, 1515
- POOL VEHICLES REQUISITION, 3445
- PORTFOLIO REVIEW, 2020
- POSITION(S)  
(see also ESTABLISHMENT)
- abandonment of, 5615
- appeals, 5160
- assignment, 5160
- changes, 5160, 5295
- classification, 5160
- establishment, 5295
- history, 5160
- reviews, 5160
- staffing, 5630-5750
- temporary, 5645
- vacant, 5750
- POSTAL SERVICES, 1635
- POSTING
- foreign, 5240
- general recruitment and appointments, 5680
- staffing, 5680
- POTENTIAL REVENUE, 4520
- POWERS OF ATTORNEY, 1545
- PRE-APPROVALS
- Treasury Board, 4580
- PRE-RETIREMENT BENEFITS, 5585
- PRECAUTIONS  
(see EMERGENCY, 1370)
- PRECEDENCE LISTS, 1720
- PRECEDENTS
- labour relations, 5415
- PREMIER'S SPEECHES, 1485
- PRESENTATIONS
- awards, 5030
- audio-visual, 1445
- PRESS / MEDIA , 1495
- PREVENTION
- accidents, 5265
- fire, 2215
- PRICE LISTS
- cafeterias, 3240
- equipment and supplies, 3380
- publications, 1450
- PRINT INTERVIEWS, 1495
- PRINTING SERVICES, 3350
- books, 1450
- budget printouts, 4230
- publications, 1450, 3350
- PRINTS
- photographic, 1445
- PRIVACY
- Freedom of Information, 1810
- PRIVATE CORPORATIONS, 1300
- PRIVATE COURIER SERVICES, 1635
- PRIVATE PROPERTY, 2320
- PROBATION, 5525
- PROBLEMS
- computer hardware, 3115
- computer software, 3130
- system operations, 6160
- PROCEEDINGS
- legislative matters, 1555
- PROCUREMENT & RECEIPT, 3365  
(see also ACQUISITION)
- aircraft, 3470
- books, 1585
- building materials, 3070
- cafeteria equipment, 3240
- cameras, 3040
- clothing, 3085
- computers, 3115, 3130
- contracts, 3015, 4300
- crests, 3055
- DVD players, 3040
- emblems, 3055
- equipment, 3365
- equipment & supplies (general), 3000
- facsimile machines, 3425
- firearms, 3170
- flags, 3055
- foods, 3185
- forms, 3195
- fuels, 3205
- furniture, 3215
- general purchase orders, 3365
- guns, 3170
- handcuffs, 3170
- hardware, 3115
- instructions, 3365
- kitchen equipment, 3240
- laboratory equipment, 3255
- laundry equipment, 3265
- library materials, 1585
- licences, 1620
- local purchase orders, 3365
- medical equipment, 3280
- micrographic equipment, 3295
- office supplies, 3315
- packing slips, 3365
- pepper stry, 3170
- permits, 1620
- photographic equipment, 3335
- print, 3350
- projectors, 3040
- purchase orders, 3365
- purchasing requisitions, 3365
- radio, 3425
- receiving reports, 3365
- regulations, 3365
- restraints, 3170
- software, 3130
- special items, 3420
- standing purchase orders, 3365
- stockroom requisitions, 3365
- supplies, 3365
- telecommunications, 3425
- telephone, 3425
- televisions, 3040
- VCRs, 3040
- vehicles, 3445-3530
- weapons, 3170
- PRODUCT INFORMATION
- audio-visual, 3040
- badges, 3055
- building materials, 3070
- cafeteria, 3240
- catalogues and price lists, 3380
- clothing, 3085
- computers, 3100-3130
- contracts, 4300
- crests, 3055
- emblems, 3055
- ergonomics standards, 3380
- firearms, 3170
- flags, 3055
- foods, 3185
- fuels, 3205
- furniture & furnishings, 3215
- general, 3380
- guns, 3170
- handcuffs, 3170
- hardware, 3115
- imaging, 3295
- kitchen, 3240
- laboratory, 3255
- laundry, 3265
- medical, 3280
- micrographic, 3295
- office supplies, 3315
- pepper spray, 3170
- photographic, 3335
- rental rates, 3380
- restraints, 3170
- smocks, 3085
- software, 3130
- uniforms, 3085
- weapons, 3170
- PRODUCTION REVENUES, 4520
- PROFESSIONAL SERVICES
- contracts, 4300
- fees, 4380
- PROGRAM CODES
- accounting, 4020
- computer, 6120
- PROGRAM MONITORING, 1380
- PROGRAMMING
- systems development, 6120

## PROGRAMS

- achievement, 5030
- apprenticeship, 5680
- audits, 4160
- awards, 5030
- co-op student, 5680
- co-ordination, 1680
- early retirement, 5585
- employment equity, 5205
- evaluation, 1680
- financial reviews, 4160
- general, 1680
- goals, 1680
- health and safety, 5265, 5860
- honours, 5030
- implementation, 1680
- loss exposure, 1845
- monitoring, 1380
- objectives, 1680
- performance review, 5525
- planning, 1680
- pre-retirement, 5585
- program implementation, 1680
- public awards, 1510
- recognition, 5030
- recreation, 5860
- retirement, 5585
- review, 1680, 4160
- staff reduction, 5615
- training, 5800
- volunteer, 5845
- wellness, 5860
- work experience, 5680

## PROGRESS REPORTS

- system security & reliability, 6200

## PROJECT MANAGEMENT

- systems, 6120

## PROJECTORS, 3040

## PROJECTS

- accommodation, 2055
- accounting codes, 4020
- advertising, 1435
- communications, 1510
- construction, 2155
- database development and administration, 6060
- files and filing, 1745
- grants, 4460
- management services, 1645
- micrographics, 1775
- network design and management, 6100
- records management, 1745, 1775
- system development, 6120
- system security & reliability, 6200

## PROPANE (UTILITIES), 2420

## PROPERTIES

(see BUILDINGS AND PROPERTIES, 2000-2235)

(see LANDS, 2295-2335)

## PROPOSALS (LABOUR RELATIONS), 5400

## PROTECTION OF PRIVACY, 1810

## PROTECTION SYSTEMS (SECURITY), 1890

## PROTOCOL AND DIPLOMACY, 1720

- agreements, 1090
- invitations, 1145
- letters of appreciation, condolence, etc., 1145

## PROVINCIAL

- acts, 1070, 1080
- agreements, 1120, 4120
- arrangements, 4120
- auditor audits, 4160
- bills, 1070
- comptroller audits, 4160
- comptroller directives, 4000
- cooperation, 1300
- exchange of information, 1300
- financial agreements, 4120
- inter-provincial agreements, 1115
- inter-provincial committees, 1245
- inter-provincial protocols, 1720
- intra-provincial agreements, 1120
- legislation, 1070, 1080
- liaison, 1300
- meetings, 1245
- precedence lists, 1720
- protocol, 1720
- sales tax, 4540

## PST (PROVINCIAL SALES TAX), 4540

## PUBLIC

- account preparation records, 4020
- accounts, 4020
- affairs, 1430
- awards, 1510
- information services, 1510
- inquiries, 1475
- programs, 1510
- relations, 1430, 1495
- service employment, 5555

## PUBLIC DOCUMENTS COMMITTEE, (see PUBLIC RECORDS COMMITTEE, 1780)

## PUBLIC RECORDS COMMITTEE, 1780

## PUBLICATION REQUESTS, 1450

## PUBLICATIONS

(see BOOKS AND PUBLICATIONS, 1450, 1455)  
(see also CATALOGUES)

## PURCHASE

- (see also ACQUISITION)
- (see also PROCUREMENT)
- buildings, 2120
- lands, 2305
- orders, 3365
- vehicles, 3470-3530

## PURCHASE CARDS

- issuance, 4340
- payment, 4060
- receipts, 4080

## PURCHASE ORDERS, 3365

## PURCHASING

- authorities, 1355
- delegation of authority, 1355
- library materials, 1585
- procurement, 3365
- requisitions, 3365
- standing offers, 3405
- subscription agency service, 1585

## Q

## QUALITY

- assurance reports, 6120
- information services, 1520

## QUARTERLY AND TRIMESTER REPORTS

- administrative, 1840
- financial, 4500

## QUERIES

- end-user support, 6080

## QUESTIONS AND RETURNS

- financial, 4020
- legislative matters, 1555
- Minister's, 1555
- staffing interviews, 5660

## R

## RADIO

- advertising, 1435
- interviews, 1495
- mobile, 3425
- telecommunications, 3425

## RADIO/TELEPHONE, 3425

(see also RADIO)  
(see also TELEPHONE)

## RATES

- equipment rental, 3380
- mail, 1635
- market, 4520

## RATES OF PAY

- employee record, 5190
- salaries, 5600

## RATES ON OVERDUE ACCOUNTS

- interest, 4020

## READING ROOM REQUESTS, 1605

## REAL PROPERTY

(see BUILDINGS AND PROPERTIES, 2000-2999)

## REALLOCATION OF FUNDS, 4140

## REASSIGNMENTS, 5540

## RECALL LISTS, 5750

## RECEIPT RECORDS

- accounts receivable, 4080
- assets, 3030
- books, 4080
- credit cards, 4080
- debit cards, 4080
- equipment & supplies, 3365
- facsimile (FAX) machines, 3425
- inventory, 3030



- journals (cash), 4040
- radio phones, 3425
- telecommunication, 3425
- telephone, 3425
- RECEIVABLE ACCOUNTS, 4080
- RECEIVING REPORTS, 3365
- RECIPIENTS (AWARDS), 5030
- RECLASSIFICATION AND APPEALS, 5160
- RECOGNITION PROGRAMS, 5030
- RECOMMENDATIONS (AWARDS & HONOURS), 5030
- RECONCILIATIONS
  - accounting, 4020
  - bank, 4180
- RECORDS MANAGEMENT, 1745-1810
  - appraisal requests, 1800
  - circulation, 1595
  - classification, 1780
  - conservation issues, 1745
  - design and development projects, 1780
  - destruction of records, 1800
  - disposal, 1800
  - disposal notifications, 1780
  - disposal requests and approvals, 1780
  - file control, 1745
  - file lists, 1745
  - finding aids, 1745
  - Freedom of Information and protection of privacy, 1810
  - format conversion, 1775
  - general, 1745
  - hard paper conversion, 1775
  - imaging technologies, 1775
  - implementation projects, 1745
  - information resource files, 1475
  - information security, 1770
  - inventories, 1745
  - micrographics, 1775
  - operational records system (ORS), 1780
  - physical disposal, 1800
  - program development, 1760
  - project specifications, 1775
  - records transferred to other jurisdictions, 1800
  - reference files, 1475
  - retention and disposal schedules, 1780
  - retrieval, 1800
  - S.A.B. finding aids, 1745
  - schedule development, 1780
  - storage, 1800
  - technical guidelines, 1775
  - transfer, 1800
- RECOVERABLE AMOUNTS
  - agreements and arrangements, 4120
  - revenue control, 4520
- RECOVERIES (COST), 4520
- RECOVERY
  - plans (systems), 1370
  - procedures (systems), 6200
- RECREATION (EMPLOYEE), 5860
- RECRUITMENT (STAFFING), 5680
- RECYCLING PROGRAMS
  - office equipment & supplies, 3150
  - waste management, 2455
- REDUCTION EXERCISE
  - expenditure, 4340
- REDUCTIONS
  - staffing, 5615
- RE-EMPLOYMENT LISTS, 5750
- REFERENCE
  - files, 1475
  - information services, 1475
  - library services, 1605
  - requests, 1605
- REFERRALS, 1380
- REFRIGERATION SYSTEMS, 2435
- REFUNDS TO VOTE
  - accounts payable, 4060
- REGISTER
  - agreements, 1090
  - contracts, 4300
  - incidents, 1770
  - payroll, 5510
- REGISTERED MAIL, 1635
- REGISTRATION
  - restraints, 3170
  - vehicles, 3470-3530
  - weapons, 3170
- REGULATIONS
  - acts, 1070, 1080
  - circulars, directives and manuals, 1205
  - drafting procedures, 1070
  - federal, 1080
  - fire, 2215
  - human resources manuals and directives, 5555
  - internal, 1070
  - legislation, 1070, 1080
  - postal, 1635
  - procurement, 3365
  - provincial, 1080
  - public service employment, 5555
  - salary schedules, 5600
  - Saskatchewan, 1070
  - security information, 1770
  - substitution pay, 5600
  - terms and conditions of employment, 5555
  - territorial, 1080
  - travel, 4560
  - vehicle storage, 3495
  - wages payment, 5600
- REIMBURSEMENTS, 4440
- REJECTED/DENIED CONTRACTS 4300
- REJECTION LETTERS, 5660
- RELATIONS
  - labour, 5355
  - media, 1495
- RELEASE OF INFORMATION, 1770
- RELIABILITY (SYSTEMS SECURITY), 6200
- RELOCATION
  - travel allowance & expense claims, 4560
- REMITTANCE SLIPS, 4060
- RENEWALS, 1585
- RENOVATION, 2200
- RENTALS
  - contracts, 3015
  - equipment and supplies, 3000
  - rates, 3380
  - vehicles, 3445
  - water vehicles, 3530
- REOCCURRING INVOICES (see INVOICES)
- REORGANIZATION, 1025
- REPAIRS AND MAINTENANCE (see also under particular item)
  - buildings, 2235
  - cafeteria equipment, 3240
  - computer hardware, 3115
  - computer software, 3130
  - computers (general), 3100
  - eating equipment, 3240
  - equipment & supplies, 3000, 3040
  - facsimile machines, 3425
  - furniture & furnishings, 3215
  - kitchen equipment, 3240
  - laboratory equipment, 3255
  - land, 2335
  - laundry equipment, 3265
  - medical equipment, 3280
  - micrographic equipment, 3295
  - office equipment, 3315
  - photographic equipment, 3335
  - radio, 3425
  - telecommunications, 3425
  - telephone, 3425
  - utilities, 2420, 2435
  - vehicle, 3470-3530
- REPLACEMENT
  - (in-lieu) cheques, 4260
  - vehicles, 3445
- REPORTS AND STATISTICS (see secondary 20 under appropriate subject primary)
  - accommodation, 2055
  - activity (systems), 6180
  - administrative, 1840
  - annual (administrative), 1840
  - annual (strategic), 1900
  - CVA, 3445
  - daily (administrative), 1840

- daily (financial), 4500
- distance (vehicles), 3445
- employment equity, 5205
- facsimile (FAX), 3425
- financial, 4160, 4500
- incident (systems), 6180
- information systems, 6180
- maintenance (systems), 6180
- midyear strategic, 1900
- monthly reports (administrative), 1840
- monthly financial reports, 4500
- month 13 reports, 4500
- payroll, 5510
- quarterly (administrative), 1840
- quarterly (financial), 4500
- RES reports, 4500
- special / one time (administrative), 1840
- status (systems), 6180
- strategic planning, 1900
- system, 6180
- timeliness of payment, 4060
- trimester (administrative), 1840
- vehicle, 3445
- verification (systems), 6180
- weekly (administrative), 1840
- year end, 4500

#### REPRODUCTION SERVICES, 1665

#### REQUEST FOR PROPOSALS (RFP'S) 2035, 3015, 4300

#### REQUESTS

- client, 2135
- computer searches, 1605
- computers, 3100
- disposal, 1800
- employee information, 5175
- Freedom of Information, 1810
- library services, 1605
- publications, 1450
- reading room, 1605
- reference, 1605
- request for proposals, 2035, 3015, 4300
- system enhancement, 6140
- telephone, 1605
- telephone service, 3425

#### REQUIREMENTS

- accommodations, 2055
- personnel resource, 5295
- staffing, 5295
- to pay, 4440

#### REQUISITIONS

- building alterations & repairs, 2135
- cheques, 4260
- computers, 3100
- CVA, 3445
- pool vehicles, 3445-3530
- printing, 3350
- procurement, 3365
- purchasing, 3365
- staffing, 5680
- stockroom, 3365
- vehicles, 3445

#### RES (REVENUE EXPENDITURE SYSTEM) REPORTS, 4500

#### RESEARCH

- (see appropriate primary for EQUIPMENT AND SUPPLIES)
- acts & legislation, 1070, 1080
- information services, 1515
- information systems planning, 6030
- issues, 1515
- job enhancement, 5330
- surveys, 1515

#### RESIGNATIONS, 5615

#### RESOURCES

- data, 6030
- information services, 1475
- personnel, 5295
- revenue from, 4520
- training and development, 5815

#### RESTRAINING DEVICES

- computer hardware, 1890
- people, 3170

#### RESTRAINTS, 3170

#### RESUMES, 5190, 5680

#### RETENTION AND DISPOSAL SCHEDULES, 1780-1810

#### RETIREMENTS, 5585

#### RETRIEVAL

- database, 6060, 6080
- information, end user support, 6080
- records, 1800

#### RETURNED CHEQUES, 4260

#### RETURNS (LEGISLATIVE), 1555

#### REVENUE CONTROL, 4520

- accounts receivable, 4080
- budgets, 4230
- deposits, 4260

#### REVIEWS

- (see also APPRAISALS)
- accommodation, 2020
- appeals, 5160
- audits, 6030
- classification, 5160
- Freedom of Information, 1810
- information systems planning, 6030
- performance, 5190, 5525
- portfolio, 2020
- position, 5160
- probation, 5525
- programs, 1680
- solicitor, 1780
- work performance, 5190

#### REVOLVING FUNDS/SPECIAL ACCOUNTS, 4430

#### RFPs

(see REQUEST FOR PROPOSALS)

#### RIGHTS OF WAY, 2320

#### RISK MANAGEMENT, 1845

#### ROADS (construction), 2335

#### ROSTER (SENIORITY), 5175

#### ROYAL COMMISSIONS, 1215, 1235, 1240, 1245

#### ROYAL VISITS, 1720

#### ROYALTIES, 4520

## S

#### S4 (TRAVEL EXPENSE) FORMS, 4260

#### SAFETY, 5265

- (see also: HEALTH)
- investigations & complaints, 5265

#### SALARIES & WAGES, 5600

- (see also PAY RECORDS)
- advances accountable, 4100
- deductions, 5190, 5600
- deferred leave, 5060
- employee records, 5190

#### SALES

- books & publication, 1450
- disposal, 3150
- equipment and supplies, 3150
- land, 2305
- revenue from, 4080, 4520
- surplus, 3150
- volume, 4520

#### SALES TAX, 4540

#### SALVAGE, 3150

#### SAMPLE CARDS (SIGNATURE), 1355

#### SASKATCHEWAN

- acts and legislation, 1080
- amendments to legislation, 1070
- bills, 1080
- cooperation, 1300
- exchange of information, 1300
- legislation, 1070, 1080
- liaison, 1300
- operational records system (ORS), 1780
- Orders-in-Council, 1070, 1080
- regulations, 1080

#### SASKATCHEWAN HUMAN RIGHTS COMMISSION, 5305

#### SASKATCHEWAN PROPERTY MANAGEMENT (SPM)

- (formerly SASK. PROPERTY MANAGEMENT CORPORATION)
- client requests, 2135

#### SCHEDULES

- disposition, 1780
- fees, 4380
- hours of work, 5280
- library classification schedules, 1580
- retention, 1780
- salaries, 5600
- training and development, 5785
- work, 5280

#### SCHOOLS (LIAISON), 1300

(see also EDUCATIONAL AUTHORITIES)

#### SEARCH SERVICES (COMPUTER), 1605

SEASONAL LAYOFFS, 5615

SECONDMENTS (STAFFING), 5645

SECRETARIAL SERVICES, 1665

SECURITY, 1860-1890

- access control, 1890
- access to information, 1770
- buildings, 1890
- checks, 5630
- classification coding, 1770
- general, 1860
- identification methods, 1885
- information, 1770
- information systems, 6200
- personnel, 1885
- physical, 1890
- privacy requirements, 1770
- special investigation case files, 1860
- system reliability, 6200

SELECTION STANDARDS, 5660

SEMINARS, 1255

SENIORITY, 5475

- roster, 5175

SENSITIVE AREAS (SECURITY), 1890

SEPARATIONS AND LAYOFF, 5615

SERVICE CONTRACTS, 4300

SERVICE INFORMATION  
(see appropriate primary under  
EQUIPMENT AND SUPPLIES)

SERVICE REQUESTS

- information systems and technology,  
6000

SERVICES & BENEFITS, 5045-5080

- administration, 5045
- benefits, 5080
- data entry, 1665
- information, 1430-1525
- library, 1575-1605
- parking, 5080
- telephones, 3425
- volunteer, 5845

SETOFFS

- garnishees and other third party  
demands, 4440

SEVERANCE, 5615

SHARING

- data, 6030
- job, 5280

SHOP STEWARDS, 5355

SHORT LISTS (STAFFING), 5660

SICK LEAVE, 5475

SIDEWALKS, 2335

SIGNATURE SAMPLE CARDS, 1355

SIGNING AUTHORITIES, 1355

SIGNS

- building, 2105
- lands, 2335
- maintenance, 2335
- parking, 2385
- street, 2335

SKILLS

- employee record, 5190
- training resources, 5815

SLIDE SHOWS, 1445

SLIPS (PACKING), 3365

SMOCKS, 3085

SMOKING IN THE WORKPLACE,  
5265

SNOW REMOVAL, 2335

SNOWMOBILES, 3495

SOCIETIES, 1155

SOFTWARE (COMPUTERS), 3130

- defects, 6140
- hardware-dependent, 3115
- system development, 6120
- system maintenance, 6140

SOLICITATIONS

- corporations, companies, firms, 1300

SOLICITOR (REVIEWS), 1780

SOUND RECORDINGS, 1455

- accessioning, 1580
- acquisition, 1585
- cataloguing, 1580
- circulation, 1595
- distribution, 1595
- library services, 1580, 1585, 1595
- subscription, 1585

SOURCE DOCUMENTS

- information services, 1455

SPACE ALLOCATION

- office, 2055

SPACE ASSIGNMENTS

- parking, 2385

SPACE MANAGEMENT

- computer systems, 6160

SPEAKING ENGAGEMENTS, 1485

SPECIAL

- accounts, 4430
- contracts, 4300
- investigations, 1860
- items (equipment & supplies), 3420
- leave, 5475
- reports, 1840
- warrants, 4580

SPECIFICATIONS

- audio-visual, 3040
- classification, 5160
- equipment & supplies, 3000, 3040,  
3380
- radio, 3425
- storage, 3365
- telephone, 3425

SPEECHES, 1485

- deputy ministers', 1485
- premier & ministers', 1485
- Throne, 1555

SPENDING SIGNING AUTHORITIES,  
1355

SPM / SPMC  
(see SASKATCHEWAN PROPERTY  
MANAGEMENT)

SPRINKLERS (FIRE), 2215

STAFF(ING), 5630-5750  
(see also HUMAN RESOURCES,  
5000-5999)  
(see also PERSONNEL)  
(see also EMPLOYEE)

- announcements, 5630
- authorities, 1355
- development and training, 5785-  
5815
- general, 5630
- reduction programs, 5615
- responsibilities, 1025
- security checks, 5190, 5630, 5680
- staffing competitions, 5660
- staff requisitions, 5680

STANDARD(S)

- building, 2105
- change management (systems), 6140
- classification, 5160
- communications, 1520
- database development and  
administration, 6060
- information services, 1520
- information systems and technology  
(general), 6000
- information systems planning, 6030
- library services, 1580
- management, 1745
- network design and management,  
6100

STANDING

- offer agreements, 3405
- purchase orders, 3365

STATEMENTS

- account, 4060
- bank, 4180
- expenditure, 4340
- financial, 1155, 4180 & 4500
- fire claim, 2215

STATIONERY

- design, 1720
- office, 3315
- protocol, 1720

STATISTICS  
(see REPORTS AND STATISTICS)

STATUS REPORTS, 6180

STOCK

- control, 3030
- inventories, 3030
- procurement, 3365
- receipt, 3365
- requisitions, 3365

- STOCKTAKING, 3030
- STOLEN EQUIPMENT, 3030
- STOP PAYMENT (CHEQUES), 4260
- STORAGE  
- assets & inventory, 3030
- STRATEGIC PLANNING AND REVIEW  
- departmental plans, 1900  
- information systems planning, 6030  
- strategic planning, 1900
- STRIKES  
(see LABOUR RELATIONS, 5355)
- STRUCTURES  
(see BUILDINGS AND PROPERTIES, 2000-2999)
- STUDENT PROGRAMS, 5680
- STUDIES  
- acts and legislation, 1035  
- administration, 1025  
- classification, 5160  
- computer system feasibility, 6120  
- human resources management, 5770  
- surveys, 5770
- STYLE (WRITING), 1520
- SUBCOMMITTEES, 1215, 1230-1245
- SUBJECT ANALYSIS STANDARDS  
1580
- SUBMISSIONS  
- budgets, 4230  
- Cabinet, 1170  
- departmental, 1215  
- Public Records Committee, 1780  
- Treasury Board, 4580
- SUBSCRIPTIONS AND RENEWALS,  
1585
- SUBSTITUTION PAY, 5600
- SUMMARIES (ACCOUNTING)  
- final entry, 4020  
- invoice summary sheets, 4060
- SUMMER STUDENT PROGRAMS,  
5680
- SUPERANNUATION, 5060
- SUPPLIERS, 3380
- SUPPLIES  
(see EQUIPMENT AND SUPPLIES,  
2000-2999)
- SUPPORT SERVICES  
- end-users, 6080)
- SUPPORTING DOCUMENTATION  
- equipment & supplies contracts,  
3015
- SURPLUS EQUIPMENT, 3150
- SURVEYS  
- human resources, 5770  
- information services, 1515
- office, 1645  
- studies, 5770
- SUSPENSE ACCOUNTS, 4520
- SYMPOSIA, 1255
- SYSTEM(S) INFORMATION, 6000-  
6999  
- database development &  
administration, 6060  
- development, 6100  
- end-user support, 6080  
- information systems planning, 6030  
- integration, 6140  
- maintenance, 6120  
- operations, 6160  
- project case files, 6200  
- reports, 6180  
- requirements analysis, 6120  
- single system databases, 6120
- SYSTEMS (OTHER)  
- accounting, 4020  
- audits, 4160  
- financial reporting, 4500  
- security, 1890  
- utility, 2420-2455
- T**
- T4 SLIPS  
- income tax forms, 5190
- TAGS (SECURITY), 1885
- TAPE  
- cash register, 4080  
- recorders, 3040  
- tape space management, 6160
- TARIFFS, 4540
- TASK FORCES, 1215-1245
- TAXES, 4540
- TD1 SLIPS, 5190
- TECHNICAL  
- change, 5295  
- guidelines, 1775  
- log books (air), 3470  
- training, 5785
- TECHNOLOGY  
- end-user support, 6080  
- information systems planning, 6030
- TELECOMMUNICATIONS, 3425
- TELEPHONE, 3425  
(see also RADIO)  
- cell phones, 3425
- TELEVISION, 1435  
- equipment & supplies, 3040
- TEMPORARY ASSIGNMENT /  
PERFORMANCE OF HIGHER  
DUTIES (TAHD / TPHD)  
- appointments, 5645  
- individual employees, 5190
- TEMPORARY STAFFING  
- appointments, 5645
- individual employees, 5190  
- pay administration, 5510  
- salaries and wages, 5600
- TENDER(S)  
- bonds, 4300  
- buildings and properties, 2035  
- equipment and supplies, 3015  
- finance, 4300
- TERMINATION  
- bank accounts, 4180  
- employee records, 5190
- TERMINOLOGY  
- information services, 1520
- TERMS AND CONDITIONS OF  
EMPLOYMENT  
- labour, 5400  
- regulations, 5555
- TERRITORIAL  
- acts, 1080  
- agreements, 1115, 4120  
- bills, 1080  
- committees and commissions, 1245  
- cooperation, 1300  
- legislation, 1080  
- liaison, 1300  
- regulations, 1080
- TESTING  
- database development and  
administration, 6060  
- staffing, 5630  
- system development, 6120
- TEXTUAL MANUSCRIPTS, 1455
- THANKS (LETTERS, CARDS), 1145
- THEFT (VEHICLES), 3470-3530
- THIRD PARTY DEMANDS  
- garnishees, 4440
- THREATS (SECURITY), 1890
- THRONE SPEECH, 1555
- TIME OFF  
- hours of work, 5280
- TIMELINESS OF PAYMENT  
- accounts payable, 4060
- TOURS  
- protocol, 1720  
- public programs, 1510
- TPHD  
(see TEMPORARY PERFORMANCE  
OF HIGHER DUTIES, 5190, 5645)
- TRACKING (INFORMATION), 1520
- TRACTORS, 3495
- TRADE MARKS, 1530
- TRAINING AND DEVELOPMENT,  
5785-5815  
- courses, 5800  
- employee, record of, 5190  
- general, 5785  
- non-technical, 5785  
- staff development and training, 5785

- system manuals, 6120
- TRANSACTIONS
  - expenditure control, 4340
- TRANSBORDER DATA FLOW
  - security, 1770
- TRANSFER(S)
  - building, 2120
  - computer hardware, 3115
  - expenditures, 4340
  - financial, 4140
  - land, 2305
  - personnel, 5540
  - records, 1800
  - reassignments, 5540
- TRANSLATION SERVICES, 1665
- TRANSPORTATION SERVICES  
(see VEHICLE(S), 3445-3530)
- TRAVEL
  - approved options, 4560
  - insurance, 5060
  - protocol, 1720
- TRAVEL ALLOWANCES, 4560
- TRAVEL EXPENSE STATEMENTS, 4260
- TREASURY BOARD, 4580
- TREATY LAND ENTITLEMENT  
(see LANDS – ACQUISITION & DISPOSAL, 2305)
- TRIMESTER AND QUARTERLY REPORTS
  - administrative, 1840
  - financial, 4500
- TRUST ACCOUNTS, 4180
- TUITION FEES, 4380
- TYPING SERVICES, 1665

## U

- UI  
(UNEMPLOYMENT INSURANCE; see EMPLOYMENT INSURANCE, 5060)
- UNCOLLECTIBLE ACCOUNTS
  - accounts receivable, 4080
- UNDERSTANDING, LETTERS OF, 5400
- UNEMPLOYMENT INSURANCE  
(see EMPLOYMENT INSURANCE, 5060)
- UNIFORMS, 3085
- UNION DUES, 5355
- UNION RELATIONS, 5355
- UNIVERSITIES, 1300  
(see also EDUCATIONAL AUTHORITIES)
- UPDATING RECORDS, 6060

- UPGRADE PLANNING AND INTEGRATION
  - systems maintenance, 6140

- USAGE REPORTS
  - systems, 6180

- USER
  - documentation, 6120
  - information systems, 6120
  - orientation, 6080
  - system access controls, 6200

- USER SPECIFICATIONS  
(see SPECIFICATIONS)

- UTILITIES, 2415-2455
  - environmental control, 2435
  - gas, 2420
  - general, 2415
  - installation, 2420-2435
  - lighting, 2420
  - operation & maintenance, 2420-2435
  - plumbing, 2420
  - service contracts, 2035
  - water management, 2455

- UTILITIZATION
  - accommodations, 2055

## V

- VACANCIES & OBLIGATIONS
  - staffing, 5750
- VACATION LEAVE, 5475
- VALUATION OF LAND, 2305
- VAULT CONTROL LISTS, 1890
- VCRs, 3040
- VEHICLE(S), 3445-3530
  - administration, 3445
  - air, 3470
  - construction, 3495
  - general, 3445
  - operating standards, 3470-3530
  - private use of government vehicles, 3445
  - research, 3470-3530
  - road, 3515
  - transfers, 3445
  - water, 3530
- VANDALISM (VEHICLES), 3470-3530
- VENDING MACHINES, 3240
- VENTILATION SYSTEMS, 2435
- VERIFICATION REPORTS, 6180
- VIDEO CAMERAS, 3040
- VIDEO CASSETTE RECORDERS, 3040
- VIDEO TAPES, 3040
- VIREMENTS
  - Treasury Board, 4580
- VISION STATEMENTS, 1025

- VISITS (PROTOCOL), 1720
- VISUAL IDENTITY PROGRAM, 1720
- VOLUNTEERS, 5845
- VOTES (FINANCIAL)
  - refunds to vote, 4060
- VOTING (ELECTIONS)
  - time off, 5280
- VOUCHERS, 4260

## W

- WAGES  
(see SALARIES, 5600)
- WALKIE-TALKIES, 3425
- WALKWAYS  
(see SIDEWALKS, 2335)
- WAN(S)  
(see NETWORK MANAGEMENT, 6100)
- WARRANTIES  
(see individual equipment types)
- WARRANTS
  - special, 4580
  - treasury board, 4580
- WASTE MANAGEMENT, 2455
- WATER
  - utilities, 2420
  - vehicles, 3530
  - water treatment, 2420
- WCB  
(see Workers Compensation Board, 5015)
- WEAPONS, 3170
- WEBSITES, 1525
  - system operation & maintenance, 6140
- WEEKLY REPORTS AND STATISTICS, 1840
- WELFARE
  - employee, 5190, 5860
  - health and wellness programs, 5860
- WELLNESS, 5860
- WHMIS (WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM)
  - hazardous material, 5265
- WIDE AREA NETWORKS (WAN), 6100
- WITHDRAWAL FROM SERVICE
  - aircraft, 3470
- WITHDRAWALS
  - automatic bank, 4180
- WORD PROCESSING
  - office support, 1665
  - services, 1665
  - software, 3130

WORK

- performance, 5190, 5525
- plans, 5190, 5525
- schedules, 5280
- simplification reports, 1645

WORK EXPERIENCE PROGRAM,  
5680

WORKERS' COMPENSATION  
BOARD (WCB) CLAIMS, 5015

WORKING GROUPS, 1215, 1230-  
1245

WORKING PAPERS

- acts & legislation, 1070
- budget, 4230

WORKPLACE HAZARDOUS  
MATERIAL INFORMATION SYSTEM  
(WHMIS), 5265

WORKSHOPS

- non-personnel related, 1255
- staff training, 5800

WRITE OFFS

- accounts receivable, 4080
- disposal and surplus, 3150

**X & Y**

Y2K PROJECTS, 6200

**Z**

ZONING (LANDS), 2295