

ARMS2014

Administrative Records Management System 2014

For Saskatchewan Government Institutions

RECORDS RETENTION, CLASSIFICATION AND DISPOSAL SCHEDULE
Issued under the authority of *The Archives and Public Records Management Act*
No. 523

Administrative Records Management System 2014

Under the authority of *The Archives and Public Records Management Act* being Ch. A-26.11 of the *Statutes of Saskatchewan, 2015*, the public records listed in the attached schedule, belonging to ***Government of Saskatchewan Ministries, Agencies, Boards, Commissions, Other Saskatchewan Government Institutions or Officers of the Legislative Assembly*** and successors in charge of such records can be disposed of only as follows.

No public record can be destroyed without first obtaining the approval of the Provincial Archivist. The Provincial Archivist is permitted to select any public record which holds historical value for transfer to the custody of the Provincial Archives of Saskatchewan.

This records schedule supersedes SARS, ARMS, and for records created on or after April 1, 2015, ARMS2006.

Any public record not listed in this schedule or any applicable records schedule that is in effect will be considered to have permanent value until such time it is included in an approved records schedule or authorized for disposal by an order-in-council or statute.

“Permanent” value means that the record shall be preserved permanently either by the ***Ministry, Agency, Board, Commission, Other Saskatchewan Government Institution or Officer of the Legislative Assembly*** and successors in charge or by transfer to the Provincial Archives of Saskatchewan upon the Archives’ consent.

“Public record” means the “official record” made or received by a ***Ministry, Agency, Board, Commission, Other Saskatchewan Government Institution or Officer of the Legislative Assembly*** in carrying out that institution’s activities. An official record can be the original or the only copy of a record regardless of its format, including but not limited to microfilm, paper or electronic (e.g. digital images, structured or unstructured data, etc.) or any other replacement copy of a record designated as official after verification. Legal and fiscal concerns for records migration to alternative media must be satisfied before a record is designated as official. ***Ministries, Agencies, Boards, Commissions, Other Saskatchewan Government Institutions or Officers of the Legislative Assembly*** are responsible for capturing and managing all their public (official) records under the terms of *The Archives and Public Records Management Act* and the policies established pursuant to the Act.

Exact duplicate or surplus copies of a public (official) record are considered transitory records, provided the public (official) record has been captured and preserved by the ***Ministry, Agency, Board, Commission, Other Saskatchewan Government Institution or Officer of the Legislative Assembly***. Transitory records shall be managed in compliance with the policies developed by the Provincial Archives of Saskatchewan and shall be destroyed in accordance with internal procedures established by the ***Ministries, Agencies, Boards, Commissions, Other Saskatchewan Government Institutions or Officers of the Legislative Assembly***.

PUBLIC RECORDS COMMITTEE

Linda McIntyre,
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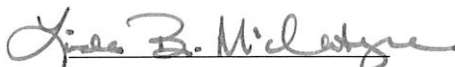
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Linda McIntyre, Provincial Archivist, on behalf of the members of the Public Records Committee

Approved by the Public Records Committee: February 27, 2020
(date)

Preface

The *Saskatchewan Administrative Records Management System* (SARS) was initially developed by the Provincial Archives of Saskatchewan in response to the 1991 passing of *The Freedom of Information and Protection of Privacy Act* (FOIPP). It was approved by the Legislative Assembly in 1993. A revised version, renamed the *Administrative Records Management System* (ARMS), was approved by the Legislative Assembly on June 16, 2003. The System was further updated and approved by the Public Records Committee on March 21, 2006, as ARMS2006. New recommendations from a 2011 Corporate-wide lean review of records management has resulted in changed to the format of records schedules to simplify the classification system and to enhance usefulness in the classification of electronic records. The updated system, ARMS2014, approved by the Public Records Committee on September 10, 2014, applies to Saskatchewan Government Ministries, Agencies, Boards, Commissions, Officers of the Legislative Assembly, and other branches of the Public Service of Saskatchewan, and may be applicable to certain Treasury Board Crown Corporations. However, it is not applicable to Crown Investments Corporation Crown Corporations. These Corporations develop comprehensive, institution-specific schedules that apply to their administrative and operational records.

While maintaining the comprehensiveness of SARS, ARMS and ARMS2006, ARMS2014 offers a more streamlined classification system. The new format is based on broad groupings of records related to comparable business processes and functions sharing similar retention requirements. The elimination of the secondary level of classification makes it less granular than the hierarchical system previously used, reduces the number of categories to choose from when classifying records and makes the system flexible enough to accommodate different filing practices and a variety of records formats, including electronic records.

Government Institutions will find that the implementation of ARMS2014 facilitates the filing of records and will result in significant savings in terms of space, retrieval time, and the disposition process. These efficiencies translate into financial savings for individual institutions and for Government as a whole.

The staff of the Information Management Unit of the Archives developed ARMS2014 in consultation with a stakeholder committee representing various government institutions. The manual contains all of the information needed to use the new System. I trust that you will find it easy to use and beneficial to your organization. I encourage all provincial Government Institutions to become familiar with and implement ARMS2014 as soon as possible.

Linda B. McIntyre
Provincial Archivist

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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 an institution's memory and most valuable asset; they are necessary for decision making and policy development, legislative compliance, fiscal and legal requirements and almost every aspect of day-to-day office work. An effective information management system provides quick and easy access to an institution's records. It:

- reduces the volume and cost of paperwork and control
- greatly improves institutional efficiency
- reduces storage costs
- provides evidence of disposal of records
- provides an accountability structure
- ensures the preservation of the institution's and the Province's history

The Administrative Records Management System 2014 (ARMS2014) 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 retention schedule indicates the minimum time an office must retain an official record (based on administrative, legal and fiscal requirements) and serves as a legal tool for disposal of the record once its retention period is met and its usefulness is complete.

ARMS2014 deals exclusively with administrative records commonly found in all units of government. ARMS2014 does not apply to:

- Operational Records (see 2.1 for definition)
- Transitory Records (see 2.1 for definition)
- Non-government Records (see 2.1 for definition)

ARMS2014 applies to the administrative records of Saskatchewan Government Ministries, Agencies, Boards, Commissions, Officers of the Legislative Assembly, and other branches of the Public Service of Saskatchewan, and may be applicable to certain Treasury Board Crown Corporations. Operational Records Schedules, used to classify operational records, are designed to be compatible with ARMS2014. They are based on the same classification principles and are developed in the same format.

ARMS2014 does not apply to Crown Investment Corporation Crown Corporations or any other Government Institutions that manage their own human resources, finance and other administrative functions. These Corporations or Institutions develop one corporate-wide retention schedule incorporating all administrative and operational records.

Further information regarding the development of Operational Records Systems (ORS) can be found in the Operational Records Systems (ORS) Development Guide. This publication is posted on the Archive's website at <http://www.saskarchives.com/services-government/records-classification-and-retention-schedules/operational-records-system-ors> or may be obtained by contacting our office at (306) 787-0734 or recordhelp@archives.gov.sk.ca.

1.1 Background

Accountable management of public records is not new to Saskatchewan. From the very earliest days of the Provincial Government, records were maintained for a variety of purposes including public administration, land titles, and records of births, death and marriages. Since 1945, the Archives 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. Government Institutions are responsible for managing their records until records are destroyed upon the Provincial Archivist approval or transferred to the Archives. With ARMS2014, the Archives is providing ongoing support to Government Institutions in the day-to-day management of information in government.

1.1.1. Legislation

In Saskatchewan there are three main statutes which dictate aspects of information management in government: *The Archives and Public Records Management Act, 2015*, *The Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act*.

The Archives and Public Records Management Act, 2015

It is a requirement of *The Archives and Public Records Management Act, 2015* 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, every records schedule applicable to that institution be implemented. A records schedule as defined in *The Archives and Public Records Management Act, 2015* (2) is 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."

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 as well as specific requirements concerning protection of personal information. However, if an access request is made, records must be located and accounted for

prior to the decision on access being made within the timeline of 30 days. If the information is not available, the institution should be able to demonstrate that records were disposed of properly in accordance with *The Archives and Public Records Management Act, 2015* and with the approval of the Provincial Archivist. The application of retention schedules also facilitates management of personal information and its timely disposal.

The Health Information Protection Act

The Health Information Protection Act (HIPA) legislates the rights of individuals and the obligations of “trustees” with respect to personal health information. HIPA provides protection for privacy of personal health information, while ensuring that information is available, when needed. The Act requires trustees to have a policy in place regarding retention and disposal of personal health information. A trustee must ensure that records eligible for disposal are disposed of securely. The Act also requires trustees to take steps to ensure that changes in technology will not render information inaccessible during the period of time it is still required. In order to fulfill these requirements Government Institutions must manage their records in compliance with *The Archives and Public Records Management Act, 2015*.

1.2 Your Responsibilities

Government Institutions are responsible for efficient and proper management of government information in compliance with the requirements of *The Archives and Public Records Management Act, 2015*, *The Freedom of Information and Protection of Privacy Act*, *The Health Information Protection Act* and other relevant legislation. ARMS2014 is a tool which assists Government Institutions in fulfilling these responsibilities.

1.2.1 Classification System

The ARMS2014 classification system is function based. This makes the system flexible enough to accommodate reorganizations and any new filing situations. The system’s new format, which is based on broader groupings of records, allows for faster and easier classification of records. The new system is much more flexible than ARMS2006 and its predecessors, as broader groupings of records can be further broken down in accordance with Government Institutions’ filing practices and naming conventions. As specified in *The Archives and Public Records Management Act, 2015*, Government Institutions are required to use the current Administrative Records Management Schedule as both a classification system and a retention schedule for their administrative records.

1.2.2 Retention Schedule

The integration of a retention schedule with a classification system facilitates the disposal of information. The retention portion of ARMS2014 applies to the majority of Government Institutions (Saskatchewan Government Ministries, Agencies, Boards, Commissions, Officers of the Legislative Assembly, other branches of the Public Service of Saskatchewan, and certain Treasury Board Crown Corporations) in Saskatchewan and must be used when disposing of government records.

All Government Institutions are accountable to the public for their records to the same degree they are accountable for monetary expenditure.

1.3 Benefits of ARMS2014

1.3.1 Easy Organization of Records

ARMS2014 simplifies daily use of information because it:

- is easy to follow
- can be consistently applied throughout the organization
- allows for greater accessibility of records
- provides accurate and consistent classification of records throughout government
- simplifies information exchange
- reduces training requirements when relocating staff
- is not affected by organizational changes in government institutions
- is flexible enough to accommodate records in any format

1.3.2 Fewer “Active” Records

Proper use of ARMS2014 results in the regular disposal of records which are no longer required in an office. This means:

- fewer records to be searched for administrative or FOIPP requests
- prompt and accurate disposal of records which have met their retention periods
- an accurate audit trail of record disposal
- transfer of records with historical value to the Archives

1.3.3 Legislative Compliance

ARMS2014 helps Government Institutions meet many information related legislative requirements. For example:

- compliance with *The Archives and Public Records Management Act*
- an effective records classification system allows for quick retrieval of records requested under FOIPP legislation. Quick retrieval means more time is available to review the record before making access decisions.
- ARMS2014 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 or personal health information as required by The Overarching Personal Information Privacy Framework for Executive Government.

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 an institution. As well, lost or missing records can result in substantial litigation costs.

The integrated records classification system and retention schedule ensures more efficient management and timely disposal of records.

1.3.5 Security and Privacy

Application of the ARMS2014 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 ARMS2014 is combined with an up-to-date ORS. Information on developing a new system is available from the Information Management Unit of the Archives.

Chapter 2. ARMS2014 Format

2.1 Definitions

The following definitions are important to understand when using ARMS2014. For additional definitions, see the *Glossary*.

DISPOSAL OF RECORDS: Disposal means destruction or transfer of records to the Provincial Archives of Saskatchewan.

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, email, drawings, photographs, vouchers, papers, etc.

OFFICIAL RECORD: The official copy of a record that is retained within a Government Institution for legal, fiscal, operational or historical purposes. It exists to fulfill long-term financial, legal and/or audit requirements. It can be the original and only copy of the record or a replacement copy that is designated as official.

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. This includes exact copies of official records made for convenience of reference. Transitory records are managed in accordance with the *Guidelines for the Management of Transitory Records* developed by the Archives.

ADMINISTRATIVE RECORDS: Records pertaining to administration or “housekeeping” activities of the institution not central to the mandated function of the institution in question. For most Government Institutions, administrative records may include the management of facilities, property, material, finances, human resources and information systems.

OPERATIONAL RECORDS: 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 administrative records and are typically unique to each Government Institution.

NON-GOVERNMENT RECORDS: Records that do not pertain to any aspect of government business and therefore are not subject to the requirements of *The Archives and Public Records Management Act, 2015*. The following are considered to be non-government records and can be disposed of without reference to a retention schedule when no longer needed: **external publications** and **non-work-related records**. See also the

2.2 Records Classification

2.2.1 Explanation of New Format

The previous version of the Saskatchewan Government's Administrative Records Management System, ARMS2006, was arranged into three basic levels of records description – sections, primaries and secondaries. Each level was based on the function the information supported and each level was progressively more specific than the last with records classified and retention periods assigned at the secondary level.

Records in ARMS2014 are classified on a higher level, known as the records series level. The records series level could reflect an entire primary in the old system or a number of primaries and/or secondaries providing they relate to the same functions and share the same retention period. Secondaries are no longer pre-established, which means Government Institutions will have the flexibility to come up with their own system of naming and classifying records below the series level. Retention periods are assigned at the records series level.

This new format is based on broad groupings of records related to the same functions or activities (this format is commonly known as “Big Bucket”). This approach to classification simplifies the implementation and application of records schedules by consolidating similar record types and grouping them together based on business functions and similar retention needs. This consolidation results in a schedule format that is concise and easy to use; end users have far fewer decisions to make when determining how records should be classified.

In addition, the new format easily accommodates electronic records. As many government transactions are now documented electronically and in larger volumes than in the past, the Provincial Archives of Saskatchewan has adopted the Big Bucket system which is more user-friendly and can more easily be applied to electronic records.

While previous versions of ARMS were arranged into only six sections, ARMS2014 has been divided into 12 sections for greater ease of reference. The sections, organized alphabetically, are as follows:

- 1000 Buildings and Properties
- 1100 Equipment and Supplies
- 1200 Finance
- 1300 Governance
- 1400 Human Resources
- 1500 Information Services
- 1600 Information Systems and Technology

- 1700 Legal, Compliance and Regulatory Affairs
- 1800 Office Support
- 1900 Public Relations and External Relations
- 2000 Reports and Statistics
- 2100 Security

The following is an example of a records series with descriptions of its components.

RECORDS SERIES TITLE:

Functional term describing a record series and consists of a unique file name and number.

→ **1460 STAFFING**

SCOPE NOTES:

Describe purposes for the records being created, used and maintained.

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

INCLUDES:

Provides guidance for types of records that belong to the specific business activity.

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

SEE NOTES:

Cross-reference notes facilitating classification of certain records.

For secondments SEE LEGAL, COMPLIANCE AND REGULATORY AFFAIRS 1710 Agreements and Contracts - Minor.

For relocation expense claims SEE FINANCE 1235 Expenditure Control.

RETENTION PERIOD:

Length of time records must be retained.

Retention
6 years

The following example shows how the classification system of ARMS2014 corresponds with the old classification system used in ARMS2006 and how the new format lessens classification decisions. Here, 14 secondaries, which were formerly found in 8 different primaries, have been combined into one record series called 1460 Staffing.

ARMS2006

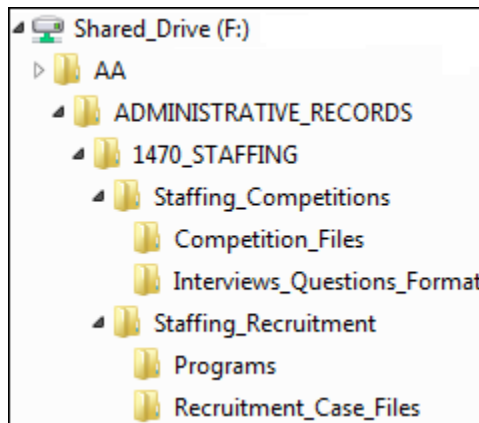
ARMS2014

Primary - Secondary	Retention	<u>1460 STAFFING</u> Records documenting the process of staffing positions through appointments, competitions, recruitment, separations, transfers, reassignments and layoffs, etc. Includes: Acting and Temporary Appointments, Competition Files, Recruitment Case Files, Separations, Layoffs, Testing, Exchanges, Educational Leave, Interview Formats and Questions, Selection Standards, Programs, Staffing Requisitions, Re-employment Lists, etc. For secondments SEE LEGAL, COMPLIANCE AND REGULATORY AFFAIRS 1710 Agreements and Contracts - Minor. For relocation expense claims SEE FINANCE 1235 Expenditure Control.
5240 Foreign Postings and Allowances (Primary)		
5240-50 Case Files (by location)	SO + 6y	
5540 Reassignments and Transfers		
5540-50 Case Files	SO + 6y	
5630 Staffing – General		
5630-50 Testing	6y	
5645 Staffing – Acting & Temporary Appointments		
5645-02 Acting & Temporary Appointments	SO + 6y	
5645-04 Exchanges	SO + 6y	
5660 Staffing – Competitions		
5660-02 Interview Formats and Questions	SO + 6y	
5660-03 Selection Standards	SO + 6y	
5660-50 Competition Files	SO + 6y	
5680 Staffing – Recruitment		
5680-03 Recruitment Case Files	SO + 2y	
5680-05 Programs	SO + 6y	
5680-06 Staffing Requisitions	2y	
5750 Staffing – Vacancies and Obligations		
5750-02 Re-employment Lists	SO + 6y	
5750-03 Vacancy Reports	2y	
5785 Training and Development – General		
5785-02 Education Leave	6y	

2.2.2 Subdividing Record Series

Because the Big Bucket format groups records into much broader categories than the previous format, Government Institutions will find it necessary to divide record series in order to facilitate classification and retrieval of information. It is up to each institution to determine how they wish to subdivide a record series. The following is an example of how an

institution may choose to subdivide a record series, based on the 1470 Staffing example provided above. In order to ensure consistency throughout the Institution, procedures regarding standard filing practices, naming conventions and version control must be established and distributed to staff. For more information please see *Appendix F: Naming Conventions*.



2.3 Retention Periods

Retention periods in ARMS2014 are assigned to each records series and apply to all records classified within the records series. They are based on fiscal, legal and administrative requirements pertaining to the records.

Unless otherwise stated in the retention column, retention periods are based on year of file closure plus the number of years listed. Where necessary, ARMS2014 defines conditions for closing files (e.g. “Upon termination of agreement/contract” or “After policy has been revised or is obsolete”).

Where no condition is defined, the definite retention period begins when a file is closed. Criteria for closing files depend on the type of files, how long they remain active, internal file closure practices and trigger events. For files based on the fiscal or calendar year that typically pertain to transactions/events completed within a year, the end of the year may be a trigger for closing files (e.g. accounts payables, accounts receivables, etc.). Other common criteria for file closure include “upon revision,” “update,” “no longer relevant” or “obsolete.” Using “year of file closure” as a basis for assigning definite retention allows for appropriate retention and disposal of the variety of records that can be found in each records series.

Chapter 3. For the Future

3.1 Implementation

Like its predecessors, ARMS2014 must be used for both the classification and disposal of records. Because the new system is based on broader groupings of records than past versions of ARMS, naming conventions and version control procedures must be in place in order for it to be applied properly. Government Institutions will find that appointing an internal records management coordinator, who can ensure efficient implementation and consistent application of the system, will help to maximize the system's benefits.

3.2 Amending and Updating

As the records of government continue to change it is recognized that ARMS2014 will require amendments and updates in order to remain relevant. The system is designed to accommodate changes with a minimal impact on office needs. Further revisions will be greatly influenced by the user. The Information Management Unit is very interested to hear any concerns regarding ARMS2014. Please call us at 787-0734 or email recordhelp@archives.gov.sk.ca.

Chapter 4. Disposal of Records

All official government records must be retained by the responsible Government Institution for the length of time designated in the applicable records schedule: either ARMS2014 for administrative records or an institution-specific ORS for operational records. Once the retention periods established in these schedules are met, official records may be disposed of using the procedures set out by the Provincial Archives of Saskatchewan.

Any administrative records closed (inactive) prior to April 1, 2015, that are classified using ARMS2006, can be disposed of in accordance with ARMS2006 or ARMS2014. Records created or active on April 1, 2015, or after that date must be related to ARMS2014.

Disposal includes the destruction of records, as well as appraisal and transfer to the Archives. The disposition process is applicable to **ALL FORMATS**, including electronic records.

The disposal of records that have met their retention should proceed quickly unless the records must be retained to fulfil an official function (a legal hold, a Freedom of Information Request, etc.). The *Overarching Personal Information Privacy Framework for Executive Government* states that “personal information should be retained only as long as necessary for the fulfillment of its stated collection purpose, or as specified by law.”

4.1 Disposal Process

Step 1 – Ensure your Government Institution has a Designated Records Officer (DRO) in place.

The head of the Government Institution must assign the responsibility for signing off on the disposal of records to a position or positions at a senior management level.

The DRO is the person in the Government Institution, designated by the Deputy Minister or President/CEO, who has the final responsibility for authorizing the disposal of records. They need not be the person responsible for preparing disposal requests. The Provincial Archives of Saskatchewan must be advised in writing who has been appointed as the DRO. A template DRO Appointment Form is available from our website <http://saskarchives.com/services-government/records-disposal>.

Step 2 – Prepare your Disposal Request and submit it to the Provincial Archives of Saskatchewan.

To begin the disposal process, an inventory of the records in question will need to be prepared. Inventory forms are available from the Archives, however, other inventory forms, such as transfer sheets from the Central Services Records Centre, may be used **provided that they contain all the required information. This includes:**

- institution/branch name,
- transfer number (if applicable),
- identification of medium used (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 Government Institution 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. Generic descriptions like 'general,' 'miscellaneous,' 'correspondence,' etc. do not provide sufficient information for the Archives to review a disposal request,
- inclusive dates,
- schedule and item numbers,
- identification numbers (box numbers, etc.),
- name and phone number/email address of a contact person

Before submitting the disposal request, review the records to ensure that they have been related to the correct schedule and item numbers. Often, several years have elapsed from the time records have been placed in semi-active storage to when disposal is requested. It must be determined if records are related to an up-to-date and applicable approved retention schedule prior to submission for disposal.

Once it has been determined that records are correctly classified, it is necessary to verify that the records have met the retention requirement specified in the schedule. To determine disposal dates it is necessary to determine the fiscal year of last action on the file. For example, if a file has an end date of May 15, 2002, the fiscal year of last action is 2002/2003. If the records in question have a six year retention period, begin counting those six years AFTER the fiscal year of last action on the file, i.e. 2003/2004, 2004/2005, 2005/2006, 2006/2007, 2007/2008, 2008/2009. Therefore, the date that this record became eligible for disposal was 1 April, 2009.

After verifying that all information on the inventory form is correct, attach the inventory form to the Disposal Request Form, which has been signed by your DRO, and submit the request to the Provincial Archives of Saskatchewan:

Provincial Archives of Saskatchewan
301 – 1870 Albert Street
Regina Saskatchewan S4P 4B7

It is the responsibility of the Government Institution to ensure that records are properly classified and that all required information outlined above is provided. Disposal requests that lack required information may be cancelled; the processing and review fee will still be charged. If assistance is required at any time during the disposal process, call our inquiry line at (306) 787-0734 or email us at recordhelp@archives.gov.sk.ca.

Step 3 – Provincial Archives of Saskatchewan Review and Notification of Outcome

Once the request has been received by the Archives it undergoes two reviews. First, the Disposal Archivist reviews the request to ensure that all relevant information has been included, records have been classified correctly and they have met their required retention periods. If additional information is required, the Institution will be contacted by the Disposal Archivist. After the request has been reviewed by the Disposal Archivist, the request is then reviewed by an Appraisal Archivist. This appraisal review determines whether a physical appraisal of the records in question is required in order to determine their historical value.

Following the review, the Institution will receive a notification form indicating the outcome of the request. The form may authorize destruction of all the records included in the disposal request, authorize destruction of some of the records and advise retention of the remaining records for a physical appraisal or advise retention of all the records for appraisal.

Once the Institution has received this form, it may arrange for the destruction of any records authorized by the Provincial Archivist. In cases where a physical appraisal of the records is conducted, following the appraisal the Institution will again receive a notification form advising which records may be destroyed and which have been selected for transfer to the Archives.

The Records Disposition Process is intended to ensure that Government Institutions are able to demonstrate accountable records management practices and legislative compliance in the event of a Freedom of Information Request or legal action. Institutions retain a copy of each disposal request and inventory,

along with all correspondence with the Archives pertaining to the request, under ARMS2014, 1525 Records Management – Disposition.

4.2 Accreditation

Accreditation is a process overseen by the Archives that allows Government Institutions that meet established criteria to destroy or request an appraisal of certain administrative and operational records (based on information included in an applicable retention schedule) without submitting a request for the disposal of the records to the Archives.

ARMS2014 does not include final disposition information. A copy of ARMS2014 which includes this information is provided to those Government Institutions that are accredited. Records that are designated 'Appraise' in the manual for accredited Government Institutions require review by an appraisal archivist to determine if they are of historical value and should be preserved in the Archive's permanent collection. Records designated 'Destroy' do not require an appraisal before their disposition. An accredited Government Institution is able to dispose of any records marked 'Destroy' without submitting a disposal request to the Archives, in accordance with the established accreditation disposal procedures. Because the Government Institution does not have to submit disposal requests for the portion of its records designated 'Destroy,' the costs associated with disposal request reviews are not incurred. The ORS for accredited institutions also includes final disposition information. Contact the Archives regarding further information concerning accreditation.

4.3 Transfer to the Provincial Archives of Saskatchewan

The Archives offers a safe and secure environment for records of historical value. We have a staff of professional archivists, records managers, legislative compliance and access archivists and support personnel whose job it is to care for the historical records of Saskatchewan. Our staff ensures that records transferred from Government Institutions are preserved, protected from all unauthorized access and made available where appropriate.

Records that are transferred are accessioned into the Permanent Collection of the Archives. The records are arranged and described according to standard archival principles. Finding aids are provided to researchers prior to accessing the records. This allows them to identify records of interest without having to handle the entire collection. Authorized staff from Government Institutions can request access to records that formerly belonged to that institution. For further information, please contact the Archive's Appraisal and Acquisition Unit at 306-787-6985.

Chapter 5. Getting Started

The Provincial Archives of Saskatchewan provides advice regarding ARMS2014 implementation, disposal policy and procedures and other aspects of records management. Records management training is available to help users familiarize themselves with ARMS2014. Archives staff is also available for consultation and communication regarding all aspects of the system. Archivists are also available to assist Government Institutions to develop or update an ORS.

For more information on the options available to Government Institutions contact us at (306) 787-0734 or email recordhelp@archives.gov.sk.ca.

For more information on the Provincial Archives of Saskatchewan and our services, both to the public and to government, view our website at www.saskarchives.com.

ARMS 2014

(Records Retention, Classification and Disposal Schedule #523)

Listing of Records Series

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

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

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

SECTION: BUILDINGS AND PROPERTIES

1000 BUILDINGS AND LAND MAINTENANCE

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

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

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

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

For Space Management SEE 1010 Space Management.

Retention
6 years

1005 BUILDINGS AND LAND MANAGEMENT

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

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

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

For Space Management SEE 1010 Space Management.

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

SECTION: BUILDINGS AND PROPERTIES

1010 SPACE MANAGEMENT

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

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

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

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

Retention
6 years

SECTION: EQUIPMENT AND SUPPLIES

1100 ASSET CONTROL

Records documenting the management of fixed assets.

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

NOTE: Does not include any records documenting financial assets.

Retention
6 years

1105 EQUIPMENT AND SUPPLIES

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

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

For Routine Contracts SEE 1710 Agreements and Contracts – Minor.

For Information Technology Architecture SEE 1600 System Development and Maintenance.

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

For records relating to procurement SEE 1815 Procurement and Receipt.

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

For Software Licenses SEE 1800 Licenses and Permits.

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

Retention
3 years

SECTION: EQUIPMENT AND SUPPLIES

1110 VEHICLE MANAGEMENT

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

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

Retention
6 years

SECTION: FINANCE

1200 ACCOUNTING

Records documenting financial transactions for accounting purposes.

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

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

For Motions For Return SEE 1340 Legislative Matters.

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

For Cancelled Cashed Cheques SEE 1220 Banks and Banking.

Retention
6 years

1205 ACCOUNTS – PAYABLE

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

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

For Expenditures and Commitment Control SEE 1235 Expenditure Control.

Retention
6 years

1210 ACCOUNTS – RECEIVABLE

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

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

Retention
6 years

Effective Date: February 27, 2020

ARMS2014

Unless otherwise stated in the retention column,
retention periods are year of file closure plus number of years listed

SECTION: FINANCE

1215 ADVANCES – ACCOUNTABLE

Records documenting the control of advances on accounts.

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

For Relocation and Travel Advances SEE 1235 Expenditure Control.

Retention
6 years

1220 BANKS AND BANKING

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

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

For Signing Authority SEE 1325 Delegation of Authority.

Retention
6 years

1225 BUDGETS

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

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

For Virements SEE 1260 Treasury Board.

For Briefing Books SEE 1335 Executive Services.

Retention
6 years

SECTION: FINANCE

1230 CLAIMS

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

Includes: Claim Case Files, etc.

For Workers Compensation Board Claims SEE 1470 Workers Compensation Board Claims.

Retention
After Settlement + 6 years

1235 EXPENDITURE CONTROL

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

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

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

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

Retention
6 years

1240 GARNISHEES AND THIRD PARTY DEMANDS

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

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

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

Retention
6 years

SECTION: FINANCE

1245 GRANTS

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

Includes: Grant Applications, Grant Management Files, etc.

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

Retention
6 years

1250 REVENUE CONTROL

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

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

Retention
6 years

1255 TAXES

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

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

Retention
6 years

1260 TREASURY BOARD

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

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

For Reallocation of Funds SEE 1225 Budgets.

Retention
6 years

Effective Date: February 27, 2020

ARMS2014

Unless otherwise stated in the retention column,
retention periods are year of file closure plus number of years listed

SECTION: GOVERNANCE

1300 AUDITS AND COMPLIANCE REVIEWS

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

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

Retention
6 years

1305 BOARD OF DIRECTORS APPOINTMENTS – INTERNAL

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

Includes: Member Appointments, Mandate, etc.

Retention
Upon expiration or termination of appointment + 2 years

1310 BOARD OF DIRECTORS – INTERNAL

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

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

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

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

SECTION: GOVERNANCE

1315 CABINET

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

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

Retention
10 years

1320 COMMITTEES AND COMMISSIONS

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

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

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

Retention
6 years

1325 DELEGATION OF AUTHORITY

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

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

Retention
Upon expiration/termination of authority + 6 years

SECTION: GOVERNANCE

1330 EVALUATIONS AND REVIEW

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

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

For Performance Reviews SEE 1450 Performance/Probationary Reviews.

Retention
6 years

1335 EXECUTIVE SERVICES

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

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

Retention
6 years

1340 LEGISLATIVE MATTERS

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

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

Retention
6 years

SECTION: GOVERNANCE

1345 ORGANIZATION

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

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

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

Retention
10 years

1350 PLANNING

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

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

For Budget Planning SEE 1225 Budgets.

Retention
10 years

1355 POLICY

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

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

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

SECTION: GOVERNANCE

1360 PROCEDURES, GUIDELINES AND STANDARDS

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

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

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

SECTION: HUMAN RESOURCES

1400 CLASSIFICATION

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

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

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

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

1405 DISCIPLINARY CASE FILES

Records documenting the administration of disciplinary action.

Includes: Individual Case Files, etc.

For Precedent Files SEE 1445 Labour Relations.

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

SECTION: HUMAN RESOURCES

1410 EMPLOYEE LEAVE AND ATTENDANCE

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

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

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

Retention
<p>A – Time cards – provided the information is captured and maintained in the official government payroll system (eg. MIDAS administered by the Public Service Commission (PSC)) or in another official payroll system maintained by a government institution – 7 years</p> <p>NOTE: If it is unclear whether leave and attendance information has been entered into a payroll system please consult the area responsible for payroll in your organization (e.g. PSC) or apply the retention outlined in B.</p> <p>NOTE: All individual employee timecard information for which the PSC is responsible is retained in accordance with the PSC's operational records system.</p>
<p>B – Timecards maintained as the only official record documenting employee leave and attendance – 55 years</p>
<p>C – Supporting leave and attendance documentation (work schedules, requests and pre-approvals, etc.) – 7 years</p>

SECTION: HUMAN RESOURCES

1415 EMPLOYEE RECORD

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

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

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

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

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

Performance Reviews may also be classified under HUMAN RESOURCES 1450 Performance/Probationary Reviews.

Retention
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.

1420 GRIEVANCES, COMPLAINTS AND ARBITRATION

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

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

For Human Rights Complaints SEE 1435 Human Rights Issues

Retention
After settlement + 6 years

SECTION: HUMAN RESOURCES

1425 HEALTH AND SAFETY

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

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

Retention
6 years

1430 HUMAN RESOURCE PROGRAMS

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

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

For Occupational Health and Safety SEE 1425

Retention
6 years

1435 HUMAN RIGHTS ISSUES

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

Includes: Human Rights Issues Case Files, etc.

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

For Ombudsman Investigations SEE 1720 Complaints.

Retention
6 years

SECTION: HUMAN RESOURCES

1440 LABOUR ISSUES

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

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

Retention
6 years

1445 LABOUR RELATIONS

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

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

Retention
6 years

1450 PERFORMANCE/PROBATIONARY REVIEWS

Records documenting performance review of individual employees.

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

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

Retention
6 years

1455 SALARY ADMINISTRATION

Records documenting the administration of salaries.

Includes: Calculation of salary and wages, Rates of pay, Deductions, Regulations regarding payment of wages and substitution pay, Salary schedules, Salary disputes, etc.

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

Retention
After settlement/closure of file + 6 years

Effective Date: February 27, 2020

ARMS2014

SECTION: HUMAN RESOURCES

1460 STAFFING

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

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

For Secondments SEE 1710 Agreements and Contracts – Minor.

For Relocation Expenses SEE 1235 Expenditure Control.

NOTE: Criminal Record Checks are retained by PSC.

Retention
6 years

1465 TRAINING AND DEVELOPMENT

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

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

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

For Facilitator Contracts SEE 1705 Agreement and Contracts – Major.

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

Retention
6 years

SECTION: HUMAN RESOURCES

1470 WORKERS' COMPENSATION BOARD CLAIMS

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

Includes: Workers' Compensation Board Claims, etc.

For Financial Claims SEE 1230 Claims.

Retention
Upon settlement of claim + 6 years

SECTION: INFORMATION SERVICES

1500 BOOKS AND PUBLICATIONS DEVELOPMENT

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

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

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

Retention
6 years

1505 INQUIRIES

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

Includes: Inquiries and Responses, etc.

Retention
2 years

1510 LIBRARY SERVICES

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

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

For Library Reference Inquiries SEE 1505 Inquiries.

Retention
2 years

SECTION: INFORMATION SERVICES

1515 RECORDS MANAGEMENT

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

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

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

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

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

Retention
6 years

1520 RECORDS MANAGEMENT – ACCESS AND PRIVACY

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

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

Retention
6 years

1525 RECORDS MANAGEMENT – DISPOSITION

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

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

Retention
50 years

SECTION: INFORMATION SERVICES

1530 RECORDS MANAGEMENT – STORAGE AND RETRIEVAL

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

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

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

Retention
As long as records are in storage + 2 years

1535 RESEARCH, STUDIES AND SURVEYS

Records documenting polling, compilation of data and research.

Includes: Polls and Surveys, Research, etc.

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

Retention
6 years

SECTION: INFORMATION SYSTEMS AND TECHNOLOGY

1600 SYSTEM DEVELOPMENT

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

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

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

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

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

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

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

SECTION: INFORMATION SYSTEMS AND TECHNOLOGY

1605 SYSTEM OPERATIONS

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

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

For Disaster Recovery Plans SEE 1355 Policy.

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

For Computer Training and Development Courses SEE 1465 Training and Development.

For Computer Equipment and Supplies SEE 1105 Equipment and Supplies.

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

For System Audits SEE 1300 Audits and Compliance Reviews

For Data Entry/Input Forms SEE Transitory Records Policy.

Retention
3 years

SECTION: LEGAL, COMPLIANCE AND REGULATORY AFFAIRS

1700 ACTS AND LEGISLATION

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

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

Retention
10 years

1705 AGREEMENTS AND CONTRACTS – MAJOR

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

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

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

SECTION: LEGAL, COMPLIANCE AND REGULATORY AFFAIRS

1710 AGREEMENTS AND CONTRACTS – MINOR

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

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

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

1715 COMMISSIONS OF INQUIRY

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

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

Retention
Upon completion of Inquiry

1720 COMPLAINTS

Records documenting complaints, criticisms, and Ombudsman Investigations.

Includes: Complaints and Criticism, Ombudsman Investigations, etc.

For Human Rights Issues SEE 1435 Human Rights Issues.

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

Effective Date: February 27, 2020

ARMS2014

Unless otherwise stated in the retention column,
retention periods are year of file closure plus number of years listed

SECTION: LEGAL, COMPLIANCE AND REGULATORY AFFAIRS

1725 LEGAL SERVICES

Records documenting the administration of legal matters.

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

Retention
Upon closure of case or no longer applicable + 15 years

1730 INSURANCE

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

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

Retention
Settlement of claim or termination of policy + 6 years

1735 INVENTIONS, PATENTS AND COPYRIGHTS

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

Includes: Case Files, etc.

Retention
Life of the patent, trademark, industrial design or copyright + 6 years

SECTION: LEGAL, COMPLIANCE AND REGULATORY AFFAIRS

1740 INVESTIGATION/INCIDENT CASE FILES

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

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

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

For Ombudsman Investigations SEE 1720 Complaints.

For Workers' Compensation Board Claims SEE 1470 Workers Compensation Claims.

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

Retention
Upon conclusion/completion of case + 6 years

1745 PUBLIC INTEREST DISCLOSURE

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

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

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

SECTION: OFFICE SUPPORT

1800 LICENCES AND PERMITS

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

Includes: Licences and Permit Files, etc.

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

Retention
Upon expiration/cancellation/denial + 6 years

1805 MEETINGS

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

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

For Executive Committees and Commissions SEE 1320 Committees and Commissions.

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

Retention
2 years

1810 OFFICE MANAGEMENT

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

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

Retention
2 years

SECTION: OFFICE SUPPORT

1815 PROCUREMENT AND RECEIPT

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

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

Retention
2 years

SECTION: PUBLIC RELATIONS AND EXTERNAL RELATIONS

1900 OUTREACH

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

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

Retention
6 years

1905 PUBLIC RELATIONS AND COMMUNICATIONS

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

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

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

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

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

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

Retention
6 years

SECTION: PUBLIC RELATIONS AND EXTERNAL RELATIONS

1910 COLLABORATION AND LIAISON

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

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

For records relating to conferences, seminars and symposia SEE 1465 Training and Development.

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

Retention
6 years

SECTION: REPORTS AND STATISTICS

2000 ANNUAL AND SPECIAL REPORTS

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

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

Retention
6 years

2005 FINANCIAL REPORTS AND STATEMENTS

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

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

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

2010 REPORTS AND STATISTICS

Records documenting reporting and statistical analysis.

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

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

Retention
2 years

SECTION: SECURITY

2100 SECURITY MANAGEMENT AND SAFETY

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

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

For Security Checks regarding Staffing SEE 2105 Security Checks.

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

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

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

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

Retention
6 years

2105 SECURITY CHECKS

Records documenting security checks for individuals.

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

Retention
6 years

APPENDIX A

THE ARCHIVES and PUBLIC RECORDS MANAGEMENT ACT

The Archives and Public Records Management Act

being

[Chapter A-26.11*](#) of *The Statutes of Saskatchewan, 2015*
(effective August 24, 2015).

***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 and is subject to House amendments and Law Clerk and Parliamentary Counsel changes to Separate Chapters that may be incorporated up until the publication of the annual bound volume. Amendments have been incorporated for convenience of reference and the official Statutes and Regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the official Statutes and Regulations, errors that may have appeared are reproduced in this consolidation.

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CHAPTER A-26.11

An Act respecting the Provincial Archives of Saskatchewan, Public Records Management and making consequential amendment to other Acts and Regulations

PART I Preliminary Matters

Short title

1 This Act may be cited as *The Archives and Public Records Management Act*.

Interpretation

2 In this Act:

“**administrative record of a court**” includes a record created by, received by, deposited with or held by a court to support the court’s operations, but does not include a court record;

“**approved records schedule**” means a records schedule approved by the Public Records Committee and includes a record schedule respecting court records that is the subject of an order made pursuant to section 28;

“**board of directors**” means the board of directors of the Provincial Archives of Saskatchewan appointed pursuant to section 12;

“**court**” means the Court of Appeal, the Court of Queen’s Bench or the Provincial Court of Saskatchewan;

“**court record**” means a record that is filed with a court or that is received by a court or created or maintained in support of an application to the court and includes a docket record, a transcript, a record of proceedings and a search warrant issued by a court, but does not include an administrative record of a court;

“**government institution**” means a government institution within the meaning of *The Freedom of Information and Protection of Privacy Act*;

“**minister**” means the member of the Executive Council to whom for the time being the administration of this Act is assigned;

“**ministerial record**” means a record created or received by a minister of the Government of Saskatchewan that relates to the office of that minister and to the administration of the public affairs of Saskatchewan, but does not include:

- (a) a record that is of a personal or political nature; or
- (b) a record that pertains to constituency business;

“Officer of the Legislative Assembly” means:

- (a) the Advocate for Children and Youth;
- (b) the Chief Electoral Officer;
- (c) the Conflict of Interest Commissioner;
- (d) the Information and Privacy Commissioner;
- (e) the Ombudsman;
- (f) the Provincial Auditor for Saskatchewan; or
- (g) the Public Interest Disclosure Commissioner;

“prescribed” means prescribed in the regulations;

“Provincial Archives of Saskatchewan” means the Provincial Archives of Saskatchewan continued pursuant to section 3;

“Provincial Archivist” means the Provincial Archivist appointed pursuant to section 17 and includes any acting Provincial Archivist appointed pursuant to that section;

“public record” means:

- (a) a record made or received by a government institution in carrying out that government institution’s activities;
- (b) a ministerial record;
- (c) a record made or received by the Legislative Assembly, the Legislative Assembly Service or an Officer of the Legislative Assembly;
- (d) a court record; or
- (e) an administrative record of a court;

but does not include a prescribed record;

“Public Records Committee” means the Public Records Committee continued pursuant to section 20;

“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 a computer program or other mechanism that produces records;

“records schedule” means a formal plan that identifies the public records that are subject to the plan, that establishes a classification system and retention periods for those public records and that provides for their disposition.

PART II
Provincial Archives of Saskatchewan

Provincial Archives of Saskatchewan continued

3(1) The Archives Board continued pursuant to *The Archives Act, 2004* is continued as the Provincial Archives of Saskatchewan.

(2) The Provincial Archives of Saskatchewan is a corporation.

2015, c.A-26.11, s.3.

Objects and functions

4 The objects and functions of the Provincial Archives of Saskatchewan 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;
- (c) to ensure that public records are managed, kept and preserved in a usable format;
- (d) to promote and facilitate good records management respecting public records in order to support accountability, transparency and effective operations;
- (e) to encourage and support archival activities and the archival community.

2015, c.A-26.11, s.4.

Offices

5 The Provincial Archives of Saskatchewan shall maintain offices at any place or places in Saskatchewan designated by the Lieutenant Governor in Council for the safekeeping, classification, indexing and public use of and access to all public records and other materials that have been deposited with or acquired by the Provincial Archives of Saskatchewan pursuant to this Act or any former *Archives Act*.

2015, c.A-26.11, s.5.

General powers and responsibility to minister

6(1) For the purposes of fulfilling its objects and carrying out its functions, the Provincial Archives of Saskatchewan may:

- (a) enter into agreements with any person, body or organization within or outside Saskatchewan that the Provincial Archives of Saskatchewan considers necessary to fulfil its objects and to carry out its functions;
- (b) exercise any powers and fulfil any duties given to it by this Act or by any other Act; and
- (c) do all of those things that it considers necessary, incidental or conducive to fulfilling its objects and carrying out its functions.

(2) The Provincial Archives of Saskatchewan is responsible to the minister in exercising its powers, fulfilling its objects and carrying out its duties and functions.

c. A-26.11 ARCHIVES AND PUBLIC RECORDS MANAGEMENT

(3) The minister may give directions that must be followed by the Provincial Archives of Saskatchewan, the Provincial Archivist or both in exercising their powers and fulfilling their duties and purposes pursuant to this Act and the regulations.

2015, c.A-26.11, s.6.

Transfer of public records

7(1) All public records are to be transferred to the care and control of the Provincial Archives of Saskatchewan:

- (a) pursuant to any agreement for the transfer of public records between the Provincial Archives of Saskatchewan and the Legislative Assembly, the Legislative Assembly Service, the Officer of the Legislative Assembly, the government institution, the minister of the Government of Saskatchewan or the court responsible for the public records; and
 - (b) in accordance with an approved records schedule.
- (2) Except as otherwise directed by the Lieutenant Governor in Council, the Provincial Archives of Saskatchewan has the care and control of all public records of any government institution whose functions have ceased.
- (3) Public records, other than records made or received by the Legislative Assembly, the Legislative Assembly Service or an Officer of the Legislative Assembly, that have been transferred to the care and control of the Provincial Archives of Saskatchewan are the property of the Crown in right of Saskatchewan.
- (4) With the agreement of the Provincial Archivist, the Clerk of the Legislative Assembly may order that any sessional papers made or received by the Legislative Assembly be transferred to the Provincial Archives of Saskatchewan.
- (5) The Provincial Archives of Saskatchewan has the care, control and custody of the records transferred pursuant to subsection (4), but those records remain the property of the Legislative Assembly.

2015, c.A-26.11, s.7.

Power to acquire other historical material

8 The Provincial Archives of Saskatchewan may acquire from any person by gift, devise, bequest or in any other manner printed documents, manuscripts, private papers and any other record or material that have a bearing on the history of Saskatchewan and that the Provincial Archivist has determined to be of archival value.

2015, c.A-26.11, s.8.

Custody of transferred records

9 The Provincial Archives of Saskatchewan is the custodian of all records that are transferred to it pursuant to this Act or any former *Archives Act*.

2015, c.A-26.11, s.9.

Power to make grants

10(1) Subject to subsection (2), to support archival activities and the archival community, the Provincial Archives of Saskatchewan 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 Provincial Archives of Saskatchewan shall obtain the approval of the Lieutenant Governor in Council if:

- (a) the amount of the grant is greater than \$50,000; or
- (b) the total amount of the grant and any other grant made by the Provincial Archives of Saskatchewan to that person, agency, organization, association, institution or body would be greater than \$50,000 in any fiscal year of the Provincial Archives of Saskatchewan.

2015, c.A-26.11, s.10.

Power to charge fees, accept gifts, etc.

11 The Provincial Archives of Saskatchewan may:

- (a) charge fees for services rendered by it;
- (b) accept and receive gifts, devises and bequests for the objects and functions of the Provincial Archives of Saskatchewan; and
- (c) subject to the terms of any trust imposed by the testator or donor of real or personal property, sell, lease, convey or otherwise dispose of and convert into money any real or personal property given, devised or bequeathed for the objects and functions of the Provincial Archives of Saskatchewan.

2015, c.A-26.11, 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 Provincial Archives of Saskatchewan consisting of not more than nine persons.

(2) Of the persons appointed pursuant to subsection (1):

- (a) one must be a person who the minister is satisfied is a member of the academic community who is involved with the social or archival sciences; and
- (b) two must be members of the public service of Saskatchewan.

(3) A person appointed pursuant to subsection (1):

- (a) holds office at pleasure for a term not exceeding three years and until a successor is appointed; and
- (b) is eligible for reappointment.

c. A-26.11 ARCHIVES AND PUBLIC RECORDS MANAGEMENT

- (4) No member of the board of directors shall hold office for more than two consecutive terms.
- (5) A vacancy in the membership of the board of directors does not impair the power of the remaining members of the board of directors to act.
- (6) The Provincial Archivist is the secretary to the board of directors.

2015, c.A-26.11, s.12.

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.

2015, c.A-26.11, s.13.

Meetings and quorum

14(1) The board of directors shall meet when called by the chairperson.

(2) The board of directors shall meet at least twice each fiscal year.

(3) A quorum of the board of directors is a majority of its members.

2015, c.A-26.11, s.14.

Responsibilities of board of directors

15 The board of directors is responsible for setting a strategic direction for the Provincial Archives of Saskatchewan.

2015, c.A-26.11, s.15.

Remuneration and reimbursement

16 A member of the board of directors is entitled:

(a) to remuneration for his or her services at the rates approved by the Lieutenant Governor in Council, but not if he or she is:

(i) a member described in clause 12(2)(a) who is a resident of Saskatchewan; or

(ii) one of the members described in clause 12(2)(b); and

(b) to reimbursement for their expenses incurred in the performance of their responsibilities at the rates paid to members of the public service of Saskatchewan.

2015, c.A-26.11, s.16.

Provincial Archivist

17(1) The board of directors shall appoint a person to be in charge of the Provincial Archives of Saskatchewan, to be known as the Provincial Archivist.

(2) If the Provincial Archivist has resigned or is otherwise unable to act, the Provincial Archives of Saskatchewan may appoint another person as acting Provincial Archivist until:

- (a) the Provincial Archivist is able to act; or
- (b) another Provincial Archivist is appointed pursuant to this Act.

(3) The Provincial Archivist:

- (a) shall exercise the powers and perform the duties assigned to the Provincial Archivist by this Act and by the Provincial Archives of Saskatchewan; and
- (b) subject to the direction of the board of directors, is responsible for the general supervision and direction of the operation of the Provincial Archives of Saskatchewan.

(4) The Provincial Archivist may, in writing, delegate to any employee of the Provincial Archives of Saskatchewan any of the Provincial Archivist's powers other than the power of delegation pursuant to this section.

(5) The Provincial Archives of Saskatchewan shall determine the conditions of employment and the remuneration of the Provincial Archivist.

(6) The board of directors has control over and shall supervise the work of the Provincial Archivist.

2015, c.A-26.11, s.17.

Powers of Provincial Archivist

18(1) The Provincial Archivist may carry out any activity that is necessary, incidental or conducive to attaining the objects and carrying out the functions of the Provincial Archives of Saskatchewan.

(2) Without limiting the generality of subsection (1), the Provincial Archivist may do all or any of the following:

- (a) on behalf of the Provincial Archives of Saskatchewan, acquire records or obtain the care, custody or control of records that the Provincial Archivist has determined to be of archival value;
- (b) take any measures that the Provincial Archivist considers necessary to classify, identify, preserve and restore records that the Provincial Archives of Saskatchewan has acquired or obtained;
- (c) subject to any lawful restriction, provide access to records that the Provincial Archives of Saskatchewan has acquired or obtained;
- (d) provide information, consultation, reference, research and other services related to archives;

- (e) determine and establish policies, standards, guidelines and processes with respect to:
 - (i) the creation, handling, control, organization, retention, maintenance, security, preservation, disposition, alienation and destruction of public records in the custody or under the control of the Legislative Assembly Service, the Legislative Assembly, Officers of the Legislative Assembly, government institutions, offices of ministers of the Government of Saskatchewan and the courts; and
 - (ii) the transfer of the public records mentioned in subclause (i) to the Provincial Archives of Saskatchewan;
 - (f) advise the Legislative Assembly Service, the Legislative Assembly, Officers of the Legislative Assembly, government institutions, offices of ministers of the Government of Saskatchewan and the courts on records management and review of records management policies and procedures developed by them;
 - (g) determine which non-current public records are of historic interest and are to be transferred to the care and control of the Provincial Archives of Saskatchewan;
 - (h) provide professional and technical support for archival activities and the archival community;
 - (i) make known information concerning archives by means of publications and exhibitions;
 - (j) subject to any term or condition pursuant to which a record has been acquired or obtained, direct that the record be destroyed or otherwise disposed of if the Provincial Archivist has determined that the record no longer has archival value.
- (3) Notwithstanding any other Act, the Provincial Archivist is entitled to have access to any public record for the purposes of exercising the Provincial Archivist's powers, fulfilling the Provincial Archivist's responsibilities and carrying out the Provincial Archivist's functions pursuant to this Act.

2015, c.A-26.11, s.18.

Employees

- 19(1)** In addition to the Provincial Archivist, the Provincial Archives of Saskatchewan may appoint any other officers and employees that may be required for the operation of the Provincial Archives of Saskatchewan.
- (2) The officers and employees appointed pursuant to subsection (1) are to work under the direction of the Provincial Archivist.
- (3) The Provincial Archives of Saskatchewan shall determine the respective conditions of employment and remuneration of its officers and employees.
- (4) The Provincial Archives of Saskatchewan has control over and shall supervise its officers and employees.

2015, c.A-26.11, s.19.

PART IV
Management and Preservation of Records

Public Records Committee continued

- 20(1)** The Public Records Committee is continued.
- (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
 - (e) the head of any other government institution that may be designated in the regulations or his or her delegate.
- (3) The Public Records Committee is to review and approve records schedules for all public records.
- (4) The Provincial Archivist is the chairperson of the Public Records Committee.

2015, c.A-26.11, s.20.

Management and preservation of public records

- 21(1)** Subject to subsections (2) and (3), the Legislative Assembly, the Legislative Assembly Service, every Officer of the Legislative Assembly, every government institution and the courts shall preserve the public records that are in their custody or under their control until those public records are:
- (a) transferred to the Provincial Archives of Saskatchewan pursuant to this Act; or
 - (b) destroyed pursuant to this Act.
- (2) Cabinet records and the public records of the Office of the Executive Council are to be transferred to the Provincial Archives of Saskatchewan:
- (a) pursuant to a written agreement between the Provincial Archives of Saskatchewan and the Premier in office when the agreement is signed; and
 - (b) in accordance with an approved records schedule.
- (3) Ministerial records are to be transferred to the Provincial Archives of Saskatchewan:
- (a) pursuant to a written agreement between the Provincial Archives of Saskatchewan and the minister of the Government of Saskatchewan to whose office those records relate; and
 - (b) in accordance with an approved records schedule.
- (4) Records of a minister of the Government of Saskatchewan of the type described in clauses (a) and (b) of the definition of “ministerial record” are the private property of the minister and may be disposed of in any manner that the minister considers appropriate.

(5) Without restricting the generality of subsection (4), a minister of the Government of Saskatchewan may offer the records mentioned in that subsection to the Provincial Archives of Saskatchewan for permanent preservation pursuant to a written agreement between the Provincial Archives of Saskatchewan and that minister.

2015, c.A-26.11, s.21.

Prohibition re destruction of public records except pursuant to approved records schedule

22(1) Subject to subsection (2), no person shall, with an intent to deprive the Government of Saskatchewan, a government institution or the Provincial Archives of Saskatchewan of the custody, control or use of, or access to, a public record:

- (a) destroy or damage the public record;
 - (b) remove or conceal the public record from the Government of Saskatchewan, a government institution or the Provincial Archives of Saskatchewan; or
 - (c) direct, counsel or cause any person in any manner to do anything mentioned in clause (a) or (b).
- (2) Subsection (1) does not apply if the destruction is done in accordance with an approved records schedule.
- (3) Every person who contravenes subsection (1) is guilty of an offence and liable on summary conviction to a fine of not more than \$25,000.
- (4) In addition to or instead of any penalty imposed pursuant to this Act, the convicting court, having regard to the nature of the offence and the circumstances surrounding its commission, may make an order doing one or more of the following:
- (a) requiring the convicted person to transfer a public record to the Provincial Archives of Saskatchewan in a manner and within the period specified by the order;
 - (b) prohibiting the convicted person from doing any act or engaging in any activity that, in the opinion of the court, may result in the continuation of the offence;
 - (c) directing the convicted person to repair, mitigate or minimize any damage to a public record that resulted from the commission of the offence in a manner and within the period specified by the order, or to restore a public record in a manner and within the period specified by the order;
 - (d) requiring the convicted person to take steps to prevent any damage to a public record in a manner and within the period specified by the order;
 - (e) directing the convicted person to pay to the Crown in right of Saskatchewan an amount of money as compensation, in whole or in part, for the cost of any corrective action respecting a public record taken by or at the direction of the Provincial Archives of Saskatchewan as a result of the commission of the offence;
 - (f) requiring the convicted person to do any other thing that, in the opinion of the court, is necessary in the circumstances.

(5) No prosecution for a contravention of this section is to be commenced more than three years after the facts on which the alleged contravention is based first came to the knowledge of the Provincial Archivist.

2015, c.A-26.11, s.22.

Provincial Archives of Saskatchewan may apply for compliance order

23(1) The Provincial Archives of Saskatchewan may apply to a judge of the Court of Queen's Bench for all or any of the following:

- (a) an order compelling a person to comply with this Act;
 - (b) an order enjoining any person from proceeding contrary to this Act.
- (2) On an application pursuant to this section, the judge of the Court of Queen's Bench may make the order requested or any other order that the judge considers appropriate on any terms and conditions that the judge considers appropriate.

2015, c.A-26.11, s.23.

Management of public records by the Legislative Assembly, Legislative Assembly Service, Officers of the Legislative Assembly, government institutions and courts

24(1) The Legislative Assembly, the Legislative Assembly Service, every Officer of the Legislative Assembly and every government institution shall prepare one or more records schedules respecting the management of all public records that are in their custody or under their control.

(2) The Legislative Assembly, the Legislative Assembly Service, every Officer of the Legislative Assembly and every government institution shall submit each records schedule proposed by them to the Public Records Committee for review and approval.

(3) The Provincial Archivist may enter into an agreement with:

- (a) the Clerk of the Legislative Assembly to establish a date by which each of the Legislative Assembly and the Legislative Assembly Service shall submit its proposed records schedule to the Public Records Committee for review and approval; and
 - (b) each Officer of the Legislative Assembly to establish a date by which that Officer shall submit his or her proposed records schedule to the Public Records Committee for review and approval.
- (4) The Public Records Committee may require the government institution to, within the time set by the Public Records Committee:
- (a) if a government institution has failed to prepare and submit a records schedule as required by subsections (1) and (2), prepare and submit a records schedule to the Public Records Committee;
 - (b) make changes to the records schedule proposed by the government institution; and
 - (c) submit the amended records schedule to the Public Records Committee for review and approval.

c. A-26.11 ARCHIVES AND PUBLIC RECORDS MANAGEMENT

(5) The Legislative Assembly, Legislative Assembly Service, every Officer of the Legislative Assembly, every government institution and every court shall:

(a) implement every approved records schedule that is applicable to the Legislative Assembly, Legislative Assembly Service, Officer of the Legislative Assembly, government institution or court; and

(b) create and implement a records management policy and procedure to protect and maintain all public records that are in the custody or under the control of the Legislative Assembly, Legislative Assembly Service, Officer of the Legislative Assembly, government institution or court 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;

(iv) maintained in a format and in a condition that ensures their retention and preservation in accordance with the applicable approved records schedule; and

(v) if applicable, capable of being transferred to the Provincial Archives of Saskatchewan in a format acceptable to the Provincial Archives of Saskatchewan.

(6) None of the Legislative Assembly, the Legislative Assembly Service, any Officer of the Legislative Assembly, any government institution or any court shall destroy a public record that is in their custody or under their control without first obtaining the approval of the Provincial Archivist.

(7) For the purposes of carrying out the responsibilities imposed by this section, the Legislative Assembly, the Legislative Assembly Service, an Officer of the Legislative Assembly, a government institution or a court may request the advice of the Provincial Archivist as to the nature of any public record that is in their custody or under their control.

2015, c.A-26.11, s.24.

Ministerial records, Cabinet records and records of the Office of the Executive Council

25(1) In accordance with the regulations, the Provincial Archives of Saskatchewan may develop forms of agreements to receive and manage ministerial records, Cabinet 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, Cabinet records and records of the Office of the Executive Council is to be granted pursuant to the terms and restrictions of the written agreements governing those records.

2015, c.A-26.11, s.24.

Transfer of public records to Provincial Archives of Saskatchewan

26 With the consent of the Provincial Archivist, any public record or any class or series of public records that is not subject to a records schedule may, on the expiration of 25 years after the date on which the public record was created, be transferred by the Legislative Assembly, by the Legislative Assembly Service, by an Officer of the Legislative Assembly, by a government institution or by a court, as the case may be, to the Provincial Archives of Saskatchewan.

2015, c.A-26.11, s.26.

Order for transfer or destruction of public records

27(1) Notwithstanding section 21, 22 or 26, on the recommendation of the minister and the minister of the Government of Saskatchewan responsible for the government institution concerned, the Lieutenant Governor in Council may order all or any of the following:

- (a) that any public record or any class or series of public records then in the control or custody of the government institution be transferred to the Provincial Archives of Saskatchewan 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 control or custody of the government institution be destroyed immediately or on the expiration of any period specified in the order;
 - (c) that any public record or any class or series of public records that, after the date of the order, is in the control or custody of the government institution be destroyed or transferred to the Provincial Archives of Saskatchewan on the expiration of any period specified in the order.
- (2) Notwithstanding subsection 21(1) and section 26, the Legislative Assembly, the Legislative Assembly Service or an Officer of the Legislative Assembly may destroy a public record if:
- (a) the public record is not subject to a records schedule;
 - (b) the public record is then in the control or custody of the Legislative Assembly, the Legislative Assembly Service or the Officer of the Legislative Assembly;
 - (c) at least 25 years have elapsed since the date on which the public record was created; and
 - (d) the Legislative Assembly, the Legislative Assembly Service or the Officer of the Legislative Assembly has consulted with the Provincial Archivist and the Provincial Archivist has advised that the public record will not be transferred to the Provincial Archives of Saskatchewan.

2015, c.A-26.11, s.27.

c. A-26.11 ARCHIVES AND PUBLIC RECORDS MANAGEMENT

Court records

28(1) Subject to subsection (2), the Lieutenant Governor in Council may, by order, establish a records schedule for any court record or class of court records that provides for all or any of the following:

- (a) their retention;
- (b) their transferral to the Provincial Archives of Saskatchewan;
- (c) their destruction.

(2) An order pursuant to subsection (1) may be made on the recommendation of the Minister of Justice after that minister receives a proposed records schedule that has been approved:

- (a) by the Provincial Archivist; and
- (b) by:
 - (i) if the Court of Appeal is concerned, the Chief Justice of that court;
 - (ii) if the Court of Queen's Bench is concerned, the Chief Justice of that court; or
 - (iii) if the Provincial Court of Saskatchewan is concerned, the Chief Judge of that court.

(3) A court record that is included in an approved records schedule established pursuant to subsection (1) may be transferred to the Provincial Archives of Saskatchewan or destroyed only:

- (a) in accordance with the approved records schedule; and
- (b) with the approval of the Provincial Archivist and:
 - (i) if the Court of Appeal is concerned with the court record, the Chief Justice of that court;
 - (ii) if the Court of Queen's Bench is concerned with the court record, the Chief Justice of that court; or
 - (iii) if the Provincial Court of Saskatchewan is concerned with the court record, the Chief Judge of that court.

2015, c.A-26.11, s.28.

Health records

29(1) In this section:

“personal health information” means personal health information as defined in *The Health Information Protection Act*;

“trustee” means a trustee as defined in *The Health Information Protection Act*.

(2) The Provincial Archives of Saskatchewan is not required to comply with section 29 of *The Health Information Protection Act* for records that may include personal health information obtained by it for the purposes of this Act from or on behalf of:

- (a) a trustee whose primary responsibilities do not include delivery of health services to individuals or the administration of health services; or
- (b) a person, body or organization that is not a trustee.

(3) Personal health information that is obtained from or on behalf of a trustee, person, body or organization mentioned in subsection (2) and that is under the care, control or custody of the Provincial Archives of Saskatchewan may be disclosed to a researcher if:

- (a) the Provincial Archivist is satisfied that:
 - (i) the purpose for which the personal health information is proposed to be disclosed is not contrary to the public interest and the research cannot be reasonably accomplished using de-identified personal health information; or
 - (ii) the release of personal health information would not constitute an unreasonable invasion of privacy;
- (b) the personal health information is in a record that:
 - (i) has been in existence for 30 years or more, but less than 75 years, and the Provincial Archivist is satisfied that the disclosure would not constitute an unreasonable invasion of privacy; or
 - (ii) has been in existence for 75 years or more; and
- (c) before disclosing the personal health information to the researcher, the researcher enters into an agreement with the Provincial Archivist:
 - (i) to use the personal health information only for the purpose set out in the agreement;
 - (ii) to not disclose the personal health information except where authorized by law to do so;
 - (iii) to not contact the individual who is the subject of the personal health information, directly or indirectly, for any purpose, except where authorized by law to do so;
 - (iv) to take reasonable steps to ensure the security and confidentiality of the personal health information;
 - (v) to destroy copies of any records containing personal health information in the manner and within the period set out in the agreement;
 - (vi) to notify the Provincial Archivist in writing immediately if the researcher becomes aware that any conditions set out in this section or the agreement have been breached; and
 - (vii) to allow the Provincial Archivist to access or inspect the researcher's premises to confirm that the researcher is complying with the terms and conditions of this Act and of the agreement.

c. A-26.11 ARCHIVES AND PUBLIC RECORDS MANAGEMENT**Municipal and school records**

30 With the consent of the Provincial Archivist, any municipality or board of education or the conseil scolaire may deposit any of its non-current records with the Provincial Archives of Saskatchewan for preservation.

2015, c.A-26.11, s.30.

Restriction on use of certain records

31(1) By agreement with the donor of private records, the Provincial Archives of Saskatchewan may place any restrictions on the use of those records that may be stipulated in the agreement, and the restrictions are 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 Provincial Archives of Saskatchewan before April 1, 1992 pursuant to an agreement between the donor and the Provincial Archives of Saskatchewan, 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.

2015, c.A-26.11, s.31.

Evidence of record

32 A copy or photographic reproduction of any record in the care and custody or under the control of the Provincial Archives of Saskatchewan that is certified by the Provincial Archivist or by an employee of the Provincial Archives of Saskatchewan designated by the Provincial Archivist for the purpose to be a true copy is admissible in evidence as proof, in the absence of evidence to the contrary, of the authenticity and correctness of the copy or reproduction, without proof of the appointment, designation or signature of the person purporting to certify the record.

2015, c.A-26.11, s.32.

PART V
Financial Matters

Appropriation

33 There must be paid annually to the Provincial Archives of Saskatchewan any sums that may be appropriated by the Legislature for the purposes of the Provincial Archives of Saskatchewan.

2015, c.A-26.11, s.33.

Fiscal year

34 The fiscal year of the Provincial Archives of Saskatchewan is the period commencing on April 1 in one year and ending on March 31 in the following year.

2015, c.A-26.11, s.34.

Audit

35 The Provincial Auditor or any other auditor or firm of auditors that the Lieutenant Governor in Council may appoint shall audit the records, accounts and financial statements of the Provincial Archives of Saskatchewan:

- (a) annually; and
- (b) at any other times that the Lieutenant Governor in Council may require.

2015, c.A-26.11, s.35.

Annual report

36(1) In accordance with section 13 of *The Executive Government Administration Act*, the Provincial Archives of Saskatchewan, in each fiscal year, shall submit to the minister:

- (a) a report on the business of the Provincial Archives of Saskatchewan for the preceding fiscal year; and
 - (b) a financial statement showing the business of the Provincial Archives of Saskatchewan for the preceding fiscal year, in any form that may be required by Treasury Board.
- (2) In accordance with section 13 of *The Executive Government Administration Act*, the minister shall lay before the Legislative Assembly each report and financial statement the minister receives pursuant to this section.

2015, c.A-26.11, s.36.

PART VI Regulations

Regulations

37 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;
- (b) respecting the form of agreements that the Provincial Archives of Saskatchewan may enter into for the purpose of receiving and managing records;
- (c) for the purposes of clause 20(2)(e), designating any other government institution, the head of which is to 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 to carry out the intent of this Act.

2015, c.A-26.11, s.37.

PART VII Repeal, Transitional and Consequential

S.S. 2004, c.A-26.1 repealed

38 *The Archives Act, 2004* is repealed.

2015, c.A-26.11, s.38.

Transitional

39(1) The persons acting as members of the Archives Board pursuant to section 3 of *The Archives Act, 2004* 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 16 of *The Archives Act, 2004* 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 17 of this Act.

(3) Notwithstanding the repeal of *The Archives Act, 2004*, 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.

2015, c.A-26.11, s.39.

40 to 47 **Dispensed.** These sections make consequential amendments to other Acts. The amendments have been incorporated into the corresponding Acts.

PART VIII Coming into force

Coming into force

48 This Act comes into force on proclamation.

2015, c.A-26.11, s.48.

APPENDIX B

*THE SASKATCHEWAN
EMPLOYMENT ACT, 2013
s2-38(1)*

Subdivision 9
Additional Obligations of Employer

Employer to keep record of wages, hours worked, etc.

2-38(1) No employer shall fail to keep:

- (a) records showing the particulars of every unwritten contract dealing with wages or other monetary benefits to which any employee is entitled;
- (b) a copy of every written contract or other document dealing with wages or other monetary benefits to which any employee is entitled; and
- (c) records showing the following with respect to each employee:
 - (i) the full name, sex, date of birth and residential address of the employee;
 - (ii) the name or a brief description of the job or position of the employee;
 - (iii) the rate of wages of the employee expressed in terms of wages per hour, day, week, month or other period;
 - (iv) the total wages paid to the employee for each week or other pay period;
 - (v) the time when the employee's work begins and ends each day and the time when any meal breaks allowed to the employee each day begin and end;
 - (vi) 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;
 - (vii) every deduction made from the wages of the employee for any purpose whatever and the purpose for which each deduction was made;
 - (viii) the date of each payment of wages to the employee;
 - (ix) the date of commencement of the employee's employment and, if applicable, the date the employment ends;
 - (x) the date on which the employee becomes entitled to each vacation;
 - (xi) the dates on which each vacation period is taken by the employee;
 - (xii) the amount paid to the employee with respect to each vacation to which the employee is entitled and the date of payment;
 - (xiii) the amount paid to the employee with respect to each public holiday and the date of payment;
 - (xiv) if applicable, the amount paid to the employee on the ending of the employment and the date of payment;
 - (xv) any other prescribed matters or matters that the minister may require.

(2) Every employer shall provide the records mentioned in subsection (1) to an employment standards officer when requested by the officer.

APPENDIX C

TRANSITORY RECORDS GUIDELINES

Provincial Archives of Saskatchewan Guidelines for the Management of Transitory Records

Transitory Records are not subject to *The Archives and Public Records Management Act* and do not require the approval of the Provincial Archivist for their disposal. The Transitory Records Guidelines have been developed to provide Government Institutions with clearer instruction for the management of transitory records. These guidelines are applicable to all Saskatchewan Government Institutions defined under *The Archives and Public Records Management Act*, including ministries, crown corporations, agencies, boards, commissions, etc.

The Administrative Records Management System 2006 (ARMS 2006) included certain transitory records in the classification system for the convenience of users who needed to file and retrieve them even though they did not meet the definition of a government record and were not subject to the same retention and disposal requirements as government records. However, the inclusion of transitory records in the classification system gave users the impression that the records must be classified and that permission to dispose of them must be granted by the Provincial Archives of Saskatchewan. **In order to avoid this confusion, and to further streamline ARMS, all transitory records have been removed from ARMS2014.** Additionally, the definition of a transitory record has been expanded to include certain records from ARMS 2006 that now fall into the transitory category.

Although transitory records are not subject to retention requirements, institutions may still need to classify certain transitory records so that they can be easily located when required. The following guidelines have been developed so that users may classify transitory records if they wish to do so; however, use of this section is discretionary.

Transitory Records Definition: 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. Also, exact copies of official records made for convenience of reference. These records are not required to meet statutory obligations or to sustain administrative or operational functions. Once they have served their purpose and, in the case of convenience copies the official record has been identified, these records should be destroyed in accordance with internal disposal procedures.

Note: Although permission from the Provincial Archivist is not required to dispose of transitory records, they must be destroyed using methods appropriate to their level of sensitivity and/or security classification. For example, if a transitory record contains personal information it must be disposed of in such a way that the personal information cannot be reconstructed (i.e. unsolicited resumes).

Users are reminded that transitory records are subject to Freedom of Information requests and legal holds. For this reason, it is strongly recommended that destruction of transitory records be carried out regularly and that transitory records not be retained longer than the official record. Institutions must ensure that transitory records are not required for Freedom of Information requests or litigation before disposing of them.

Transitory Records

TR10 Advertising/Promotional Material

Solicited or unsolicited information received from businesses or individuals advertising or promoting products or services.

Includes: company profiles, sales letters, flyers, brochures, e-bulletins, catalogues, price lists, free trial CDs or DVDs, junk mail, etc.

Retention
Destroy when no longer required

TR20 Convenience/Duplicate Copies

Exact copies of an official record **where nothing has been added, changed or deleted**, the copies have been produced only for convenience of reference and the official record has been filed in the institution's classification and retention system.

Includes: photocopies of paper documents, extra electronic copies of electronic documents, reading or circulation copies, duplicates of microfilm, CDs or DVDs, obsolete stationary, blank copies of forms, etc.

Also includes chronological files. Chronological files are copies of official records arranged chronologically for reference purposes, where the official record is filed and retained within the Government Institution. Excludes records generated for certain administrative purposes (e.g. program monitoring purposes, etc.), such as those collected by a Deputy Minister's or President's office, etc.

Retention
Destroy when no longer required

TR30 Intermediate Records

Records that are used only in the preparation of other records and are not needed once the preparation of other records is completed.

Includes: Data input/entry forms or other input records which are used to enter data into a master file/automated information system, where the information is

subsequently maintained and used, **unless the original entry forms are required for legal, fiscal, audit or other statutory purposes (i.e. time cards).**

Audio recordings or voice mail messages that have been transcribed.
Electronic transaction files, used to update a master file, that become obsolete once the update is validated and/or backed-up, etc.

Note: Data Input/Entry Forms are forms or other records used to enter data into an automated information system. This designation 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/Entry 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 required for financial, legal, audit, or other statutory purposes, Data Input/Entry Forms are obsolete once the data entry or update is validated and backup procedures are completed.

Once the data has been entered and verified, and backup procedures are complete, and provided the original is not required to meet statutory obligations or to sustain administrative or operational functions, these records may be disposed of.

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.

Retention
Destroy upon successful replacement or incorporation into the subsequent or final record

TR40 Draft Documents and Working Materials

Drafts that do not document significant steps in the development of a final version of a document and are not needed to track the evolution of policy, legislation, legal documents (contracts, agreements), etc.

Includes: rough notes and outlines, annotated copies with editing and formatting notes, drafts with stylistic, spelling or grammatical changes, minor drafts not circulated for comment, etc.

Note: Not all drafts and working materials are automatically transitory. In some cases, offices drafting policy, legislation, standards, guidelines, procedures, legal

documents, audit reports, etc. may need to track the evolution of the final product. Various drafts may need to be kept in order to have a record of what changes have been made and why. **It is the responsibility of each office to identify and retain these drafts under the appropriate classification in an applicable records retention and classification schedule.**

It may not be practical to classify drafts of documents in the transitory records section while work on them is ongoing. However, once work is completed any drafts designated as transitory may be disposed of in accordance with this section.

Retention
Destroy once the final version has been produced and a master copy and any required drafts (see note) have been filed and retained in accordance with an approved records classification and retention system

TR50 Records of Short Term Value

Records created or received for minor or short term informational/reference purposes, as well as records that require frequent updates by overwriting, provided they are not essential to support any administrative or operational functions.

Includes: Records based on information available from other sources (i.e. contact lists and distribution lists), appointment books/day planners/electronic calendars, memoranda and messages sent to all staff, 'FYI' and 'CC' messages that do not pertain directly to your business and do not initiate or require action, minor administrative messages such as those confirming meeting times, opened envelopes that do not provide any additional information such as the sender's address or date of receipt stamp, unsolicited resumes, etc.

Retention
Destroy when no longer required

TR60 System Backup Files

Files routinely made for security of information and emergency system recovery purposes.

Note: System backup files are only required for limited periods of time in order to meet the administrative and operational requirements of government agencies. 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.

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 functions, and disposed according to an approved records schedule.

Retention
Disposal of these records through destruction or re-use of the media may proceed according to internal disposal procedures

Non-Government Records

Non-Government Records: Not all records created by Government Institutions are considered government records and are therefore not subject to the requirements of *The Archives and Public Records Management Act*. The following are considered to be non-government records and can be destroyed without reference to an approved retention schedule when no longer needed: **published records** and **non-work-related records**. Non-government records should be kept separate from an agency's government records.

Published Records: Published records are typically available from other sources such as libraries. Books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic, are not considered government records and can be destroyed or deleted. This includes publications received from external sources as well as extra copies of internal publications.

Exception: the master copy of all internal publications, along with the working papers documenting their development, are considered government records. These must be classified using ARMS2014, item 1500 Books and Publications Development or, for Crown Corporations, the appropriate item in a corporate-wide retention schedule.

In addition, eight copies of all government publications released in any form (including print and electronic) must be sent to the Legislative Library in accordance with *The Legislative Assembly and Executive Council Act*. Contact the Legislative Library for further information in this regard.

Non-Work-Related Records: These are records belonging to government employees which concern their private lives. These records do not pertain to any aspect of government business. This includes any records relating to industry groups/professional associations, etc. in which one takes part as an individual rather than as a representative of a Government Institution.

APPENDIX D

*Concordance Table
(ARMS2006 to ARMS2014)*

Concordance Table – ARMS 2006 to ARMS Big Bucket

<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
ADMIN	ADMINISTRATION						
1000	Administration - General						
1000-02	Contact Lists	SO		N/A	Transitory Records		
1000-50	Chronological Files	2Y		1810	Office Management	Office Support	2Y
1000-55	Appointment Books/Notebooks	1Y		1810	Office Management	Office Support	2Y
1015	Administration – Meetings						
1015-50	Meetings Case Files	6Y		1805	Meetings	Office Support	2Y
1025	Administration – Organization						
1025-02	Administration History	SO+6Y		1345	Organization	Governance	10Y
1025-04	Organization and Responsibilities	SO+6Y		1345	Organization	Governance	10Y
1025-06	Reorganization	SO+6Y		1345	Organization	Governance	10Y
1025-07	Mission/Vision Statements	SO+6Y		1345	Organization	Governance	10Y
1035	Acts and Legislation – General						
1035-50	Comparative Studies	6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1035-60	Issues	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1070	Acts and Legislation – Internal				Acts and Legislation		

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1070-50	Legislation Case Files	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1070-55	Regulations Case Files	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1070-60	Emergency Orders	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1080	Acts and Legislation - External						
1080-50	Saskatchewan Government Legislation and Regulations	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1080-55	Federal Government Legislation and Regulations	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1080-60	Other Provincial /Territorial Legislation and Regulations	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1080-65	Local Authorities	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1080-70	International Bills, Acts, and Legislation	SO+6Y		1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y
1090	Agreements – General						
1090-02	Agreements Register	6Y		1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014
1090-50	Non-approved Agreements	SO+6Y		1710 B	Agreements and Contracts - Minor B Non-Approved	Legal, Compliance and Regulatory Affairs	2Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1090-55	Approved Agreements	SO*+6Y		1710 A	Agreements and Contracts - Minor A Approved	Legal, Compliance and Regulatory Affairs	C+6Y
1100	Agreements – Federal						
1100-50	Non-approved Federal Agreements	SO+6Y		1705 B	Agreements and Contracts - Major B Non-Approved	Legal, Compliance and Regulatory Affairs	6Y
1100-55	Approved Federal Agreements	SO*+15Y		1705 A	Agreements and Contracts - Major A Approved	Legal, Compliance and Regulatory Affairs	C+15Y
1105	Agreements – Foreign						
1105-50	Non-approved Foreign Agreements	SO+6Y		1705 B	Agreements and Contracts - Major B Non-Approved	Legal, Compliance and Regulatory Affairs	6Y
1105-55	Approved Foreign Agreements	SO*+6Y		1705 A	Agreements and Contracts - Major A Approved	Legal, Compliance and Regulatory Affairs	C+15Y
1115	Agreements – Inter-Provincial and Territorial						
1115-50	Non-Approved Inter-Provincial and Territorial Agreements	SO+6Y		1705 B	Agreements and Contracts - Major B Non-Approved	Legal, Compliance and Regulatory Affairs	6Y
1115-55	Approved Inter-Provincial and Territorial Agreements	SO*+6Y		1705 A	Agreements and Contracts - Major A Approved	Legal, Compliance and Regulatory Affairs	C+15Y
1120	Agreements – Saskatchewan Government						

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1120-50	Non-approved Intra-Provincial Agreements	SO+6Y		1705 B	Agreements and Contracts - Major B Non-Approved	Legal, Compliance and Regulatory Affairs	6Y
1120-55	Approved Intra-Provincial Agreements	SO*+6Y		1705 A	Agreements and Contracts - Major A Approved	Legal, Compliance and Regulatory Affairs	C+15Y
1125	Agreements – Local Authorities						
1125-50	Non-Approved Education Authority Agreements	SO+6Y		1705 B	Agreements and Contracts - Major B Non-Approved	Legal, Compliance and Regulatory Affairs	6Y
1125-55	Approved Educational Authority Agreements	SO*+6Y		1705 A	Agreements and Contracts - Major A Approved	Legal, Compliance and Regulatory Affairs	C+15Y
1125-60	Non-approved Municipal Agreements	SO+6Y		1705 B	Agreements and Contracts - Major B Non-Approved	Legal, Compliance and Regulatory Affairs	6Y
1125-65	Approved Municipal Agreements	SO*+6Y		1705 A	Agreements and Contracts - Major A Approved	Legal, Compliance and Regulatory Affairs	C+15Y
1125-70	Other Non-Approved Local Authority Agreements	SO+6Y		1705 B	Agreements and Contracts - Major B Non-Approved	Legal, Compliance and Regulatory Affairs	6Y
1125-75	Other Approved Local Authority Agreements	SO*+6Y		1705 A	Agreements and Contracts - Major A Approved	Legal, Compliance and Regulatory Affairs	C+15Y
1145	Appreciation, Invitations, Greetings, and Congratulations						
1145-02	Greetings, Messages, and Cards	1Y		N/A	Transitory		
1145-03	Invitations	1Y		N/A	Transitory		

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1145-04	Appreciation/Thanks	1Y		N/A	Transitory		
1145-07	Congratulations	1Y		N/A	Transitory		
1155	Associations, Clubs, and Societies						
1155-50	Associations, Clubs, Societies, etc.	6Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y
1170	Cabinet						
1170-02	Cabinet Items	SO+6Y		1315	Cabinet	Governance	10Y
1170-04	Ministers' Orders	SO+6Y		1315	Cabinet	Governance	10Y
1170-05	Orders-in-Council	SO+6Y		1315	Cabinet	Governance	10Y
1190	Campaigns and Canvassing						
1190-50	Campaigns and Canvassing Case Files	2Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1205	Circulars, Directives, and Manuals						
1205-50	Administrative and Operational Manuals	SO+6Y		1355	Policy	Governance	C+6Y
1205-55	External Circulars and Directives	SO+6Y		1355	Policy	Governance	C+6Y
1205-60	Internal Circulars and Directives	SO+6Y		1355	Policy	Governance	C+6Y
1215	Committees and Commissions – General						
1215-50	General Committees	SO+6Y		1320	Committees and Commissions	Governance	6Y
1215-55	Commissions of Inquiry	SO*		1715	Commissions of Inquiry	Legal, Compliance and Regulatory	C

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
						Affairs	
1215-60	Ministerial/Corporate Submissions to Commissions of Inquiry	SO*+6Y		1715	Commissions of Inquiry	Legal, Compliance and Regulatory Affairs	C
1220	Committees and Commissions – Cabinet						
1220-50	Cabinet Committees	SO+6Y		1320	Committees and Commissions	Governance	6Y
1230	Committees, Commissions and Boards - Internal						
1230-50	Internal Committees	SO+6Y		1320	Committees and Commissions	Governance	6Y
1230-55	Board of Directors	SO*+2Y		1305	Board of Directors Appointments - Internal	Governance	C+2Y
1230-55	Board of Directors	SO*+2Y		1310 A	Board of Directors – Internal A – Board Minutes	Governance	C
1230-55	Board of Directors	SO*+2Y		1310 B	Board of Directors – Internal B – Meeting Documentation	Governance	6Y
1235	Committees and Commissions - Inter-Institutional						
1235-50	Committees	SO+6Y		1320	Committees and Commissions	Governance	6Y
1240	Committees and Commissions – International						
1240-50	International Committees	SO+6Y		1320	Committees and Commissions	Governance	6Y
1245	Committees and Commissions - Inter-						

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
	Provincial/Territorial/Federal						
1245-50	Inter-provincial/Territorial/Federal Committees	SO+6Y		1320	Committees and Commissions	Governance	6Y
1250	Complaints and Investigations						
1250-50	Complaints and Criticism	6Y		1720 A	Complaints A – Routine Complaints	Legal, Compliance and Regulatory Affairs	C+2Y
1250-55	Ombudsman Investigations	SO*+6Y		1720 B	Complaints B – Ombudsman Complaints	Legal, Compliance and Regulatory Affairs	C+10Y
1255	Conferences, Seminars, and Symposia			1465	Training and Development	Human Resources	6Y
1255-50	Establishment and Organization Case Files	SO+6Y		1465	Training and Development	Human Resources	6Y
1255-55	Participation Case Files	6Y		1465	Training and Development	Human Resources	6Y
1265	Co-operation and Liaison – General						
1265-50	Co-operation and Liaison Case Files	4Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y
1270	Co-operation and Liaison – Internal						
1270-50	Co-operation and Liaison Case Files	4Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1300	Co-operation and Liaison – External						
1300-02	Other Saskatchewan Government Institutions	4Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y
1300-03	Federal Government Institutions	4Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y
1300-04	International	4Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y
1300-05	Local Authorities	4Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y
1300-06	Other Provincial and Territorial Government Institutions	4Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y
1300-07	Corporations, Companies, etc.	4Y		1910	Collaboration and Liaison	Public Relations and External Relations	6Y
1355	Delegation of Authority						
1355-02	Cancelled Authorities	6Y		1325	Delegation of Authority	Governance	C+6Y
1355-03	Authorities	SO+6Y		1325	Delegation of Authority	Governance	C+6Y
1370	Emergency Measures						
1370-03	Contact List	SO+2Y		2100	Security Management and Safety	Security	6Y
1370-04	Disaster Recovery Planning	SO+6Y		2100	Security Management and Safety	Security	6Y
1370-05	Emergency Procedures	SO+6Y		1350	Planning	Governance	10Y
1380	Executive Services						
1380-50	Executive Briefing Documents	SO+6Y		1335	Executive Services	Governance	6Y
1380-55	Executive Correspondence Referrals	6Y		1335	Executive Services	Governance	6Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1380-60	Executive Issues	SO+6Y		1335	Executive Services	Governance	6Y
1380-65	Program Monitoring Information	SO+6Y		1335	Executive Services	Governance	6Y
1400	Forms Management						
1400-02	Forms Catalogue	SO+2Y		1810	Office Management	Office Support	2Y
1400-50	Forms Design and History	SO+2Y		1810	Office Management	Office Support	2Y
1400-55	Forms – Originals	SO+2Y		1810	Office Management	Office Support	2Y
1430	Information Services – General						
1430-02	Biographical Sketches	SO+2Y		1905	Public Relations and Communication	Public Relations and External Relations	6Y
1430-05	Newspaper Clippings	SO+2Y		N/A	Transitory		
1430-50	Issues	SO+6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1435	Information Services - Advertising and Marketing						
1435-50	Advertising Projects	SO+6Y		1905	Public Relations and Communication	Public Relations and External Relations	6Y
1435-55	Marketing Projects	SO+6Y		1905	Public Relations and Communication	Public Relations and External Relations	6Y
1445	Information Services - Audio-Visual and Photographic Media						
1445-50	Project Files	SO+6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y

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Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1450	Information Services - Books and Publications - Distribution						
1450-05	Publication Inventory	SO+2Y		1500	Books and Publications	Information Services	6Y
1450-06	Publication Listing	SO+2Y		1500	Books and Publications	Information Services	6Y
1450-07	Publication Pricing	SO+2Y		1500	Books and Publications	Information Services	6Y
1450-09	Publication Distribution File	SO+2Y		1500	Books and Publications	Information Services	6Y
1450-60	Publication Requests	2Y		1500	Books and Publications	Information Services	6Y
1455	Information Services - Books and Publications - Development						
1455-02	Originals Used for Publications	SO+6Y		1500	Books and Publications	Information Services	6Y
1455-50	Publication Development Files	SO+6Y		1500	Books and Publications	Information Services	6Y
1475	Information Services – Inquiries						
1475-50	Information Resources and Reference Files	SO+2Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1475-55	Inquiries and Responses	2Y		1505	Inquiries	Information Services	2Y
1485	Information Services – Lectures and Speeches						
1485-30	Deputy Ministers’ Speeches	6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1485-50	Premier’s and Ministers’ Speeches	6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1485-60	Other Lectures and Speeches	6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y

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Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1495	Information Services – Media Relations						
1495-02	Media Lists and Contacts	SO+2Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1495-50	Media Projects	SO+6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1495-65	Interviews	6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1510	Information Services - Public Programs and Communications						
1510-04	Public Awards Programs	6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1510-05	Communications Plans	SO+6Y		1350	Planning	Governance	10Y
1510-50	Communications Packages	SO+6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1510-55	Communications Projects	6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1510-65	Exhibits, Fairs, Exhibitions, Displays	2Y		1900	Outreach	Public Relations and External Relations	6Y
1510-70	Tours	2Y		1900	Outreach	Public Relations and External Relations	6Y
1510-75	Other Public Programs	SO+6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1515	Information Services – Research and Surveys						
1515-50	Polls and Surveys	6Y		1535	Research, Studies and Surveys	Information Services	6Y
1515-55	Research Issues	6Y		1535	Research, Studies and Surveys	Information Services	6Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1520	Information Services - Standards, Style, and Terminology						
1520-02	Communication Guidelines	SO+2Y		1355	Policy	Governance	C+6Y
1520-03	Tracking	SO+2Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1525	Information Services – Websites						
1525-50	Website Development Files	SO+6Y		1600	System Development	Information Systems and Technology	C+2Y
1525-55	Information/Content Updates	SO+6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1530	Inventions, Patents, and Copyrights						
1530-75	Case Files	SO*+6Y		1735	Inventions, Patents and Copyrights	Legal, Compliance and Regulatory Affairs	C+6Y
1545	Legal Matters						
1545-02	Judicial Decisions	SO+10Y		1725	Legal Services	Legal, Compliance and Regulatory Affairs	C+15Y
1545-03	Legal Challenges	SO+10Y		1725	Legal Services	Legal, Compliance and Regulatory Affairs	C+15Y
1545-04	Legal Opinions	SO+10Y		1725	Legal Services	Legal, Compliance and Regulatory Affairs	C+15Y

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Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1545-05	Commissioners for Oaths/Notaries Public	SO+10Y		1725	Legal Services	Legal, Compliance and Regulatory Affairs	C+15Y
1545-06	Powers of Attorney	SO+10Y		N/A	Not An Administrative Records		
1555	Legislative Matters						
1555-02	Proceedings of the House	N/A		N/A	Transitory		
1555-03	Questions and Motions for Return	6Y		1340	Legislative Matters	Governance	6Y
1555-04	Throne Speech Material	6Y		1340	Legislative Matters	Governance	6Y
1565	Library Materials						
1565-02	Manuscripts and Unpublished Reports	SO		1500	Books and Publications	Information Services	6Y
1565-50	Bibliographies	N/A		N/A	Transitory		
1565-55	Bulletins	N/A		N/A	Transitory		
1565-70	Newsletters	N/A		N/A	Transitory		
1565-75	Publications	N/A		N/A	Transitory		
1575	Library Services – General						
1575-02	Maintenance	2Y		1510	Library Services	Information Services	2Y
1580	Library Services – Cataloguing						
1580-03	Cataloguing in Publication Programs	2Y		1510	Library Services	Information Services	2Y
1580-04	Library Classification Schedules	SO+2Y		1510	Library Services	Information Services	2Y
1580-05	Descriptive Cataloguing Manuals	SO+2Y		1510	Library Services	Information Services	2Y
1580-06	Indexes to Catalogued	SO+2Y		1510	Library Services	Information Services	2Y

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Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
	Materials						
1580-07	Library Coding Input Entry Forms (completed)	SO		1510	Library Services	Information Services	2Y
1580-08	Library Holdings Lists	SO		1510	Library Services	Information Services	2Y
1580-09	Subject Analysis Standards	SO+2Y		1510	Library Services	Information Services	2Y
1585	Library Services – Acquisition						
1585-03	Commercial Catalogues	SO		N/A	Transitory		
1585-04	Government Publications Catalogues	SO		N/A	Transitory		
1585-05	Library Purchase Orders	2Y		1815	Procurement and Receipt	Office Support	2Y
1585-06	Subscription Agency Services	2Y		1510	Library Services	Information Services	2Y
1585-07	Subscription and Renewals	2Y		1510	Library Services	Information Services	2Y
1585-08	Acquisition Lists	2Y		1510	Library Services	Information Services	2Y
1595	Library Services – Circulation						
1595-02	Interlibrary Loans	SO		1510	Library Services	Information Services	2Y
1595-50	Circulation Records	SO		1510	Library Services	Information Services	2Y
1605	Library Services – Reference						
1605-02	On-line Search Services	SO		1510	Library Services	Information Services	2Y
1605-50	Reference Requests	SO		1510	Library Services	Information Services	2Y
1605-55	Reading Room Requests	SO		1510	Library Services	Information Services	2Y
1605-60	Telephone Requests	SO		1510	Library Services	Information Services	2Y
1605-65	Written Requests	SO		1510	Library Services	Information Services	2Y
1620	Licences and Permits						

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Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1620-50	Licence and Permit Files	SO+6Y		1800	Licences and Permits	Office Support	C+6Y
1635	Mail, Freight, and Courier Services						
1635-07	Mail Log Records	SO+2Y		1810	Office Management	Office Support	2Y
1635-08	Mailing Lists	SO+2Y		1810	Office Management	Office Support	2Y
1635-25	Mail Services	SO+2Y		1810	Office Management	Office Support	2Y
1645	Management Services						
1645-02	Financial	6Y		1350	Planning	Governance	10Y
1645-03	Personnel	6Y		1350	Planning	Governance	10Y
1645-50	Project Files	SO+6Y		1350	Planning	Governance	10Y
1665	Office Support Services						
1665-02	Duplication and Reproduction Services	2Y		1810	Office Management	Office Support	2Y
1665-03	Translation Services	2Y		1810	Office Management	Office Support	2Y
1665-04	Word Processing Services/Data Entry Services	2Y		1810	Office Management	Office Support	2Y
1680	Plans and Programs						
1680-50	Planning Files	SO+6Y		1350	Planning	Governance	10Y
1680-55	Program Implementation Files	SO+6Y		1350	Planning	Governance	10Y
1680-60	Evaluation and Reviews	6Y		1330	Evaluations and Review	Governance	6Y
1720	Protocol and Diplomacy						
1720-02	Precedence Lists	SO		N/A	Transitory		
1720-03	Visual Identity	SO+6Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y

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Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1720-04	Ceremonies and Celebrations	2Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1720-05	Visit and Tour Case Files	2Y		1900	Outreach	Public Relations and External Relations	6Y
1720-06	Travel Case Files	2Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1720-07	Canadian Awards and Honours	2Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1720-08	Consular Corps	2Y		1905	Public Relations and Communications	Public Relations and External Relations	6Y
1745	Records Management – General						
1745-02	File Control	SO+2Y		1515	Records Management	Information Services	6Y
1745-04	Saskatchewan Archives Board Finding Aids	SO+2Y		1515	Records Management	Information Services	6Y
1745-05	Conservation Issues	SO+6Y		1515	Records Management	Information Services	6Y
1745-50	Implementation Projects	SO+6Y		1515	Records Management	Information Services	6Y
1760	Records Management – Program Development						
1760-50	Program Development Case Files	SO+6Y		1515	Records Management	Information Services	6Y
1760-55	Records Management Committee	SO+6Y		1320	Committees and Commissions	Governance	6Y
1760-60	Records Management Project Case Files	SO+6Y		1515	Records Management	Information Services	6Y
1770	Records Management – Information Security						
1770-02	Guidelines from Outside Agencies	SO		N/A	Transitory		

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Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1770-03	Personal Information Banks	SO+2Y		1520	Records Management - Access and Privacy	Information Services	6Y
1770-04	Register of Incidents	6Y		1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y
1770-05	Release of Information	6Y		1515	Records Management	Information Services	6Y
1770-06	Transborder Data Flow	6Y		1515	Records Management	Information Services	6Y
1770-07	Impact Assessments	SO+6Y		1515	Records Management	Information Services	6Y
1770-50	Incident Case Files	SO+6Y		1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y
1770-55	Project Files	SO+6Y		1515	Records Management	Information Services	6Y
1775	Records Management – Format Conversion						
1775-04	Technical Guidelines	SO+6Y		1355	Policy	Governance	C+6Y
1775-06	Data Entry and Processing	2Y		1355	Policy	Governance	C+6Y
1775-07	Data Input/Entry Forms	SO*			Transitory		
1775-50	Projects	SO+6Y		1515	Records Management	Information Services	6Y
1780	Records Management - Schedules and Disposition Authorities						
1780-50	Schedule Case Files	SO+6Y		1355	Policy	Governance	C+6Y
1780-55	Other Disposal Authorities	SO+6Y		1525	Records Management – Disposition	Information Services	50Y
1800	Records Management - Storage, Retrieval and Physical Disposal						
1800-04	Documentation of Transfers to Storage	SO*+6Y		1530	Records Management – Storage and Retrieval	Information Services	C+2Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1800-05	Disposal Requests and Approvals	100Y		1525	Records Management – Disposition	Information Services	50Y
1800-06	Lists of Records Transferred to and from Other Jurisdictions	100Y		1525	Records Management – Disposition	Information Services	50Y
1800-07	Records Retrieval Case Files	SO		1530	Records Management – Storage and Retrieval	Information Services	C+2Y
1810	Records Management - Freedom of Information and Protection of Privacy						
1810-50	Access to Information Requests Case Files	SO+6Y		1520	Records Management - Access and Privacy	Information Services	6Y
1810-55	Privacy Complaints and Issues	SO+6Y		1520	Records Management - Access and Privacy	Information Services	6Y
1840	Reports and Statistics						
1840-02	Annual	6Y		2000	Annual and Special Reports	Reports and Statistics	6Y
1840-03	Monthly	2Y		2005 B	Financial Reports and Statements B Monthly/Quarterly/Trimester	Reports and Statistics	2Y
1840-04	Quarterly	2Y		2005 B	Financial Reports and Statements B Monthly/Quarterly/Trimester	Reports and Statistics	2Y
1840-05	Trimester	2Y		2005 B	Financial Reports and Statements B Monthly/Quarterly/Trimester	Reports and Statistics	2Y
1840-06	Weekly	2Y		2005 A	Financial Reports and Statements A Daily/Weekly	Reports and Statistics	1 month
1840-07	Daily	1Y		2005 A	Financial Reports and Statements A Daily/Weekly	Reports and Statistics	1 month
1840-50	Special or One-time Reports	6Y		2000	Annual and Special Reports	Reports and Statistics	6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
1845	Risk Management and Insurance						
1845	<i>Records Relating to Risk Management</i>	SO+6Y		1350	Planning	Governance	10Y
1845-50	Policy Files	SO*+6Y		1730	Insurance	Legal, Compliance and Regulatory Affairs	C+6Y
1845-55	Claim Files	SO**+6Y		1730	Insurance	Legal, Compliance and Regulatory Affairs	C+6Y
1860	Security - General						
1860-50	Security and Special Investigation Case Files	SO*+6Y		1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y
1860-55	Project Files	6Y		2100	Security Management and Safety	Security	6Y
1885	Security – Personnel						
1885-02	Identification Methods	SO+2Y		2100	Security Management and Safety	Security	6Y
1885-50	Security Clearance Files (Individual)	SO+6Y		2100	Security Management and Safety	Security	6Y
1890	Security – Physical						
1890-05	Access Control	SO+6Y		2100	Security Management and Safety	Security	6Y
1890-06	Threats to Security	6Y		2100	Security Management and Safety	Security	6Y
1890-07	Security Systems	6Y		2100	Security Management and Safety	Security	6Y
1890-50	Security Breach Case Files	SO+6Y		2100	Security Management and Safety	Security	6Y
1900	Strategic Planning						
1900-50	Planning Files	6Y		1350	Planning	Governance	10Y
1900-55	Performance Measurements	6Y		1330	Evaluation and Review	Governance	6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
BUILDIN	BUILDINGS AND PROPERTIES						
2000	Buildings and Properties - General						
2000-00	Policy and Procedure	SO+6Y		1355	Policy	Governance	C+6Y
2000-20	Reports and Statistics	SO+2Y		2010	Reports and Statistics	Reports and Statistics	2Y
2020	Buildings and Properties - Charges and Invoices						
2020-02	Adjustments Requests	2Y		1200	Accounting	Finance	6Y
2020-03	Billing Advice	2Y		1200	Accounting	Finance	6Y
2020-06	Accommodation/Portfolio Review	6Y		1200	Accounting	Finance	6Y
2020-08	Charges	6Y		1200	Accounting	Finance	6Y
2035	Buildings and Properties – Contracts						
2035-50	Construction Contracts	SO*+10Y		1705	Agreements and Contracts – Major	Legal, Compliance and Regulatory Affairs	C+15Y
2035-55	Land Contracts	SO*+10Y		1705	Agreements and Contracts – Major	Legal, Compliance and Regulatory Affairs	C+15Y
2035-60	Utilities Service Contracts	SO**+6Y		1710	Agreements and Contracts – Minor	Legal, Compliance and Regulatory Affairs	C+6Y
2035-65	Expression of Interest, Tenders, Requests for Proposals (RFP's), etc.	SO+6Y		1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014
2055	Accommodation						

Concordance Table – ARMS 2006 to ARMS Big Bucket

<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
2055-02	Offers of Space	6Y		1010	Space Management	Buildings and Properties	6Y
2055-03	Planning and Requirements	6Y		1010	Space Management	Buildings and Properties	6Y
2055-04	Space Allocation	SO+6Y		1010	Space Management	Buildings and Properties	6Y
2055-05	Employee Housing	6Y		1010	Space Management	Buildings and Properties	6Y
2055-06	Building Floor Plans	SO+6Y		1010	Space Management	Buildings and Properties	6Y
2055-50	Organizational Moves	6Y		1010	Space Management	Buildings and Properties	6Y
2105	Buildings - General						
2105-02	Building Directories, Addresses, and Locations	SO		N/A	Transitory		
2105-03	Building Standards	SO+6Y		1010	Space Management	Buildings and Properties	6Y
2105-04	Signs	SO		1010	Space Management	Buildings and Properties	6Y
2105-05	Conference Room Use	SO		N/A	Transitory		
2105-50	Facilities Management Case Files	SO+6Y		1010	Space Management	Buildings and Properties	6Y
2105-55	Types of Facilities	6Y		N/A	Transitory		
2120	Buildings - Acquisitions and Disposals						
2120-02	Appraisals	SO+2Y		1005	Buildings and Land Management	Buildings and Properties	C+15Y
2120-60	Acquisition and Disposal Case Files	SO*+10Y		1005	Buildings and Land Management	Buildings and Properties	C+15Y
2135	Buildings – Alterations,						

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
	Damages, and Repairs						
2135-02	Alterations and Repairs	6Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2135-50	Damage Case Files	SO*+6Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2155	Buildings – Construction						
2155-02	Building Codes	SO+6Y		N/A	Not An Administrative Record		
2155-50	Construction Project Case Files	SO*+10Y		1005	Buildings and Land Management	Buildings and Properties	C+15Y
2200	Buildings – Expansion and Renovation						
2200-50	Expansion/Renovation Project Files	SO*+10Y		1005	Buildings and Land Management	Buildings and Properties	C+15Y
2215	Buildings – Fire Contingency and Planning						
2215-02	Fire Evacuation and Planning	SO+6Y		2100	Security Management and Safety	Security	6Y
2215-50	Fire Prevention Systems	SO+6Y		2100	Security Management and Safety	Security	6Y
2215-55	Fire Inspections	SO+6Y		1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y
2215-60	Incident Case Files	SO*+6Y		1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y
2235	Buildings - Maintenance						
2235-03	Janitorial Services	2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2235-05	Maintenance Services	6Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
2295	Lands - General						
2295-02	Inventory	SO+2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2295-03	Zoning	SO+2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2305	Lands - Acquisitions and Disposals						
2305-02	Appraisals/Valuations	2Y		1005	Buildings and Land Management	Buildings and Properties	C+15Y
2305-60	Land Acquisition and Disposal Case Files	SO*+10Y		1005	Buildings and Land Management	Buildings and Properties	C+15Y
2320	Lands – Concessions						
2320-50	Land Concession Project Files	SO+10Y		1005	Buildings and Land Management	Buildings and Properties	C+15Y
2335	Lands – Improvement and Maintenance						
2335-03	Grounds Maintenance	2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2335-60	Improvement Project Files	6Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2385	Parking Areas						
2385-02	Parking Facilities	2Y		1010	Space Management	Buildings and Properties	6Y
2385-03	Signs	2Y		1010	Space Management	Buildings and Properties	6Y
2385-50	Parking Area Project Files	6Y		1010	Space Management	Buildings and Properties	6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
2415	Utilities - General						
2415-00	Policy and Procedure	SO+6Y		1355	Policy	Governance	C+6Y
2415-20	Reports and Statistics	SO+2Y		2010	Reports and Statistics	Reports and Statistics	2Y
2420	Utilities - Gas, Lighting, Electrical, Water, and Plumbing						
2420-02	Water Treatment	6Y		N/A	Not An Administrative Record		
2420-50	Systems Case Files	6Y		N/A	Not An Administrative Record		
2435	Utilities – Environmental Control						
2435-02	Air Conditioning/Ventilation	2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2435-03	Heating Systems	2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2435-04	Humidity Control	2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2435-05	Refrigeration	2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2435-50	Systems/Facilities Case Files	SO+6Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2455	Utilities – Waste Management						
2455-02	Disposal of Hazardous Materials	SO+6Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2455-03	Recycling	2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y
2455-50	Garbage Disposal Case Files	2Y		1000	Buildings and Land Maintenance	Buildings and Properties	6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
EQUIPM	EQUIPMENT AND SUPPLIES						
3000	Equipment and Supplies – General						
3000-02	Equipment Loans	SO		1105	Equipment and Supplies	Equipment and Supplies	3Y
3000-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3000-50	Equipment Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3000-55	Equipment History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3015	Equipment and Supplies - Contracts						
3015-50	Contract Case Files	SO*+6Y		1710 A	Agreements and Contracts - Minor A Approved	Legal, Compliance and Regulatory Affairs	C+6Y
				1710 B	Agreements and Contracts - Minor B Non Approved	Legal, Compliance and Regulatory Affairs	2Y
3015-55	Expressions of Interest, Tenders, Requests for Proposals (RFT's), etc.	SO+6Y		1705/1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014
3030	Assets Control and Inventories						
3030-50	Inventories	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3030-55	Fixed Asset Records	SO+6Y		1100	Asset Control	Equipment and Supplies	6Y
3030-60	Assets Loss Inventory	SO+6Y		1100	Asset Control	Equipment and Supplies	6Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
3040	Audio-Visual						
3040-02	Product and Service Information	SO		N/A	Transitory		3Y
3040-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3040-50	Equipment Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3040-55	Equipment History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3055	Badges, Emblems, Crests, and Flags						
3055-02	Product and Service Information	SO		1105	Equipment and Supplies	Equipment and Supplies	3Y
3055-50	Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3055-55	History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3070	Building Materials						
3070-02	Product and Service Information	SO		N/A	Transitory		
3070-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3070-50	Product Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3085	Clothing						
3085-02	Product and Service Information	SO		N/A	Transitory		
3085-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
3085-04	Cleaning Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3085-50	Product Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3085-55	Clothing History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3100	Computers – General						
3100-02	Product and Service Information	SO		N/A	Transitory		
3100-03	Maintenance Issues	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3100-50	Electronic Storage Media – Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3100-55	Electronic Storage Media – History/Case File	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3115	Computers – Hardware						
3115-02	Product and Service Information	SO		N/A	Transitory		
3115-50	Hardware Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3115-55	Hardware History/Case Files	SO+3Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3115-60	Hardware Problems and Maintenance	3Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3130	Computers – Software						
3130-02	Product and Service Information	SO		N/A	Transitory		
3130-50	Software Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3130-55	Software History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and	3Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
						Supplies	
3130-60	Software Problems and Maintenance	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3150	Disposal and Surplus						
3150-02	Asset Transfer and Disposal	SO+6Y		1100	Asset Control	Equipment and Supplies	6Y
3150-03	Recycling (Equipment)	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3170	Firearms, Weapons, and Restraints						
3170-02	Product and Service Information	SO		N/A	Transitory		
3170-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3170-50	Equipment Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3170-55	Equipment History/Case Files	SO+6Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3185	Foods						
3185-02	Product and Service Information	SO		N/A	Transitory		
3185-03	Distribution of Food	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3185-50	Food Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3195	Forms						
3195-02	Forms Procurement	2Y		1815	Procurement and Receipt	Office Support	2Y
3195-03	Forms Issue	2Y		1815	Procurement and Receipt	Office Support	2Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
3205	Fuels						
3205-02	Product and Service Information	SO		N/A	Transitory		
3205-06	Fuels	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3215	Furniture and Furnishings						
3215-02	Product and Service Information	SO		N/A	Transitory		
3215-03	Furniture Acquisition	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3215-50	Furniture Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3215-55	Furniture History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3240	Kitchen, Cafeteria, and Eating Facilities						
3240-02	Product and Service Information	SO		N/A	Transitory		
3240-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3240-04	Price Lists, Menus, etc.	SO		N/A	Transitory		
3240-50	Equipment Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3240-55	Equipment History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
				1105			
3255	Laboratory						
3255-02	Product and Service Information	SO		N/A	Transitory		
3255-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
3255-50	Equipment Research Files	SO+6Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3255-55	Equipment History/Case Files	SO+6Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3265	Laundry Facilities						
3265-02	Product and Service Information	SO		N/A	Transitory		
3265-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3265-50	Equipment Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3265-55	Equipment History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3280	Medical						
3280-02	Product and Service Information	SO		N/A	Transitory		
3280-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3280-50	Equipment Research Files	SO+6Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3280-55	Equipment History/Case Files	SO+6Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3295	Micrographic						
3295-02	Product and Service Information	SO		N/A	Transitory		
3295-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3295-50	Equipment Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3295-55	Equipment History/Case	SO+2Y		1105	Equipment and Supplies	Equipment and	3Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
	Files					Supplies	
3315	Office						
3315-02	Product and Service Information	SO		N/A	Transitory		
3315-03	Office Supplies and Stationary	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3315-50	Office Machine Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3315-55	Office Machine History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3335	Photographic						
3335-02	Product and Service Information	SO		N/A	Transitory		
3335-03	Supplies	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3335-50	Equipment Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3335-55	Equipment History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3350	Printing Services						
3350-50	Estimates and Specifications	2Y		1815	Procurement and Receipt	Office Support	2Y
3350-55	Printing Requisitions/Orders	2Y		1815	Procurement and Receipt	Office Support	2Y
3365	Procurement and Receipt						
3365-02	General Purchase Orders	2Y		1815	Procurement and Receipt	Office Support	2Y
3365-03	Standing Purchase Orders	SO+2Y		1815	Procurement and Receipt	Office Support	2Y
3365-04	Blanket Purchase Orders	2Y		1815	Procurement and Receipt	Office Support	2Y
3365-05	Local Purchase Orders	2Y		1815	Procurement and Receipt	Office Support	2Y
3365-06	Purchasing Requisitions	2Y		1815	Procurement and Receipt	Office Support	2Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
3365-07	Stockroom Requisitions	2Y		1815	Procurement and Receipt	Office Support	2Y
3365-08	Receiving Reports	2Y		1815	Procurement and Receipt	Office Support	2Y
3365-09	Packing Slips	2Y		1815	Procurement and Receipt	Office Support	2Y
3380	Product Information						
3380-02	Catalogue and Price Lists	N/A		N/A	Transitory		
3380-03	Ergonomics Standards	SO+2Y		N/A	Not An Administrative Record		
3380-04	Rental Rates	SO		N/A	Transitory		
3380-50	Product Information	SO		N/A	Transitory		
3380-55	Suppliers	SO+2Y		N/A	Transitory		
3405	Standing Offer Agreements						
3405-02	Purchasing Agency Standing Offers	SO+2Y		1815	Procurement and Receipt	Office Support	2Y
3405-03	Non-Purchasing Agency Standing Offers	SO+6Y		1815	Procurement and Receipt	Office Support	2Y
3420	Special Items						
3420-50	Commercially Developed Special Item History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3420-55	Government Developed Special Item History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3425	Telecommunications						
3425-02	Frequency Licenses	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3425-03	Fax Transmission Receipts/Reports	2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3425-05	Telecommunications	2Y		1105	Equipment and Supplies	Equipment and	3Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
	Services					Supplies	
3425-06	Inventories	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3425-50	Research Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3425-55	Telecommunications Equipment History/Case Files	SO+2Y		1105	Equipment and Supplies	Equipment and Supplies	3Y
3445	Vehicles – General						
3445-02	Private Use of Government Vehicles	SO+2Y		1110	Vehicle Management	Equipment and Supplies	6Y
3445-03	Vehicle Depreciation	2Y		1110	Vehicle Management	Equipment and Supplies	6Y
3445-04	Vehicle Replacement	2Y		1110	Vehicle Management	Equipment and Supplies	6Y
3445-05	Vehicle Inventory	SO+2Y		1110	Vehicle Management	Equipment and Supplies	6Y
3445-06	Vehicle Establishment	6Y		1110	Vehicle Management	Equipment and Supplies	6Y
3445-07	Vehicle Fixed Asset Records	SO+6Y		1110	Vehicle Management	Equipment and Supplies	6Y
3445-08	Vehicle Rental Rates	SO		N/A	Transitory		
3445-09	Central Vehicle Agency Requisitions	2Y		1110	Vehicle Management	Equipment and Supplies	6Y
3445-50	Central Vehicle Agency Reports	2Y		1110	Vehicle Management	Equipment and Supplies	6Y
3470	Vehicles – Air						
3470-02	Aircraft Procurement	6Y		N/A	Not An Administrative Record		
3470-03	Aircraft Insurance	6Y		N/A	Not An Administrative Record		
3470-04	Certificates of Airworthiness	SO*		N/A	Not An Administrative Record		

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
3470-05	Certificates of Registration	SO*		N/A	Not An Administrative Record		
3470-50	Aircraft Research Files	SO+6Y		N/A	Not An Administrative Record		
3470-55	Aircraft History/Case Files	SO*+2Y		N/A	Not An Administrative Record		
3470-60	Aircraft Journey Logs	SO**+6Y		N/A	Not An Administrative Record		
3470-65	Aircraft Technical Logs	SO***+6Y		N/A	Not An Administrative Record		
3495	Vehicles – Construction and Off-Road						
3495-50	Vehicle Research Files	SO+6Y		1110	Vehicle Management	Equipment and Supplies	6Y
3495-55	Vehicle History/Case Files	SO+6Y		1110	Vehicle Management	Equipment and Supplies	6Y
3515	Vehicles – Road						
3515-50	Vehicle Research Files	SO+6Y		1110	Vehicle Management	Equipment and Supplies	6Y
3515-55	Vehicle History/Case Files	SO+6Y		1110	Vehicle Management	Equipment and Supplies	6Y
3530	Vehicles – Water						
3530-50	Vehicle Research Files	SO+6Y		1110	Vehicle Management	Equipment and Supplies	6Y
3530-55	Vehicle History/Case Files	SO+6Y		1110	Vehicle Management	Equipment and Supplies	6Y
FINANCE	FINANCE						
4000	Finance – General						
4000-02	Provincial Comptroller Directives	SO		1360	Procedure, Guidelines and Standards	Governance	C+6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
4000-03	Fraud and Alleged Fraud	SO+6Y		1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y
4000-04	Fraud and Alleged Fraud Alerts and Notifications	SO+2Y		1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y
4020	Accounting – General						
4020-02	Accounting Codes	SO+2Y		1200	Accounting	Finance	6Y
4020-03	Motions for Return (Financial Only)	6Y		1340	Legislative Matters	Governance	6Y
4020-04	Interest Rates on Overdue Accounts	6Y		1200	Accounting	Finance	6Y
4020-05	Security Deposits/Letters of Credit	6Y		1200	Accounting	Finance	6Y
4020-06	General Ledgers/Final Entry Summaries	6Y		1200	Accounting	Finance	6Y
4020-07	Public Accounts Preparation Records	6Y		1200	Accounting	Finance	6Y
4020-50	Reconciliations	6Y		1200	Accounting	Finance	6Y
4040	Accounting – Cash						
4040-02	Cash Mail Records	6Y		1200	Accounting	Finance	6Y
4040-03	Cash Input Documents	6Y		1200	Accounting	Finance	6Y
4040-04	Cash Receipt Journals	6Y		1200	Accounting	Finance	6Y
4060	Accounts - Payable						
4060-02	Overdue Accounts	6Y		1205	Accounts - Payable	Finance	6Y
4060-03	Invoice Summary Sheets	6Y		1205	Accounts - Payable	Finance	6Y
4060-04	Timeliness of Payment Reports	6Y		1205	Accounts - Payable	Finance	6Y
4060-05	Refunds to Vote	6Y		1205	Accounts - Payable	Finance	6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
4060-06	Payment Errors and Compliance Reports	6Y		1205	Accounts - Payable	Finance	6Y
4060-07	Refunds	6Y		1205	Accounts - Payable	Finance	6Y
4060-50	Equalized Payments	6Y		1205	Accounts - Payable	Finance	6Y
4060-55	Accounts Payable	6Y		1205	Accounts - Payable	Finance	6Y
4060-60	Statements of Account	6Y		1205	Accounts - Payable	Finance	6Y
4080	Accounts – Receivable						
4080-50	Cash Register Tapes	6Y		1210	Accounts - Receivable	Finance	6Y
4080-65	Outstanding Accounts	SO+6Y		1210	Accounts - Receivable	Finance	6Y
4080-70	Write-Offs (uncollectible accounts)	SO+6Y		1210	Accounts - Receivable	Finance	6Y
4080-75	Accounts Receivable	6Y		1210	Accounts - Receivable	Finance	6Y
4100	Advances – Accountable						
4100-02	Float	6Y		1215	Advances - Accountable	Finance	6Y
4100-03	Petty Cash	6Y		1215	Advances - Accountable	Finance	6Y
4100-04	Salary	6Y		1215	Advances - Accountable	Finance	6Y
4100-05	Imprest Accounts	6Y		1215	Advances - Accountable	Finance	6Y
4100-06	Other Advances	6Y		1215	Advances - Accountable	Finance	6Y
4120	Agreements and Arrangements						
4120-50	Federal Agreements	SO*+15y		1705 A	Agreements and Contracts - Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y
				1705 B	Agreements and Contracts - Major B – Non Approved	Legal, Compliance and Regulatory Affairs	6Y
4120-55	Local Government Agreements	SO*+6Y		1705 A	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
				1705 B	Agreements and Contracts – Major B – Non Approved	Legal, Compliance and Regulatory Affairs	6Y
4120-60	Foreign Agreements	SO*+6Y		1705 A	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y
				1705 B	Agreements and Contracts – Major B – Non Approved	Legal, Compliance and Regulatory Affairs	6Y
4120-65	Provincial Agreements	SO*+6Y		1705 A	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y
				1705 B	Agreements and Contracts – Major B – Non Approved	Legal, Compliance and Regulatory Affairs	6Y
4120-70	Crown Corporation Agreements	SO*+6Y		1705 A	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y
				1705 B	Agreements and Contracts – Major B – Non Approved	Legal, Compliance and Regulatory Affairs	6Y
4120-75	Other Agreements	SO*+6Y		1705 A	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y
				1705 B	Agreements and Contracts – Major B – Non Approved	Legal, Compliance and Regulatory Affairs	6Y
4140	Allotments and Transfers						
4140-02	Reallocation of Funds	6Y		1225	Budgets	Finance	6Y
4160	Audits and Compliance Reviews						
4160-02	Provincial Comptroller	6Y		1300	Audits and Compliance Reviews	Governance	6Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
	Audits						
4160-03	Provincial Auditor Audits	6Y		1300	Audits and Compliance Reviews	Governance	6Y
4160-04	Internal Audits	6Y		1300	Audits and Compliance Reviews	Governance	6Y
4160-05	Other Audit and Reviews	6Y		1300	Audits and Compliance Reviews	Governance	6Y
4180	Banks and Banking						
4180-02	Bank and Financial Institution Addresses and Account Numbers	SO		1220	Banks and Banking	Finance	6Y
4180-50	Bank Accounts	6Y		1220	Banks and Banking	Finance	6Y
4180-55	Trust Accounts	6Y		1220	Banks and Banking	Finance	6Y
4230	Budgets						
4230-03	Working Papers	6Y		1225	Budgets	Finance	6Y
4230-04	Budget Submissions	6Y		1225	Budgets	Finance	6Y
4230-05	Finalization Minutes	6Y		1225	Budgets	Finance	6Y
4230-50	Budget Forecasts	6Y		1225	Budgets	Finance	6Y
4230-55	Budget Development Packages	6Y		1225	Budgets	Finance	6Y
4230-60	Approved Budgets	6Y		1225	Budgets	Finance	6Y
4260	Cheques and Financial Transactions						
4260-02	Returned and NSF Cheques	6Y		1200	Accounting	Finance	6Y
4260-03	Payment Vouchers	6Y		1200	Accounting	Finance	6Y
4260-04	Journal Vouchers	6Y		1200	Accounting	Finance	6Y
4260-05	Deposits	6Y		1200	Accounting	Finance	6Y
4260-06	Travel Vouchers	6Y		1200	Accounting	Finance	6Y
4260-08	Replacement (In-lieu) Cheques	6Y		1200	Accounting	Finance	6Y
4260-09	Batch Control	6Y		1200	Accounting	Finance	6Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
4260-10	Cheque Requisitions	6Y		1200	Accounting	Finance	6Y
4280	Claims						
4280-50	Claim Case Files	SO*+6Y		1230	Claims	Finance	C+6Y
4300	Contracts						
4300-03	Contract Registers	SO+6Y		1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014
4300-04	Contract Bids/Tender Bonds	SO*+6Y		1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014
4300-05	Rejected/Denied Contracts	6Y		1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014
4300-06	Requests for Proposals	SO+6Y		1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014
4300-50	Contract Case Files	SO*+6Y		1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014
4320	Currency						
4320-02	Exchange Rates	2Y		N/A	Transitory		
4340	Expenditure Control – General						
4340-02	Credit/Purchase Card Issuance	6Y		1235	Expenditure Control	Finance	6Y
4340-04	Expenditure Reduction Exercise	6Y		1235	Expenditure Control	Finance	6Y
4340-50	Expenditure Forecasts	6Y		1235	Expenditure Control	Finance	6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
4360	Expenditure Control – Commitments						
4360-02	Appropriation and Commitment Control	6Y		1235	Expenditure Control	Finance	6Y
4360-50	Authorizations for Expenditure	6Y		1235	Expenditure Control	Finance	6Y
4360-55	Commitment Fund Case Files	6Y		1235	Expenditure Control	Finance	6Y
4380	Fees						
4380-02	Fee Information and Schedules	SO+2Y		1355	Policy	Governance	C+6Y
4430	Funds						
4430-50	Funds Case Files	6Y		1225	Budgets	Finance	6Y
4440	Garnishees and Other Third Party Demands						
4440-50	Setoffs	SO+6Y		1240	Garnishees and Third Party Demands	Finance	6Y
4440-55	Requirements to Pay	SO+6Y		1240	Garnishees and Third Party Demands	Finance	6Y
4440-60	Garnishees	SO+6Y		1240	Garnishees and Third Party Demands	Finance	6Y
4440-65	Inter-agency Encumbrances	SO+6Y		1240	Garnishees and Third Party Demands	Finance	6Y
4440-70	Other Encumbrances	SO+6Y		1240	Garnishees and Third Party Demands	Finance	6Y
4440-75	Third Party Demands	SO+6Y		1240	Garnishees and Third Party Demands	Finance	6Y
4460	Grants						

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
4460-02	Grant Applications	6Y		1245	Grants	Finance	6Y
4460-50	Grant Management Files	SO+6Y		1245	Grants	Finance	6Y
4480	Hospitality and Business Expenses						
4480-50	Claim Case Files	6Y		1235	Expenditure Control	Finance	6Y
4500	Reports, Statistics, and Statements – Financial						
4500-02	Reports – Daily	1M		2005 A	Financial Reports and Statements A - Daily/Weekly	Reports and Statistics	1M
4500-03	Reports – Monthly	2Y		2005 B	Financial Reports and Statements B - Monthly/Quarterly/Trimester	Reports and Statistics	2Y
4500-04	Reports – Month 13/Year end	6Y		2005 C	Financial Reports and Statements C - Financial Analysis/Financial Statements/Year-End/Other	Reports and Statistics	6Y
4500-05	Financial Analysis Statements	6Y		2005 C	Financial Reports and Statements C - Financial Analysis/Financial Statements/Year-End/Other	Reports and Statistics	6Y
4500-06	Quarterly Reports	6Y		2005 B	Financial Reports and Statements B – Monthly/Quarterly/Trimester	Reports and Statistics	2Y
4500-07	Other Financial Reports	6Y		2005 C	Financial Reports and Statements C – Financial Analysis/Financial Statements/Year-End/Other	Reports and Statistics	6Y
4520	Revenue Control						
4520-02	Revenue Accounts	6Y		1250	Revenue Control	Finance	6Y
4520-03	Suspense Accounts	6Y		1250	Revenue Control	Finance	6Y
4520-04	Recoverable Amounts	6Y		1250	Revenue Control	Finance	6Y
4520-50	Cost Recoveries	6Y		1250	Revenue Control	Finance	6Y
4520-55	Revenue Forecasts	6Y		1250	Revenue Control	Finance	6Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
4540	Taxes						
4540-02	Goods and Services Tax	6Y		1255	Taxes	Finance	6Y
4540-03	Provincial Sales Tax	6Y		1255	Taxes	Finance	6Y
4540-04	Other Taxes	6Y		1255	Taxes	Finance	6Y
4560	Travel Allowances and Expenditures						
4560-02	Relocation	6Y		1235	Expenditure Control	Finance	6Y
4560-03	Ministers' Travel Expenses	6Y		1235	Expenditure Control	Finance	6Y
4560-04	Non-governmental Personnel	6Y		1235	Expenditure Control	Finance	6Y
4560-65	Travel Case Files	6Y		1235	Expenditure Control	Finance	6Y
4580	Treasury Board						
4580-02	Special Warrants	6Y		1260	Treasury Board	Finance	6Y
4580-50	Treasury Board Submissions/Approvals	6Y		1260	Treasury Board	Finance	6Y
4580-60	Treasury Board Orders and Directives	SO+6Y		1260	Treasury Board	Finance	6Y
4580-65	Treasury Board Minutes	SO+6Y		1260	Treasury Board	Finance	6Y
HUMAN	HUMAN RESOURCES						
5000-00	Policy and Procedure	SO+6Y		1355	Policy	Governance	C+6Y
5000-20	Reports and Statistics	SO+2Y		2010	Reports and Statistics	Reports and Statistics	2Y
5015	Accidents and Injuries						
5015-02	Incident Logs	6Y		2100	Security Management and Safety	Security	6Y
5015-50	Non-Compensable	6Y		1425	Health and Safety	Human Resources	6Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
	Accidents						
5015-55	Workers' Compensation Board Claims	SO*+6Y		1470	Workers' Compensation Board Claims	Human Resources	C+6Y
5030	Awards and Honours						
5030-50	Recognition Programs	6Y		1430	Human Resource Programs	Human Resources	6Y
5045	Benefits and Services – General						
5045-00	Policy and Procedure	SO+6Y		1355	Policy	Governance	C+6Y
5045-20	Reports and Statistics	SO+2Y		2010	Reports and Statistics	Reports and Statistics	2Y
5060	Benefits and Services – Benefits						
5060-02	Deferred Salary Leave	6Y		1355	Policy	Governance	C+6Y
5060-03	Travel Insurance	SO+2Y		1355	Policy	Governance	C+6Y
5060-04	Allowances and Differentials	SO+2Y		1355	Policy	Governance	C+6Y
5060-05	Northern Allowances	SO+2Y		1355	Policy	Governance	C+6Y
5060-06	Pensions and Superannuation	SO+2Y		1355	Policy	Governance	C+6Y
5060-08	Medical and Dental	SO+2Y		1355	Policy	Governance	C+6Y
5060-09	Disability Income	SO+2Y		1355	Policy	Governance	C+6Y
5060-10	Employment Insurance	SO+2Y		1355	Policy	Governance	C+6Y
5060-11	Other Benefits	SO+2Y		1355	Policy	Governance	C+6Y
5080	Benefits and Services – Services						
5080-02	Bonds	6Y		1355	Policy	Governance	C+6Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
5080-03	Parking	SO		1355	Policy	Governance	C+6Y
5080-04	Other Services	6Y		1355	Policy	Governance	C+6Y
5160	Classification						
5160-02	Classification Issues	6Y		1400	Classification	Human Resources	C+6Y
5160-04	Organization	6Y		1400	Classification	Human Resources	C+6Y
5160-50	Position History Files	SO+6Y		1400	Classification	Human Resources	C+6Y
5160-55	Reclassification, Position Reviews, and Appeals	SO*+6Y		1400	Classification	Human Resources	C+6Y
5160-60	Job Standards	SO+6Y		1400	Classification	Human Resources	C+6Y
5175	Employees – General						
5175-02	Information Requests	6Y		1505	Inquiries	Information Services	2Y
5175-03	Conflict of Interest/Approval for Outside Employment Guidelines	SO+6Y		1355	Policy	Governance	C+6Y
5175-04	Code of Conduct	SO+6Y		1355	Policy	Governance	C+6Y
5175-05	Seniority Roster	SO+2Y		2010	Reports and Statistics	Reports and Statistics	2Y
5190	Employees – Employee Record						C
5190-50	Employee File (by employee)	SO*		1415	Employee Record	Human Resources	C
5190-60	Pay Records	SO*		1415	Employee Record	Human Resources	C
5190-65	Pay Records (where not on individual pay files)	55Y		1415	Employee Record	Human Resources	C
5190-70	Leave and Attendance (by employee)	SO**+5Y		1410	Employee Leave and Attendance A – Timecard information captured in the government payroll system	Human Resources	7Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
5190-75	Leave and Attendance (where not on individual leave and attendance files)	55Y		1410	Employee Leave and Attendance B – Timecards maintained as the only official record of leave and attendance	Human Resources	55Y
5190-80	Hours of Work (by employee)	SO**+5Y		1415	Employee Record	Human Resources	C
5190-85	Hours of Work (where not in individual hours of work file)	55Y		1415	Employee Record	Human Resources	C
5190-90	Income Tax Forms (completed)	SO+7Y		N/A (no longer in ARMS)	Employee Income Tax	Human Resources	7Y
5205	Employment Equity						
5205-02	Employment Equity	6Y		1430	Human Resource Programs	Human Resources	6Y
5205-50	Employment Equity Programs	SO+6Y		1430	Human Resource Programs	Human Resources	6Y
5240	Foreign Postings and Allowances						
5240-50	Case Files (by location)	SO+6Y		1460	Staffing	Human Resources	6Y
5265	Health and Safety						
5265-02	Employee Assistance Programs	SO+6Y		1430	Human Resource Programs	Human Resources	6Y
5265-03	Occupational Health	6Y		1425	Health and Safety	Human Resources	6Y
5265-04	Investigations/Complaints	SO*+6Y		1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y
5265-50	Hazardous Material Information	SO+6Y		1425	Health and Safety	Human Resources	6Y
5280	Hours of Work						
5280-02	Hours of Work	6Y		1355	Policy	Governance	C+6Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
5280-03	Job Sharing	SO+6Y		1355	Policy	Governance	C+6Y
5280-05	Exemptions	SO+6Y		1355	Policy	Governance	C+6Y
5280-06	Work Schedules	2Y		1355	Policy	Governance	C+6Y
5295	Human Resource Planning						
5295-02	Human Resource Planning	6Y		1350	Planning	Governance	10Y
5295-04	Technical Change	6Y		1350	Planning	Governance	10Y
5295-05	Establishment Control Files	SO+6Y		1350	Planning	Governance	10Y
5305	Human Rights Issues						
5305-02	Human Rights Issues	SO+6Y		1435	Human Rights Issues	Human Resources	C+6Y
5305-50	Case Files	SO*+6Y		1435	Human Rights Issues	Human Resources	C+6Y
5330	Job Enhancement						
5330-50	Case Files	SO+6Y		1430	Human Resource Programs	Human Resources	6Y
5355	Labour Relations – General						
5355-02	Labour Issues	SO+6Y		1440	Labour Issues	Human Resources	6Y
5355-03	Union Relations	SO+6Y		1445	Labour Relations	Human Resources	6Y
5355-55	Bargaining Agent Certification Orders	SO+6Y		1445	Labour Relations	Human Resources	6Y
5400	Labour Relations – Collective Agreements and Interpretations						
5400-02	Negotiations	SO+6Y		1445	Labour Relations	Human Resources	6Y
5400-03	Proposals	SO+6Y		1445	Labour Relations	Human Resources	6Y
5400-04	Interpretations	SO+6Y		1445	Labour Relations	Human Resources	6Y
5400-50	Collective Agreements	SO+6Y		1445	Labour Relations	Human Resources	6Y

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ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
5415	Labour Relations – Discipline						
5415-03	Precedent Files	SO+6Y		1445	Labour Relations	Human Resources	6Y
5415-50	Individual Case Files	SO*		1445	Labour Relations	Human Resources	C
5430	Labour Relations – Exclusions						
5430-50	Case Files	SO+6Y		1445	Labour Relations	Human Resources	6Y
5445	Labour Relations – Grievances, Complaints, and Arbitrations						
5445-50	Grievance and Complaints Case Files	SO*+6Y		1420	Grievances, Complaints, and Arbitration	Human Resources	C+6Y
5445-55	Arbitration Case Files	SO*+6Y		1420	Grievances, Complaints, and Arbitration	Human Resources	C+6Y
5475	Leave and Attendance						
5475-05	Employee Leave and Attendance	6Y		1410	Employee Leave and Attendance	Human Resources	C+5Y
5510	Pay Administration						
5510-00	Policy	SO+6Y		1355	Policy	Governance	C+6Y
5510-00	Procedure	SO+6Y		1360	Procedure, Guidelines and Standards	Governance	C+6Y
5510-20	Reports and Statistics	6Y		2010	Reports and Statistics	Reports and Statistics	2Y
5525	Performance Planning and Review						
5525-04	Work Plans	6Y		1450	Performance/Probationary Reviews	Human Resources	6Y

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<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
5525-05	Performance/Probationary Reviews	6Y		1450	Performance/Probationary Reviews	Human Resources	6Y
5540	Reassignments and Transfers						
5540-50	Case Files	SO+6Y		1460	Staffing	Human Resources	6Y
5555	Regulations and Directives						
5555-02	Human Resources Manuals/Directives	SO+6Y		1355	Policy	Governance	C+6Y
5585	Retirements and Pre-Retirements						
5585-02	Pre-Retirement Benefits/Programs	SO+6Y		1430	Human Resource Programs	Human Resources	6Y
5585-03	Retirement Programs	SO+6Y		1430	Human Resource Programs	Human Resources	6Y
5585-04	List of Retirees and Options Chosen	SO+2Y		1430	Human Resource Programs	Human Resources	6Y
5600	Salaries and Wages						
5600-02	Salary Administration	SO+6Y		1355	Policy	Governance	C+6Y
5600-03	Salary Schedules	SO+6Y		1355	Policy	Governance	C+6Y
5600-04	Overtime Pay Schedules	SO+6Y		1355	Policy	Governance	C+6Y
5600-05	Merit/Performance Pay	SO+6Y		1355	Policy	Governance	C+6Y
5600-06	Temporary Pay Adjustments	SO+6Y		1355	Policy	Governance	C+6Y
5600-50	Salary Disputes	SO*+6Y		1455	Salary Disputes	Human Resources	C+6Y
5600-55	Bargaining Unit Compensation Issues	SO+6Y		1355	Policy	Governance	C+6Y
5615	Separations and Layoffs						
5615-02	Job Abolition Bumping Lists	SO+6Y		1355	Policy	Governance	C+6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
5615-03	Staff Reduction Programs	SO+6Y		1430	Human Resource Programs	Human Resources	6Y
5615-04	Severance	6Y		1355	Policy	Governance	C+6Y
5615-05	Layoffs	6Y		1355	Policy	Governance	C+6Y
5615-06	Abandonments of Position	6Y		1355	Policy	Governance	C+6Y
5615-07	Resignations	6Y		1355	Policy	Governance	C+6Y
5630	Staffing – General						
5630-02	Staffing Announcements	2Y		N/A	Transitory		
5630-50	Testing	6Y		1460	Staffing	Human Resources	6Y
5630-55	Security Checks	SO*+6Y		2105	Security Checks	Security	6Y
5645	Staffing – Acting and Temporary Appointments						
5645-02	Acting and Temporary Appointments	SO+6Y		1460	Staffing	Human Resources	6Y
5645-03	Secondments	SO+6Y		1710	Agreements and Contracts - Minor	Legal, Compliance and Regulatory Affairs	C+6Y/ 2Y
5645-04	Exchanges	SO+6Y		1460	Staffing	Human Resources	6Y
5645-50	Secondment Contract Files	SO*+6Y		1710 A	Agreements and Contracts – Minor A – Approved	Legal, Compliance and Regulatory Affairs	C+6Y
5660	Staffing – Competitions						
5660-02	Interview Formats and Questions	SO+6Y		1460	Staffing	Human Resources	6Y
5660-03	Selection Standards	SO+6Y		1460	Staffing	Human Resources	6Y
5660-50	Competition Files	SO+6Y		1460	Staffing	Human Resources	6Y
5680	Staffing – Recruitment						
5680-02	Applications	SO		N/A	Transitory		

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
5680-03	Recruitment Case Files	SO+2Y		1460	Staffing	Human Resources	6Y
5680-05	Programs	SO+6Y		1460	Staffing	Human Resources	6Y
5680-06	Staffing Requisitions	2Y		1460	Staffing	Human Resources	6Y
5750	Staffing – Vacancies and Obligations						
5750-02	Re-employment Lists	SO+6Y		1460	Staffing	Human Resources	6Y
5750-03	Vacancy Reports	2Y		2010	Reports and Statistics	Reports and Statistics	2Y
5770	Studies and Surveys						
5770-50	5770-50 Studies and Surveys	6Y		1535	Research, Studies and Surveys	Information Services	6Y
5785	Training and Development – General						
5785-02	Education Leave	6Y		1460	Staffing	Human Resources	6Y
5785-50	Staff Development, Training, and Programs Case Files (attended by staff)	SO+6Y		1465	Training and Development	Human Resources	6Y
5800	Training and Development – Courses						
5800-02	Course Packages	SO+6Y		1465	Training and Development	Human Resources	6Y
5800-03	Training Program Packages	SO+6Y		1465	Training and Development	Human Resources	6Y
5800-50	Course and Training Case Files (for courses developed and/or presented by staff)	6Y		1465	Training and Development	Human Resources	6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
5815	Training and Development – Resources						
5815-02	Training Facilities	SO+2Y		N/A	Transitory		
5815-03	Resource Personnel/Facilitators	SO+2Y		1465	Training and Development	Human Resources	6Y
5815-04	Training Equipment	SO+2Y		1465	Training and Development	Human Resources	6Y
5845	Volunteers						
5845-50	Volunteer Programs/Activities	SO+2Y		1430	Human Resource Programs	Human Resources	6Y
5860	Wellness and Recreation						
5860-50	Employee Health and Wellness Programs	SO+6Y		1430	Human Resource Programs	Human Resources	6Y
INFORM A	INFORMATION SYSTEMS AND TECHNOLOGY						
6000	Information Systems and Technology – General						
6000-02	Standards	SO+6Y		1360	Procedure, Guidelines and Standards	Governance	C+6Y
6000-50	Service Requests	3Y		1605	System Operations	Information Systems and Technology	3Y
6030	Information Systems Planning						
6030-02	Standards	SO+6Y		1360	Procedure, Guidelines and Standards	Governance	C+6Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

ARMS 2006 Classification				ARMS Big Bucket Classification			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
6030-03	Planning and Review	SO+6Y		1600	System Development	Information Systems and Technology	C+2Y
6030-50	Research and Evaluations	SO+6Y		1600	System Development	Information Systems and Technology	C+2Y
6030-55	Projects	SO+6Y		1600	System Development	Information Systems and Technology	C+2Y
6060	Database Development and Administration						
6060-02	Standards	SO+6Y		1360	Procedures, Guidelines and Standards	Governance	C+6Y
6060-55	Database Planning and Design	SO*+6Y		1600	System Development	Information Systems and Technology	C+2Y
6060-60	Database Maintenance	SO*+2Y		1600	System Development	Information Systems and Technology	C+2Y
6060-65	Performance Monitoring and Evaluation	3Y		1605	System Operations	Information Systems and Technology	3Y
6080	End-User Support						
6080-02	Standards	SO+6Y		1360	Procedures, Guidelines and Standards	Governance	C+6Y
6080-50	Help Center/Help Desk	3Y		1605	System Operations	Information Systems and Technology	3Y
6080-55	Information Retrieval Services	2Y		1605	System Operations	Information Systems and Technology	3Y
6080-60	Training and Support	3Y		1605	System Operations	Information Systems and Technology	3Y
6100	Network Design and						

Concordance Table – ARMS 2006 to ARMS Big Bucket

<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
	Management						
6100-02	Standards	SO+6Y		1360	Procedure, Guidelines and Standards	Governance	C+6Y
6100-50	Development Projects	SO+3Y		1600	System Development	Information Services	C+2Y
6100-65	Performance Monitoring and Evaluation	SO+3Y		1605	System Operations	Information Services	3Y
6100-70	Network Maintenance	SO+2Y		1600	System Development	Information Services	C+2Y
6120	System Development						
6120-02	Standards	SO+6Y		1360	Procedures, Guidelines and Standards	Governance	C+6Y
6120-50	Projects	SO*+2Y		1600	System Development	Information Services	C+2Y
6120-55	Project Management	SO*+2Y		1600	System Development	Information Services	C+2Y
6120-60	Planning and Initiation	SO*+2Y		1600	System Development	Information Services	C+2Y
6120-65	Requirements Analysis	SO*+2Y		1600	System Development	Information Services	C+2Y
6120-70	Design	SO*+2Y		1600	System Development	Information Services	C+2Y
6120-75	Construction	SO*+2Y		1600	System Development	Information Services	C+2Y
6120-80	Testing	SO*+2Y		1600	System Development	Information Services	C+2Y
6120-85	Deployment	SO*+2Y		1600	System Development	Information Services	C+2Y
6120-90	System Documentation	SO*+2Y		1600	System Development	Information Services	C+2Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
6120-95	User Documentation	SO*+2Y		1600	System Development	Information Services	C+2Y
6140	System Maintenance						C+6Y
6140-02	Standards	SO+6Y		1360	Procedures, Guidelines and Standards	Governance	C+6Y
6140-50	Maintenance Case files	SO*+2Y		1600	System Development	Information Systems and Technology	C+2Y
6160	System Operations						
6160-02	Standards	SO+6Y		1360	Procedures, Guidelines and Standards	Governance	C+6Y
6160-60	Problems and Incidents	3Y		1605	System Operations	Information Systems and Technology	3Y
6160-65	Space Management	3Y		1605	System Operations	Information Systems and Technology	3Y
6160-70	System Monitoring	3Y		1605	System Operations	Information Systems and Technology	3Y
6180	System Reports						
6180-02	Standards	SO+6Y		1360	Procedure, Guidelines and Standards	Governance	C+6Y
6180-50	Activity Reports	SO		2010	Reports and Statistics	Reports and Statistics	2Y
6180-55	Incident Reports	3Y		2010	Reports and Statistics	Reports and Statistics	2Y
6180-60	Maintenance Reports	SO+3Y		2010	Reports and Statistics	Reports and Statistics	2Y
6180-65	Status Reports	3Y		2010	Reports and Statistics	Reports and Statistics	2Y
6180-70	Verification Reports	SO		2010	Reports and Statistics	Reports and Statistics	2Y
6180-75	Other Reports	6Y		2010	Reports and Statistics	Reports and Statistics	2Y

Concordance Table – ARMS 2006 to ARMS Big Bucket

<u>ARMS 2006 Classification</u>				<u>ARMS Big Bucket Classification</u>			
Classification Number	Primary and Secondary Title	Retention		Classification Number	Record Series	New Section	Retention
6200	System Security and Reliability						
6200-02	Standards	SO+6Y		1360	Procedures, Guidelines and Standards	Governance	C+6Y
6200-50	Access Controls	SO+2Y		1605	System Operations	Information Systems and Technology	3Y
6200-55	Backup/Recovery Procedures	SO+3Y		1600	System Development	Information Systems and Technology	C+2Y
6200-60	System Backup Files	SO*		N/A	Transitory		
6200-65	Project Case Files	SO+6Y		2100	Security Management and Safety	Security	6Y
	Not in ARMS 2006			1305	Board of Directors Appointments - Internal	Governance	C+2Y
	Not in ARMS 2006			1745	Public Interest Disclosure	Legal, Compliance and Regulatory Affairs	C+6Y

APPENDIX E

*Concordance Table
(ARMS2014 to ARMS2006)*

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1000	Building and Land Maintenance	Building and Properties	6Y		2135-02	Alterations and Repairs	6Y
1000	Building and Land Maintenance	Building and Properties	6Y		2135-50	Damage Case Files	SO*+6Y
1000	Building and Land Maintenance	Building and Properties	6Y		2235-03	Janitorial Services	2Y
1000	Building and Land Maintenance	Building and Properties	6Y		2235-05	Maintenance Services	6Y
1000	Building and Land Maintenance	Building and Properties	6Y		2295-02	Inventory	SO+2Y
1000	Building and Land Maintenance	Building and Properties	6Y		2295-03	Zoning	SO+2Y
1000	Building and Land Maintenance	Building and Properties	6Y		2335-03	Grounds Maintenance	2Y
1000	Building and Land Maintenance	Building and Properties	6Y		2335-60	Improvement Project Files	6Y
1000	Building and Land Maintenance	Building and Properties	6Y		2435-02	Air Conditioning/Ventilation	2Y
1000	Building and Land Maintenance	Building and Properties	6Y		2435-03	Heating Systems	2Y
1000	Building and Land Maintenance	Building and Properties	6Y		2435-04	Humidity Control	2Y
1000	Building and Land Maintenance	Building and Properties	6Y		2435-05	Refrigeration	2Y
1000	Building and Land Maintenance	Building and Properties	6Y		2435-50	Systems/Facilities Case Files	SO+6Y
1000	Building and Land Maintenance	Building and Properties	6Y		2455-02	Disposal of Hazardous Materials	SO+6Y
1000	Building and Land Maintenance	Building and Properties	6Y		2455-03	Recycling	2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1000	Building and Land Maintenance	Building and Properties	6Y		2455-50	Garbage Disposal Case Files	2Y
1005	Building and Land Management	Building and Properties	C+15Y		2120-02	Appraisals	SO+2Y
1005	Building and Land Management	Building and Properties	C+15Y		2120-60	Acquisition and Disposal Case Files	SO*+10Y
1005	Building and Land Management	Building and Properties	C+15Y		2155-50	Construction Project Case Files	SO*+10Y
1005	Building and Land Management	Building and Properties	C+15Y		2200-50	Expansion/Renovation Project Files	SO*+10Y
1005	Building and Land Management	Building and Properties	C+15Y		2305-02	Appraisals/Valuations	2Y
1005	Building and Land Management	Building and Properties	C+15Y		2305-60	Land Acquisition and Disposal Case Files	SO*+10Y
1005	Building and Land Management	Building and Properties	C+15Y		2320-50	Land Concession Project Files	SO+10Y
1010	Space Management	Building and Properties	6Y		2055-02	Offers of Space	6Y
1010	Space Management	Building and Properties	6Y		2055-03	Planning and Requirements	6Y
1010	Space Management	Building and Properties	6Y		2055-04	Space Allocation	SO+6Y
1010	Space Management	Building and Properties	6Y		2055-05	Employee Housing	6Y
1010	Space Management	Building and Properties	6Y		2055-06	Building Floor Plans	SO+6Y
1010	Space Management	Building and Properties	6Y		2055-50	Organizational Moves	6Y
1010	Space Management	Building and Properties	6Y		2105-03	Building Standards	SO+6Y
1010	Space Management	Building and Properties	6Y		2105-04	Signs	SO
1010	Space Management	Building and Properties	6Y		2105-50	Facilities Management Case Files	SO+6Y
1010	Space Management	Building and Properties	6Y		2385-02	Parking Facilities	2Y
1010	Space Management	Building and Properties	6Y		2385-03	Signs	2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1010	Space Management	Building and Properties	6Y		2385-50	Parking Area Project Files	6Y
1100	Asset Control	Equipment and Supplies	6Y		3030-55	Fixed Asset Records	SO+6Y
1100	Asset Control	Equipment and Supplies	6Y		3030-60	Assets Loss Inventory	SO+6Y
1100	Asset Control	Equipment and Supplies	6Y		3150-02	Asset Transfer and Disposal	SO+6Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3000-02	Equipment Loans	SO
1105	Equipment and Supplies	Equipment and Supplies	3Y		3000-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3000-50	Equipment Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3000-55	Equipment History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3030-50	Inventories	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3040-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3040-50	Equipment Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3040-55	Equipment History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3055-02	Product and Service Information	SO
1105	Equipment and Supplies	Equipment and Supplies	3Y		3055-50	Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3055-55	History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3070-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and	3Y		3070-50	Product Research Files	SO+2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
		Supplies					
1105	Equipment and Supplies	Equipment and Supplies	3Y		3085-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3085-04	Cleaning Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3085-50	Product Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3085-55	Clothing History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3100-03	Maintenance Issues	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3100-50	Electronic Storage Media – Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3100-55	Electronic Storage Media – History/Case File	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3115-50	Hardware Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3115-55	Hardware History/Case Files	SO+3Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3115-60	Hardware Problems and Maintenance	3Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3130-50	Software Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3130-55	Software History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3130-60	Software Problems and Maintenance	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3150-03	Recycling (Equipment)	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3170-03	Supplies	2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1105	Equipment and Supplies	Equipment and Supplies	3Y		3170-50	Equipment Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3170-55	Equipment History/Case Files	SO+6Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3185-03	Distribution of Food	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3185-50	Food Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3205-06	Fuels	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3215-03	Furniture Acquisition	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3215-50	Furniture Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3215-55	Furniture History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3240-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3240-50	Equipment Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3240-55	Equipment History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3255-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3255-50	Equipment Research Files	SO+6Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3255-55	Equipment History/Case Files	SO+6Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3265-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3265-50	Equipment Research Files	SO+2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1105	Equipment and Supplies	Equipment and Supplies	3Y		3265-55	Equipment History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3280-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3280-50	Equipment Research Files	SO+6Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3280-55	Equipment History/Case Files	SO+6Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3295-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3295-50	Equipment Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3295-55	Equipment History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3315-03	Office Supplies and Stationary	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3315-50	Office Machine Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3315-55	Office Machine History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3335-03	Supplies	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3335-50	Equipment Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3335-55	Equipment History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3420-50	Commercially Developed Special Item History/Case Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3420-55	Government Developed Special Item History/Case	SO+2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1105	Equipment and Supplies	Equipment and Supplies	3Y		3425-02	Frequency Licences	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3425-03	Fax Transmission Receipts/Reports	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3425-05	Telecommunications Services	2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3425-06	Inventories	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3425-50	Research Files	SO+2Y
1105	Equipment and Supplies	Equipment and Supplies	3Y		3425-55	Telecommunications Equipment History/Case File	SO+2Y
1110	Vehicle Management	Equipment and Supplies	6Y		3445-02	Private Use of Government Vehicles	SO+2Y
1110	Vehicle Management	Equipment and Supplies	6Y		3445-03	Vehicle Depreciation	2Y
1110	Vehicle Management	Equipment and Supplies	6Y		3445-04	Vehicle Replacement	2Y
1110	Vehicle Management	Equipment and Supplies	6Y		3445-05	Vehicle Inventory	SO+2Y
1110	Vehicle Management	Equipment and Supplies	6Y		3445-06	Vehicle Establishment	6Y
1110	Vehicle Management	Equipment and Supplies	6Y		3445-07	Vehicle Fixed Asset Records	SO+6Y
1110	Vehicle Management	Equipment and Supplies	6Y		3445-09	Central Vehicle Agency Requisitions	2Y
1110	Vehicle Management	Equipment and Supplies	6Y		3445-50	Central Vehicle Agency Reports	2Y
1110	Vehicle Management	Equipment and Supplies	6Y		3495-50	Vehicle Research Files	SO+6Y
1110	Vehicle Management	Equipment and	6Y		3495-55	Vehicle History/Case Files	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
		Supplies					
1110	Vehicle Management	Equipment and Supplies	6Y		3515-50	Vehicle Research Files	SO+6Y
1110	Vehicle Management	Equipment and Supplies	6Y		3515-55	Vehicle History/Case Files	SO+6Y
1110	Vehicle Management	Equipment and Supplies	6Y		3530-50	Vehicle Research Files	SO+6Y
1110	Vehicle Management	Equipment and Supplies	6Y		3530-55	Vehicle History/Case Files	SO+6Y
1200	Accounting	Finance	6Y		2020-02	Adjustments Requests	2Y
1200	Accounting	Finance	6Y		2020-03	Billing Advice	2Y
1200	Accounting	Finance	6Y		2020-06	Accommodation/Portfolio Review	6Y
1200	Accounting	Finance	6Y		2020-08	Charges	6Y
1200	Accounting	Finance	6Y		4020-02	Accounting Codes	SO+2Y
1200	Accounting	Finance	6Y		4020-04	Interest Rates on Overdue Accounts	6Y
1200	Accounting	Finance	6Y		4020-05	Security Deposits/Letters of Credit	6Y
1200	Accounting	Finance	6Y		4020-06	General Ledgers/Final Entry Summaries	6Y
1200	Accounting	Finance	6Y		4020-07	Public Accounts Preparation Records	6Y
1200	Accounting	Finance	6Y		4020-50	Reconciliations	6Y
1200	Accounting	Finance	6Y		4040-02	Cash Mail Records	6Y
1200	Accounting	Finance	6Y		4040-03	Cash Input Documents	6Y
1200	Accounting	Finance	6Y		4040-04	Cash Receipt Journals	6Y
1200	Accounting	Finance	6Y		4260-02	Returned and NSF Cheques	6Y
1200	Accounting	Finance	6Y		4260-03	Payment Vouchers	6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1200	Accounting	Finance	6Y		4260-04	Journal Vouchers	6Y
1200	Accounting	Finance	6Y		4260-05	Deposits	6Y
1200	Accounting	Finance	6Y		4260-06	Travel Vouchers	6Y
1200	Accounting	Finance	6Y		4260-08	Replacement (In-lieu) Cheques	6Y
1200	Accounting	Finance	6Y		4260-09	Batch Control	6Y
1200	Accounting	Finance	6Y		4260-10	Cheque Requisitions	6Y
1205	Accounts – Payable	Finance	6Y		4060-02	Overdue Accounts	6Y
1205	Accounts – Payable	Finance	6Y		4060-03	Invoice Summary Sheets	6Y
1205	Accounts – Payable	Finance	6Y		4060-04	Timeliness of Payment Reports	6Y
1205	Accounts – Payable	Finance	6Y		4060-05	Refunds to Vote	6Y
1205	Accounts – Payable	Finance	6Y		4060-06	Payment Errors and Compliance Reports	6Y
1205	Accounts – Payable	Finance	6Y		4060-07	Refunds	6Y
1205	Accounts – Payable	Finance	6Y		4060-50	Equalized Payments	6Y
1205	Accounts – Payable	Finance	6Y		4060-55	Accounts Payable	6Y
1205	Accounts – Payable	Finance	6Y		4060-60	Statements of Account	6Y
1210	Accounts – Receivable	Finance	6Y		4080-50	Cash Register Tapes	6Y
1210	Accounts – Receivable	Finance	6Y		4080-65	Outstanding Accounts	SO+6Y
1210	Accounts – Receivable	Finance	6Y		4080-70	Write-Offs (uncollectible accounts)	SO+6Y
1210	Accounts – Receivable	Finance	6Y		4080-75	Accounts Receivable	6Y
1215	Advances – Accountable	Finance	6Y		4100-02	Float	6Y
1215	Advances – Accountable	Finance	6Y		4100-03	Petty Cash	6Y
1215	Advances – Accountable	Finance	6Y		4100-04	Salary	6Y
1215	Advances – Accountable	Finance	6Y		4100-05	Imprest Accounts	6Y
1215	Advances – Accountable	Finance	6Y		4100-06	Other Advances	6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1220	Banks and Banking	Finance	6Y		4180-02	Bank and Financial Institution Addresses and Account Numbers	SO
1220	Banks and Banking	Finance	6Y		4180-50	Bank Accounts	6Y
1220	Banks and Banking	Finance	6Y		4180-55	Trust Accounts	6Y
1225	Budgets	Finance	6Y		4140-02	Reallocation of Funds	6Y
1225	Budgets	Finance	6Y		4230-03	Working Papers	6Y
1225	Budgets	Finance	6Y		4230-04	Budget Submissions	6Y
1225	Budgets	Finance	6Y		4230-05	Finalization Minutes	6Y
1225	Budgets	Finance	6Y		4230-50	Budget Forecasts	6Y
1225	Budgets	Finance	6Y		4230-55	Budget Development Packages	6Y
1225	Budgets	Finance	6Y		4230-60	Approved Budgets	6Y
1225	Budgets	Finance	6Y		4430-50	Funds Case Files	6Y
1230	Claims	Finance	C+6Y		4280-50	Claim Case Files	SO*+6Y
1235	Expenditure Control	Finance	6Y		4340-02	Credit/Purchase Card Issuance	6Y
1235	Expenditure Control	Finance	6Y		4340-04	Expenditure Reduction Exercise	6Y
1235	Expenditure Control	Finance	6Y		4340-50	Expenditure Forecasts	6Y
1235	Expenditure Control	Finance	6Y		4360-02	Appropriation and Commitment Control	6Y
1235	Expenditure Control	Finance	6Y		4360-50	Authorizations for Expenditure	6Y
1235	Expenditure Control	Finance	6Y		4360-55	Commitment Fund Case Files	6Y
1235	Expenditure Control	Finance	6Y		4480-50	Claim Case Files	6Y
1235	Expenditure Control	Finance	6Y		4560-02	Relocation	6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1235	Expenditure Control	Finance	6Y		4560-03	Ministers' Travel Expenses	6Y
1235	Expenditure Control	Finance	6Y		4560-04	Non-governmental Personnel	6Y
1235	Expenditure Control	Finance	6Y		4560-65	Travel Case Files	6Y
1240	Garnishees and Third Party Demands	Finance	6Y		4440-50	Setoffs	SO+6Y
1240	Garnishees and Third Party Demands	Finance	6Y		4440-55	Requirements to Pay	SO+6Y
1240	Garnishees and Third Party Demands	Finance	6Y		4440-60	Garnishees	SO+6Y
1240	Garnishees and Third Party Demands	Finance	6Y		4440-70	Other Encumbrances	SO+6Y
1240	Garnishees and Third Party Demands	Finance	6Y		4440-75	Third Party Demands	SO+6Y
1245	Grants	Finance	6Y		4460-02	Grant Applications	6Y
1245	Grants	Finance	6Y		4460-50	Grant Management Files	SO+6Y
1250	Revenue Control	Finance	6Y		4520-02	Revenue Accounts	6Y
1250	Revenue Control	Finance	6Y		4520-03	Suspense Accounts	6Y
1250	Revenue Control	Finance	6Y		4520-04	Recoverable Amounts	6Y
1250	Revenue Control	Finance	6Y		4520-50	Cost Recoveries	6Y
1250	Revenue Control	Finance	6Y		4520-55	Revenue Forecasts	6Y
1255	Taxes	Finance	6Y		4540-02	Goods and Services Tax	6Y
1255	Taxes	Finance	6Y		4540-03	Provincial Sales Tax	6Y
1255	Taxes	Finance	6Y		4540-04	Other Taxes	6Y
1260	Treasury Board	Finance	6Y		4580-02	Special Warrants	6Y
1260	Treasury Board	Finance	6Y		4580-50	Treasury Board Submissions/Approvals	6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1260	Treasury Board	Finance	6Y		4580-60	Treasury Board Orders and Directives	SO+6Y
1260	Treasury Board	Finance	6Y		4580-65	Treasury Board Minutes	SO+6Y
1300	Audits and Compliance Reviews	Governance	6Y		4160-02	Provincial Comptroller Audits	6Y
1300	Audits and Compliance Reviews	Governance	6Y		4160-03	Provincial Auditor Audits	6Y
1300	Audits and Compliance Reviews	Governance	6Y		4160-04	Internal Audits	6Y
1300	Audits and Compliance Reviews	Governance	6Y		4160-05	Other Audit and Reviews	6Y
1305	Board of Directors Appointments – Internal	Governance	C+2Y		1230-55	Board of Directors	SO*+2Y
1310	Board of Directors – Internal A – Board Minutes	Governance	C		1230-55	Board of Directors	SO*+2Y
1310	Board of Directors - Internal B – Meeting Documentation	Governance	6Y		1230-55	Board of Directors	SO*+2Y
1315	Cabinet	Governance	10Y		1170-02	Cabinet Items	SO+6Y
1315	Cabinet	Governance	10Y		1170-04	Ministers’ Orders	SO+6Y
1315	Cabinet	Governance	10Y		1170-05	Orders-in-Council	SO+6Y
1320	Committees and Commissions	Governance	6Y		1215-50	General Committees	SO+6Y
1320	Committees and Commissions	Governance	6Y		1220-50	Cabinet Committees	SO+6Y
1320	Committees and Commissions	Governance	6Y		1230-50	Internal Committees	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1320	Committees and Commissions	Governance	6Y		1235-50	Committees	SO+6Y
1320	Committees and Commissions	Governance	6Y		1240-50	International Committees	SO+6Y
1320	Committees and Commissions	Governance	6Y		1245-50	Inter-provincial/Territorial/Federal Committee	SO+6Y
1320	Committees and Commissions	Governance	6Y		1760-55	Records Management Committee	SO+6Y
1325	Delegation of Authority	Governance	C+6Y		1355-02	Cancelled Authorities	6Y
1325	Delegation of Authority	Governance	C+6Y		1355-03	Authorities	SO+6Y
1330	Evaluation and Review	Governance	6Y		1680-60	Evaluation and Reviews	6Y
1330	Evaluation and Review	Governance	6Y		1900-55	Performance Measurements	6Y
1335	Executive Services	Governance	6Y		1380-50	Executive Briefing Documents	SO+6Y
1335	Executive Services	Governance	6Y		1380-55	Executive Correspondence Referrals	6Y
1335	Executive Services	Governance	6Y		1380-60	Executive Issues	SO+6Y
1335	Executive Services	Governance	6Y		1380-65	Program Monitoring Information	SO+6Y
1340	Legislative Matters	Governance	6Y		1555-03	Questions and Motions for Return	6Y
1340	Legislative Matters	Governance	6Y		1555-04	Throne Speech Material	6Y
1340	Legislative Matters	Governance	6Y		4020-03	Motion for Returns (Financial Only)	6Y
1345	Organization	Governance	10Y		1025-02	Administration History	SO+6Y
1345	Organization	Governance	10Y		1025-04	Organization and Responsibilities	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1345	Organization	Governance	10Y		1025-06	Reorganization	SO+6Y
1345	Organization	Governance	10Y		1025-07	Mission/Vision Statements	SO+6Y
1350	Planning	Governance	10Y		1645-02	Financial	6Y
1350	Planning	Governance	10Y		1645-03	Personnel	6Y
1350	Planning	Governance	10Y		1645-50	Project Files	SO+6Y
1350	Planning	Governance	10Y		1680-50	Planning Files	SO+6Y
1350	Planning	Governance	10Y		1680-55	Program Implementation Files	SO+6Y
1350	Planning	Governance	10Y		1845	<i>Records Relating to Risk Management</i>	SO+6Y
1350	Planning	Governance	10Y		1900-50	Planning Files	6Y
1350	Planning	Governance	10Y		5295-02	Human Resource Planning	6Y
1350	Planning	Governance	10Y		5295-04	Technical Change	6Y
1350	Planning	Governance	10Y		5295-05	Establishment Control Files	SO+6Y
1355	Policy	Governance	C+6Y		1775-06	Data Entry and Processing	2Y
1355	Policy	Governance	C+6Y		1780-50	Schedule Case Files	SO+6Y
1355	Policy	Governance	C+6Y		2000-00	Policy and Procedure	SO+6Y
1355	Policy	Governance	C+6Y		2415-00	Policy and Procedure	SO+6Y
1355	Policy	Governance	C+6Y		4380-02	Fee Information and Schedules	SO+2Y
1355	Policy	Governance	C+6Y		5000-00	Policy and Procedure	SO+6Y
1355	Policy	Governance	C+6Y		5045-00	Policy and Procedure	SO+6Y
1355	Policy	Governance	C+6Y		5060-02	Deferred Salary Leave	6Y
1355	Policy	Governance	C+6Y		5060-03	Travel Insurance	SO+2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1355	Policy	Governance	C+6Y		5060-04	Allowances and Differentials	SO+2Y
1355	Policy	Governance	C+6Y		5060-05	Northern Allowances	SO+2Y
1355	Policy	Governance	C+6Y		5060-06	Pensions and Superannuation	SO+2Y
1355	Policy	Governance	C+6Y		5060-07	Group Life	SO+2Y
1355	Policy	Governance	C+6Y		5060-08	Medical and Dental	SO+2Y
1355	Policy	Governance	C+6Y		5060-09	Disability Income	SO+2Y
1355	Policy	Governance	C+6Y		5060-10	Employment Insurance	SO+2Y
1355	Policy	Governance	C+6Y		5060-11	Other Benefits	SO+2Y
1355	Policy	Governance	C+6Y		5080-02	Bonds	6Y
1355	Policy	Governance	C+6Y		5080-03	Parking	SO
1355	Policy	Governance	C+6Y		5080-04	Other Services	6Y
1355	Policy	Governance	C+6Y		5175-03	Conflict of Interest/Approval for Outside Employment	SO+6Y
1355	Policy	Governance	C+6Y		5175-04	Code of Conduct	SO+6Y
1355	Policy	Governance	C+6Y		5280-02	Hours of Work	6Y
1355	Policy	Governance	C+6Y		5280-03	Job Sharing	SO+6Y
1355	Policy	Governance	C+6Y		5280-05	Exemptions	SO+6Y
1355	Policy	Governance	C+6Y		5280-06	Work Schedules	2Y
1355	Policy	Governance	C+6Y		5475-05	Employee Leave and Attendance	6Y
1355	Policy	Governance	C+6Y		5555-02	Human Resources Manuals/Directives	SO+6Y
1355	Policy	Governance	C+6Y		5600-02	Salary Administration	SO+6Y
1355	Policy	Governance	C+6Y		5600-03	Salary Schedules	SO+6Y
1355	Policy	Governance	C+6Y		5600-04	Overtime Pay Schedules	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1355	Policy	Governance	C+6Y		5600-05	Merit/Performance Pay	SO+6Y
1355	Policy	Governance	C+6Y		5600-06	Temporary Pay Adjustments	SO+6Y
1355	Policy	Governance	C+6Y		5600-55	Bargaining Unit Compensation Issues	SO+6Y
1355	Policy	Governance	C+6Y		5615-02	Job Abolition Bumping Lists	SO+6Y
1355	Policy	Governance	C+6Y		5615-04	Severance	6Y
1355	Policy	Governance	C+6Y		5615-05	Layoffs	6Y
1355	Policy	Governance	C+6Y		5615-06	Abandonment's of Positions	6Y
1355	Policy	Governance	C+6Y		5615-07	Resignations	6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		1205-50	Administrative and Operational Manuals	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		1205-55	External Circulars and Directives	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		1205-60	Internal Circulars and Directives	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		1520-02	Communication Guidelines	SO+2Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		1775-04	Technical Guidelines	SO+6Y
1360	Procedure, Guidelines and Standards	Governance	C+6Y		4000-02	Provincial Comptroller Directives	SO
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6000-02	Standards	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6030-02	Standards	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6060-02	Standards	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6080-02	Standards	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6100-02	Standards	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6120-02	Standards	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6140-02	Standards	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6160-02	Standards	SO+6Y
1360	Procedures, Guidelines, and Standards	Governance	C+6Y		6200-02	Standards	SO+6Y
1360	Procedure, Guidelines and Standards	Governance	C+6Y		6180-02	Standards	SO+6Y
1400	Classification	Human Resources	C+6Y		5160-02	Classification Issues	6Y
1400	Classification	Human Resources	C+6Y		5160-04	Organization	6Y
1400	Classification	Human Resources	C+6Y		5160-50	Position History Files	SO+6Y
1400	Classification	Human Resources	C+6Y		5160-55	Reclassification, Position Reviews and Appeal	SO*+6Y
1400	Classification	Human Resources	C+6Y		5160-60	Job Standards	SO+6Y
1410	Employee Leave and Attendance A – Timecard information captured in government payroll system	Human Resources	7Y		5190-70	Leave and Attendance (by employee)	SO**+5Y
1410	Employee Leave and Attendance B (1) – Timecards maintained as the only	Human Resources	55Y		5190-75	Leave and Attendance (where not on individual employee file)	55Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
	record of Leave and Attendance						
1410	Employee Leave and Attendance B (2) – Routine Leave and Attendance Information	Human Resources	7Y		5190-75	Leave and Attendance (where not on individual employee file)	55Y
1415	Employee Record	Human Resources	C		5190-50	Employee File (by employee)	SO*
1415	Employee Record	Human Resources	C		5190-60	Pay Records	SO*
1415	Employee Record	Human Resources	C		5190-65	Pay Records (where not on individual pay files)	55Y
1415	Employee Record	Human Resources	C		5190-80	Hours of Work (by employee)	SO**+5Y
1415	Employee Record	Human Resources	C		5190-85	Hours of Work (where not in individual hours o	55Y
N/A, 1415 (if necessary)	Employee Income Tax	Human Resources	7Y		5190-90	Income Tax Forms (completed)	SO+7Y
1420	Grievances, Complaints and Arbitration	Human Resources	C+6Y		5445-50	Grievance and Complaints Case Files	SO*+6Y
1420	Grievances, Complaints and Arbitration	Human Resources	C+6Y		5445-55	Arbitration Case Files	SO*+6Y
1425	Health and Safety	Human Resources	6Y		5015-50	Non-Compensable Accidents	6Y
1425	Health and Safety	Human Resources	6Y		5265-03	Occupational Health	6Y
1425	Health and Safety	Human Resources	6Y		5265-50	Hazardous Material Information	SO+6Y
1430	Human Resource Programs	Human Resources	6Y		5030-50	Recognition Programs	6Y
1430	Human Resources Programs	Human Resources	6Y		5205-02	Employment Equity	6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1430	Human Resources Programs	Human Resources	6Y		5205-50	Employment Equity Programs	SO+6Y
1430	Human Resource Programs	Human Resources	6Y		5265-02	Employee Assistance Programs	SO+6Y
1430	Human Resource Programs	Human Resources	6Y		5330-50	Case Files	SO+6Y
1430	Human Resource Programs	Human Resources	6Y		5585-02	Pre-Retirement Benefits/Programs	SO+6Y
1430	Human Resource Programs	Human Resources	6Y		5585-03	Retirement Programs	SO+6Y
1430	Human Resource Programs	Human Resources	6Y		5585-04	List of Retirees and Options Chosen	SO+2Y
1430	Human Resource Programs	Human Resources	6Y		5615-03	Staff Reduction Programs	SO+6Y
1430	Human Resource Programs	Human Resources	6Y		5845-50	Volunteer Programs/Activities	SO+2Y
1430	Human Resource Programs	Human Resources	6Y		5860-50	Employee Health and Wellness Programs	SO+6Y
1435	Human Rights Issues	Human Resources	C+6Y		5305-02	Human Rights Issues	SO+6Y
1435	Human Rights Issues	Human Resources	C+6Y		5305-50	Case Files	SO*+6Y
1440	Labour Issues	Human Resources	6Y		5355-02	Labour Issues	SO+6Y
1445	Labour Relations	Human Resources	6Y		5355-03	Union Relations	SO+6Y
1445	Labour Relations	Human Resources	6Y		5355-55	Bargaining Agent Certification Orders	SO+6Y
1445	Labour Relations	Human Resources	6Y		5400-02	Negotiations	SO+6Y
1445	Labour Relations	Human Resources	6Y		5400-03	Proposals	SO+6Y
1445	Labour Relations	Human Resources	6Y		5400-04	Interpretations	SO+6Y
1445	Labour Relations	Human Resources	6Y		5400-50	Collective Agreements	SO+6Y
1445	Labour Relations	Human Resources	6Y		5415-03	Precedent Files	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1445	Labour Relations	Human Resources	6Y		5415-50	Individual Case Files	SO*
1445	Labour Relations	Human Resources	6Y		5430-50	Case Files	SO+6Y
1450	Performance/ Probationary Reviews	Human Resources	6Y		5525-04	Work Plans	6Y
1450	Performance/ Probationary Reviews	Human Resources	6Y		5525-05	Performance/Probationary Reviews	6Y
1455	Salary Disputes	Human Resources	C+6Y		5600-50	Salary Disputes	SO*+6Y
1460	Staffing	Human Resources	6Y		5240-50	Case Files (by location)	SO+6Y
1460	Staffing	Human Resources	6Y		5540-50	Case Files	SO+6Y
1460	Staffing	Human Resources	6Y		5630-50	Testing	6Y
1460	Staffing	Human Resources	6Y		5645-02	Acting and Temporary Appointments	SO+6Y
1460	Staffing	Human Resources	6Y		5645-04	Exchanges	SO+6Y
1460	Staffing	Human Resources	6Y		5660-02	Interview Formats and Questions	SO+6Y
1460	Staffing	Human Resources	6Y		5660-03	Selection Standards	SO+6Y
1460	Staffing	Human Resources	6Y		5660-50	Competition Files	SO+6Y
1460	Staffing	Human Resources	6Y		5680-03	Recruitment Case Files	SO+2Y
1460	Staffing	Human Resources	6Y		5680-05	Programs	SO+6Y
1460	Staffing	Human Resources	6Y		5680-06	Staffing Requisitions	2Y
1460	Staffing	Human Resources	6Y		5750-02	Re-employment Lists	SO+6Y
1465	Training and Development	Human Resources	6Y		1255-50	Establishment and Organization Case Files	SO+6Y
1465	Training and Development	Human Resources	6Y		1255-55	Participation Case Files	6Y
1465	Training and Development	Human Resources	6Y		5785-02	Education Leave	6Y
1465	Training and Development	Human Resources	6Y		5785-50	Staff Development, Training and Programs Case	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
						Files	
1465	Training and Development	Human Resources	6Y		5800-02	Course Packages	SO+6Y
1465	Training and Development	Human Resources	6Y		5800-03	Training Program Packages	SO+6Y
1465	Training and Development	Human Resources	6Y		5800-50	Course and Training Case Files (for courses de	6Y
1465	Training and Development	Human Resources	6Y		5815-03	Resource Personnel/Facilitators	SO+2Y
1465	Training and Development	Human Resources	6Y		5815-04	Training Equipment	SO+2Y
1470	Workers' Compensation Board Claims	Human Resources	C+6Y		5015-55	Workers' Compensation Board Claims	SO*+6Y
1500	Books and Publications	Information Services	6Y		1450-05	Publication Inventory	SO+2Y
1500	Books and Publications	Information Services	6Y		1450-06	Publication Listing	SO+2Y
1500	Books and Publications	Information Services	6Y		1450-07	Publication Pricing	SO+2Y
1500	Books and Publications	Information Services	6Y		1450-09	Publication Distribution File	SO+2Y
1500	Books and Publications	Information Services	6Y		1450-60	Publication Requests	2Y
1500	Books and Publications	Information Services	6Y		1455-02	Originals Used for Publications	SO+6Y
1500	Books and Publications	Information Services	6Y		1455-50	Publication Development Files	SO+6Y
1500	Books and Publications	Information Services	6Y		1565-02	Manuscripts and Unpublished Reports	SO
1505	Inquiries	Information Services	2Y		1475-55	Inquiries and Responses	2Y
1505	Inquiries	Information Services	2Y		5175-02	Information Requests	6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1510	Library Services	Information Services	2Y		1575-02	Maintenance	2Y
1510	Library Services	Information Services	2Y		1580-03	Cataloguing in Publication Programs	2Y
1510	Library Services	Information Services	2Y		1580-04	Library Classification Schedules	SO+2Y
1510	Library Services	Information Services	2Y		1580-05	Descriptive Cataloguing Manuals	SO+2Y
1510	Library Services	Information Services	2Y		1580-06	Indexes to Catalogued Materials	SO+2Y
1510	Library Services	Information Services	2Y		1580-07	Library Coding Input Entry Forms (completed)	SO
1510	Library Services	Information Services	2Y		1580-08	Library Holdings Lists	SO
1510	Library Services	Information Services	2Y		1580-09	Subject Analysis Standards	SO+2Y
1510	Library Services	Information Services	2Y		1585-06	Subscription Agency Services	2Y
1510	Library Services	Information Services	2Y		1585-07	Subscription and Renewals	2Y
1510	Library Services	Information Services	2Y		1585-08	Acquisition Lists	2Y
1510	Library Services	Information Services	2Y		1595-02	Interlibrary Loans	SO
1510	Library Services	Information Services	2Y		1595-50	Circulation Records	SO
1510	Library Services	Information Services	2Y		1605-02	On-line Search Services	SO
1510	Library Services	Information Services	2Y		1605-50	Reference Requests	SO
1510	Library Services	Information Services	2Y		1605-55	Reading Room Requests	SO
1510	Library Services	Information Services	2Y		1605-60	Telephone Requests	SO
1510	Library Services	Information Services	2Y		1605-65	Written Requests	SO
1515	Records Management	Information Services	6Y		1745-02	File Control	SO+2Y
1515	Records Management	Information Services	6Y		1745-04	Saskatchewan Archives Board Finding Aids	SO+2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1515	Records Management	Information Services	6Y		1745-05	Conservation Issues	SO+6Y
1515	Records Management	Information Services	6Y		1745-50	Implementation Projects	SO+6Y
1515	Records Management	Information Services	6Y		1760-50	Program Development Case Files	SO+6Y
1515	Records Management	Information Services	6Y		1760-60	Records Management Project Case Files	SO+6Y
1515	Records Management	Information Services	6Y		1770-05	Release of Information	6Y
1515	Records Management	Information Services	6Y		1770-06	Transborder Data Flow	6Y
1515	Records Management	Information Services	6Y		1770-07	Impact Assessments	SO+6Y
1515	Records Management	Information Services	6Y		1770-55	Project Files	SO+6Y
1515	Records Management	Information Services	6Y		1775-50	Projects	SO+6Y
1520	Records Management – Access and Privacy	Information Services	6Y		1770-03	Personal Information Banks	SO+2Y
1520	Records Management – Access and Privacy	Information Services	6Y		1810-50	Access to Information Requests Case Files	SO+6Y
1520	Records Management – Access and Privacy	Information Services	6Y		1810-55	Privacy Complaints and Issues	SO+6Y
1525	Records Management - Disposition	Information Services	50Y		1780-55	Other Disposal Authorities	SO+6Y
1525	Records Management – Disposition	Information Services	50Y		1800-05	Disposal Requests and Approvals	100Y
1525	Records Management – Disposition	Information Services	50Y		1800-06	Lists of Records Transferred to and from Other	100Y
1530	Records Management – Storage and Retrieval	Information Services	C+2Y		1800-04	Documentation of Transfers to Storage	SO*+6Y
1530	Records Management – Storage and Retrieval	Information Services	C+2Y		1800-07	Records Retrieval Case Files	SO
1535	Research, Studies and Surveys	Information Services	6Y		1515-50	Polls and Surveys	6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1535	Research, Studies and Surveys	Information Services	6Y		1515-55	Research Issues	6Y
1535	Research, Studies and Surveys	Information Services	6Y		5770-50	Studies and Surveys	6Y
1600	System Development	Information Systems and Technology	C+2Y		1525-50	Website Development Files	SO+6Y
1600	System Development	Information Systems and Technology	C+2Y		6030-03	Planning and Review	SO+6Y
1600	System Development	Information Systems and Technology	C+2Y		6030-50	Research and Evaluations	SO+6Y
1600	System Development	Information Systems and Technology	C+2Y		6030-55	Projects	SO+6Y
1600	System Development	Information Systems and Technology	C+2Y		6060-55	Database Planning and Design	SO*+6Y
1600	System Development	Information Systems and Technology	C+2Y		6060-60	Database Maintenance	SO*+2Y
1600	System Development	Information Services	C+2Y		6100-50	Development Projects	SO+3Y
1600	System Development	Information Services	C+2Y		6100-70	Network Maintenance	SO+2Y
1600	System Development	Information Services	C+2Y		6120-50	Projects	SO*+2Y
1600	System Development	Information Services	C+2Y		6120-55	Project Management	SO*+2Y
1600	System Development	Information Services	C+2Y		6120-60	Planning and Initiation	SO*+2Y
1600	System Development	Information Services	C+2Y		6120-65	Requirements Analysis	SO*+2Y
1600	System Development	Information Services	C+2Y		6120-70	Design	SO*+2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1600	System Development	Information Services	C+2Y		6120-75	Construction	SO*+2Y
1600	System Development	Information Services	C+2Y		6120-80	Testing	SO*+2Y
1600	System Development	Information Services	C+2Y		6120-85	Deployment	SO*+2Y
1600	System Development	Information Services	C+2Y		6120-90	System Documentation	SO*+2Y
1600	System Development	Information Services	C+2Y		6120-95	User Documentation	SO*+2Y
1600	System Development	Information Systems and Technology	C+2Y		6140-50	Maintenance Case files	SO*+2Y
1600	System Development	Information Systems and Technology	C+2Y		6200-55	Backup/Recovery Procedures	SO+3Y
1605	System Operations	Information Systems and Technology	3Y		6000-50	Service Requests	3Y
1605	System Operations	Information Systems and Technology	3Y		6060-65	Performance Monitoring and Evaluation	3Y
1605	System Operations	Information Systems and Technology	3Y		6080-50	Help Center/Help Desk	3Y
1605	System Operations	Information Systems and Technology	3Y		6080-55	Information Retrieval Services	2Y
1605	System Operations	Information Systems and Technology	3Y		6080-60	Training and Support	3Y
1605	System Operations	Information Services	3Y		6100-65	Performance Monitoring and Evaluation	SO+3Y
1605	System Operations	Information Systems and Technology	3Y		6160-60	Problems and Incidents	3Y
1605	System Operations	Information Systems and Technology	3Y		6160-65	Space Management	3Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1605	System Operations	Information Systems and Technology	3Y		6160-70	System Monitoring	3Y
1605	System Operations	Information Systems and Technology	3Y		6200-50	Access Controls	SO+2Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1035-50	Comparative Studies	6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1035-60	Issues	SO+6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1070-50	Legislation Case Files	SO+6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1070-55	Regulations Case Files	SO+6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1070-60	Emergency Orders	SO+6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1080-50	Saskatchewan Government Legislation and Regulations	SO+6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1080-55	Federal Government Legislation and Regulations	SO+6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1080-60	Other Provincial /Territorial Legislation and	SO+6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1080-65	Local Authorities	SO+6Y
1700	Acts and Legislation	Legal, Compliance and Regulatory Affairs	10Y		1080-70	International Bills, Acts and Legislation	SO+6Y
1705	Agreements and Contracts – Major B – Non-Approved	Legal, Compliance and Regulatory Affairs	6Y		1100-50	Non-approved Federal Agreements	SO+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		1100-55	Approved Federal Agreements	SO*+15Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1705	Agreements and Contracts – Major B – Non-Approved	Legal, Compliance and Regulatory Affairs	6Y		1105-50	Non-approved Foreign Agreements	SO+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		1105-55	Approved Foreign Agreements	SO*+6Y
1705	Agreements and Contracts – Major B – Non-Approved	Legal, Compliance and Regulatory Affairs	6Y		1115-50	Non-Approved Inter-Provincial and Territorial	SO+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		1115-55	Approved Inter-Provincial and Territorial Agreements	SO*+6Y
1705	Agreements and Contracts – Major B – Non-Approved	Legal, Compliance and Regulatory Affairs	6Y		1120-50	Non-approved Intra-Provincial Agreements	SO+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		1120-55	Approved Intra-Provincial Agreements	SO*+6Y
1705	Agreements and Contracts – Major B – Non-Approved	Legal, Compliance and Regulatory Affairs	6Y		1125-50	Non-Approved Education Authority Agreements	SO+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		1125-55	Approved Educational Authority Agreements	SO*+6Y
1705	Agreements and Contracts – Major B – Non-Approved	Legal, Compliance and Regulatory Affairs	6Y		1125-60	Non-approved Municipal Agreements	SO+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		1125-65	Approved Municipal Agreements	SO*+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1705	Agreements and Contracts – Major B – Non-Approved	Legal, Compliance and Regulatory Affairs	6Y		1125-70	Other Non-Approved Local Authority Agreements	SO+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		1125-75	Other Approved Local Authority Agreements	SO*+6Y
1705	Agreements and Contracts – Major	Legal, Compliance and Regulatory Affairs	C+15Y		2035-50	Construction Contracts	SO*+10Y
1705	Agreements and Contracts – Major	Legal, Compliance and Regulatory Affairs	C+15Y		2035-55	Land Contracts	SO*+10Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		4120-50	Federal Agreements	SO*+15Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		4120-55	Local Government Agreements	SO*+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		4120-60	Foreign Agreements	SO*+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		4120-65	Provincial Agreements	SO*+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		4120-70	Crown Corporation Agreements	SO*+6Y
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		4120-75	Other Agreements	SO*+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1705	Agreements and Contracts – Major A – Approved	Legal, Compliance and Regulatory Affairs	C+15Y		4300-04	Contract Bids/Tender Bonds	SO*+6Y
1705	Agreements and Contracts – Major B – Non-Approved	Legal, Compliance and Regulatory Affairs	6Y		4300-05	Rejected/Denied Contracts	6Y
1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014		1090-02	Agreements Register	6Y
1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014		2035-65	Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc.	SO+6Y
1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014		3015-55	Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc.	SO+6Y
1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014		4300-03	Contract Registers	SO+6Y
1705/ 1710	Agreements and Contracts	Legal, Compliance and Regulatory Affairs	*See ARMS 2014		4300-06	Requests for Proposals	SO+6Y
1710	Agreements and Contracts – Minor B – Non-Approved	Legal, Compliance and Regulatory Affairs	2Y		1090-50	Non-approved Agreements	SO+6Y
1710	Agreements and Contracts – Minor A – Approved	Legal, Compliance and Regulatory Affairs	C+6Y		1090-55	Approved Agreements	SO*+6Y
1710	Agreements and Contracts – Minor	Legal, Compliance and Regulatory Affairs	C+6Y		2035-60	Utilities Service Contracts	SO**+6Y
1710	Agreements and Contracts – Minor A – Approved	Legal, Compliance and Regulatory Affairs	C+6Y		3015-50	Contract Case Files	SO*+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1710	Agreements and Contracts – Minor A – Approved	Legal, Compliance and Regulatory Affairs	C+6Y		4300-50	Contract Case Files	SO*+6Y
1710	Agreements and Contracts - Minor	Legal, Compliance and Regulatory Affairs	C+6Y / 2Y		5645-03	Secondments	SO+6Y
1710	Agreements and Contracts – Minor A – Approved	Legal, Compliance and Regulatory Affairs	C+6Y		5645-50	Secondment Contract Files	SO*+6Y
1715	Commissions of Inquiry	Legal, Compliance and Regulatory Affairs	C		1215-55	Commissions of Inquiry	SO*
1715	Commissions of Inquiry	Legal, Compliance and Regulatory Affairs	C		1215-60	Ministerial/Corporate Submissions to Commissions	SO*+6Y
1720	Complaints A – Routine Complaints	Legal, Compliance and Regulatory Affairs	C+2Y		1250-50	Complaints and Criticism	6Y
1720	Complaints B – Ombudsman Investigations	Legal, Compliance and Regulatory Affairs	C+10Y		1250-55	Ombudsman Investigations	SO*+6Y
1725	Legal Services	Legal, Compliance and Regulatory Affairs	C+15Y		1545-02	Judicial Decisions	SO+10Y
1725	Legal Services	Legal, Compliance and Regulatory Affairs	C+15Y		1545-03	Legal Challenges	SO+10Y
1725	Legal Services	Legal, Compliance and Regulatory Affairs	C+15Y		1545-04	Legal Opinions	SO+10Y
1725	Legal Services	Legal, Compliance and Regulatory Affairs	C+15Y		1545-05	Commissioners for Oaths/Notaries Public	SO+10Y
1730	Insurance	Legal, Compliance and Regulatory Affairs	C+6Y		1845-50	Policy Files	SO*+6Y
1730	Insurance	Legal, Compliance and Regulatory Affairs	C+6Y		1845-55	Claim Files	SO**+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1735	Inventions, Patents and Copyrights	Legal, Compliance and Regulatory Affairs	C+6Y		1530-75	Case Files	SO*+6Y
1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y		1770-04	Register of Incidents	6Y
1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y		1770-50	Incident Case Files	SO+6Y
1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y		1860-50	Security and Special Investigation Case Files	SO*+6Y
1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y		2215-55	Fire Inspections	SO+6Y
1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y		2215-60	Incident Case Files	SO*+6Y
1740	Investigations/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y		4000-03	Fraud and Alleged Fraud	SO+6Y
1740	Investigations/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y		4000-04	Fraud and Alleged Fraud Alerts and Notifications	SO+2Y
1740	Investigation/Incident Case Files	Legal, Compliance and Regulatory Affairs	C+6Y		5265-04	Investigations/Complaints	SO*+6Y
1745	Public Disclosure	Legal, Compliance and Regulatory Affairs	C+6Y		N/A	New Entry in Big Bucket	N/A
1800	Licences and Permits	Office Support	C+6Y		1620-50	Licence and Permit Files	SO+6Y
1805	Meetings	Office Support	2Y		1015-50	Meetings Case Files	6Y
1810	Office Management	Office Support	2Y		1400-02	Forms Catalogue	SO+2Y
1810	Office Management	Office Support	2Y		1400-50	Forms Design and History	SO+2Y
1810	Office Management	Office Support	2Y		1400-55	Forms – Originals	SO+2Y
1810	Office Management	Office Support	2Y		1635-07	Mail Log Records	SO+2Y
1810	Office Management	Office Support	2Y		1635-08	Mailing Lists	SO+2Y
1810	Office Management	Office Support	2Y		1635-25	Mail Services	SO+2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1810	Office Management	Office Support	2Y		1665-02	Duplication and Reproduction Services	2Y
1810	Office Management	Office Support	2Y		1665-03	Translation Services	2Y
1810	Office Management	Office Support	2Y		1665-04	Word Processing Services/Data Entry Services	2Y
1815	Procurement and Receipt	Office Support	2Y		1585-05	Library Purchase Orders	2Y
1815	Procurement and Receipt	Office Support	2Y		3195-02	Forms Procurement	2Y
1815	Procurement and Receipt	Office Support	2Y		3195-03	Forms Issue	2Y
1815	Procurement and Receipt	Office Support	2Y		3350-50	Estimates and Specifications	2Y
1815	Procurement and Receipt	Office Support	2Y		3350-55	Printing Requisitions/Orders	2Y
1815	Procurement and Receipt	Office Support	2Y		3365-02	General Purchase Orders	2Y
1815	Procurement and Receipt	Office Support	2Y		3365-03	Standing Purchase Orders	SO+2Y
1815	Procurement and Receipt	Office Support	2Y		3365-04	Blanket Purchase Orders	2Y
1815	Procurement and Receipt	Office Support	2Y		3365-05	Local Purchase Orders	2Y
1815	Procurement and Receipt	Office Support	2Y		3365-06	Purchasing Requisitions	2Y
1815	Procurement and Receipt	Office Support	2Y		3365-07	Stockroom Requisitions	2Y
1815	Procurement and Receipt	Office Support	2Y		3365-08	Receiving Reports	2Y
1815	Procurement and Receipt	Office Support	2Y		3365-09	Packing Slips	2Y
1815	Procurement and Receipt	Office Support	2Y		3405-02	Purchasing Agency Standing Offers	SO+2Y
1815	Procurement and Receipt	Office Support	2Y		3405-03	Non-Purchasing Agency Standing Offers	SO+6Y
1900	Outreach	Public Relations and External Relations	6Y		1510-65	Exhibits, Fairs, Exhibitions, Displays	2Y
1900	Outreach	Public Relations and External Relations	6Y		1510-70	Tours	2Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1900	Outreach	Public Relations and External Relations	6Y		1720-05	Visit and Tour Case Files	2Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1190-50	Campaigns and Canvassing Case Files	2Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1430-02	Biographical Sketches	SO+2Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1430-50	Issues	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1435-50	Advertising Projects	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1435-55	Marketing Projects	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1445-50	Project Files	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1475-50	Information Resources and Reference Files	SO+2Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1485-30	Deputy Ministers' Speeches	6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1485-50	Premier's and Ministers' Speeches	6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1485-60	Other Lectures and Speeches	6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1495-50	Media Projects	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1495-65	Interviews	6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1510-04	Public Awards Programs	6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1510-05	Communications Plans	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1510-50	Communications Packages	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1510-55	Communications Projects	6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1510-75	Other Public Programs	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1520-03	Tracking	SO+2Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1525-55	Information/Content Updates	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1720-03	Visual Identity	SO+6Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1720-04	Ceremonies and Celebrations	2Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1720-06	Travel Case Files	2Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1720-07	Canadian Awards and Honours	2Y
1905	Public Relations and Communications	Public Relations and External Relations	6Y		1720-08	Consular Corps	2Y
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1155-50	Associations, Clubs, Societies, etc.	6Y
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1265-50	Co-operation and Liaison Case Files	4Y
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1270-50	Co-operation and Liaison Case Files	4Y
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1300-02	Other Saskatchewan Government Institutions	4Y
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1300-03	Federal Government Institutions	4Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1300-04	International	4Y
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1300-05	Local Authorities	4Y
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1300-06	Other Provincial and Territorial Government In	4Y
1910	Collaboration and Liaison	Public Relations and External Relations	6Y		1300-07	Corporations, Companies, etc.	4Y
2000	Annual and Special Reports	Reports and Statistics	6Y		1840-02	Annual	6Y
2000	Annual and Special Reports	Reports and Statistics	6Y		1840-50	Special or One-time Reports	6Y
2005	Financial Reports and Statements B – Monthly/Quarterly/ Trimester	Reports and Statistics	2Y		1840-03	Monthly	2Y
2005	Financial Reports and Statements B – Monthly/Quarterly/ Trimester	Reports and Statistics	2Y		1840-04	Quarterly	2Y
2005	Financial Reports and Statements B – Monthly/Quarterly/ Trimester	Reports and Statistics	2Y		1840-05	Trimester	2Y
2005	Financial Reports and Statements A – Daily/Weekly	Reports and Statistics	1M		1840-06	Weekly	2Y
2005	Financial Reports and Statements A – Daily/Weekly	Reports and Statistics	1M		1840-07	Daily	1Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
2005	Financial Reports and Statements A – Daily/Weekly	Reports and Statistics	1M		4500-02	Reports – Daily	1M
2005	Financial Reports and Statements B – Monthly/Quarterly/ Trimester	Reports and Statistics	2Y		4500-03	Reports – Monthly	2Y
2005	Financial Reports and Statements C – Financial Analysis Financial Statements Year-End/Other	Reports and Statistics	6Y		4500-04	Reports – Month 13/Year end	6Y
2005	Financial Reports and Statements C – Financial Analysis Financial Statements Year-End/Other	Reports and Statistics	6Y		4500-05	Financial Analysis Statements	6Y
2005	Financial Reports and Statements B – Monthly/Quarterly/ Trimester	Reports and Statistics	2Y		4500-06	Quarterly Reports	6Y
2005	Financial Reports and Statements C – Financial Analysis Financial Statements Year-End/Other	Reports and Statistics	6Y		4500-07	Other Financial Reports	6Y
2010	Reports and Statistics	Reports and Statistics	2Y		2000-20	Reports and Statistics	SO+2Y
2010	Reports and Statistics	Reports and Statistics	2Y		5000-20	Reports and Statistics	SO+2Y
2010	Reports and Statistics	Reports and Statistics	2Y		5175-05	Seniority Roster	SO+2Y
2010	Reports and Statistics	Reports and Statistics	2Y		5750-03	Vacancy Reports	2Y
2010	Reports and Statistics	Reports and Statistics	2Y		6180-50	Activity Reports	SO
2010	Reports and Statistics	Reports and Statistics	2Y		6180-55	Incident Reports	3Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
2010	Reports and Statistics	Reports and Statistics	2Y		6180-60	Maintenance Reports	SO+3Y
2010	Reports and Statistics	Reports and Statistics	2Y		6180-65	Status Reports	3Y
2010	Reports and Statistics	Reports and Statistics	2Y		6180-70	Verification Reports	SO
2010	Reports and Statistics	Reports and Statistics	2Y		6180-75	Other Reports	6Y
2100	Security Management and Safety	Security	6Y		1370-03	Contact List (Emergency Measures)	SO+2Y
2100	Security Management and Safety	Security	6Y		1370-04	Disaster Recovery Planning	SO+6Y
2100	Security Management and Safety	Security	6Y		1370-05	Emergency Procedures	SO+6Y
2100	Security Management and Safety	Security	6Y		1860-55	Project Files	6Y
2100	Security Management and Safety	Security	6Y		1885-02	Identification Methods	SO+2Y
2100	Security Management and Safety	Security	6Y		1885-50	Security Clearance Files (Individual)	SO+6Y
2100	Security Management and Safety	Security	6Y		1890-05	Access Control	SO+6Y
2100	Security Management and Safety	Security	6Y		1890-06	Threats to Security	6Y
2100	Security Management and Safety	Security	6Y		1890-07	Security Systems	6Y
2100	Security Management and Safety	Security	6Y		1890-50	Security Breach Case Files	SO+6Y
2100	Security Management and Safety	Security	6Y		2215-02	Fire Evacuation and Planning	SO+6Y
2100	Security Management and Safety	Security	6Y		2215-50	Fire Prevention Systems	SO+6Y
2100	Security Management and Safety	Security	6Y		5015-02	Incident Logs	6Y
2100	Security Management and Safety	Security	6Y		6200-65	Project Case Files	SO+6Y

Reverse Concordance Table – ARMS 2014 to ARMS 2006

<u>ARMS Big Bucket Classification</u>					<u>ARMS 2006 Classification</u>		
Classification Number	Record Series	Section	Retention		Secondary Classification #	Secondary Title	Retention
2105	Security Checks	Security	6Y		5630-55	Security Checks	SO*+6Y

APPENDIX F

NAMING CONVENTIONS

Naming Conventions (to be used with ARMS2014 or approved ORS)

The purpose of this document is to assist government institutions in the establishment of standard naming conventions for electronic files and folders. In order to properly apply an approved records schedule and efficiently manage the storage and retrieval of records, an Institution must develop and implement naming conventions and filing procedures. While the following document refers specifically to electronic records, similar procedures and conventions should be adopted for the classification of paper records as well. This will ensure consistency in the identification of records regardless of format.

The creation and maintenance of a well-organized electronic directory is extremely important as this will be the key to filing and retrieving records. Because many offices use shared drives and users share the information within these drives, it is important that the creator of a record follows standardized conventions when assigning a filename to a file (as well as the folder structure). Filenames that are clear, consistent and logical will allow users to browse and retrieve files more effectively and efficiently. The following recommendations are split into “Folder Naming Conventions” and “Document Naming Conventions” sections; however, some of the material may apply in both circumstances.

Please note: there are a wide variety of ways to name electronic records – what works for one government institution may not work for another. Consult this document, perform online research, talk with other staff members and come up with consistent, easy-to-follow rules that work for your Institution. Ensure your institution’s guidelines are communicated to all staff members and are applied consistently. It may be necessary to appoint someone to oversee and monitor the process and ensure compliance with internal procedures.

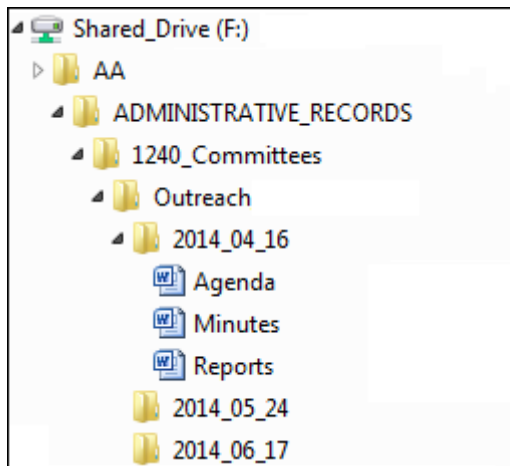
Folder Naming Conventions

- Folders must be “tagged” with the classification number and title from the approved records schedule (see the example on the next page). This ensures that, in the future, a retention period can easily be attached to the contents of the folder. Folders and documents which do not have classification numbers attached will need to be retroactively classified – a time consuming project for employees.
- A file path in Windows can consist of, at most, 255 characters. This includes main shared drives, unit or branch level folders, subfolders, document names, etc. Instruct users to keep folder and filenames short!
- Try to restrict the number of subfolders that users create. Different operating systems have different capabilities in terms of the number of subfolders you can create and search effectively but in general, try not to go deeper than seven levels “down” into the filing structure. A deep folder structure can be difficult for users to search and utilize efficiently.

- Avoid repeating elements which are contained in folder names or higher levels of classification. Take a look at the example below:



The words “Outreach Committee” are repeated even though the subfolder that they reside in is called “Outreach Committee.” This repetition takes up extra space in the file path and needlessly lengthens the folder names.



In the example to the left, the extra words have been removed, streamlining the filing structure. The word “Committee” could also be removed from the “Outreach_Committee” folder name as it is already reflected in the folder above.

Document Naming Conventions

- Filenames should be short but meaningful. The filename should accurately describe the record and should be clear enough that it makes sense to others if the record creator is unavailable. When considering the use of acronyms or abbreviations, keep in mind that they should be commonly understood and not overly technical. Acronyms and abbreviations that are easily understood today may not be relevant in several years.
- Do not use articles, conjunctions and other common words in document name unless they help with retrieval (e.g. “the,” “and,” “for,” etc.).
- Create a list of internally-approved “file extensions” that can be used to denote the status of a record or the type of document. Examples include: “dft03” for “draft 3,” “fin” for “final,” “ltr” for “letter,” “v01” for “version 1,” etc.
- Use underscores, dashes, or capital letters to separate words. Avoid using spaces or punctuation as it may affect search functions. Spaces are also problematic if material is

posted to the Internet – every space may be replaced with a placeholder such as “%20” or “+” which makes addresses hard to read and remember.

- Order the components of a filename in the order that the document will most likely be retrieved. If a document is likely to be searched for by the date it was created, put that element first. If users need to find the document based on a description of the record, put that component first.
- If dates are used in your filenames, the commonly accepted international standard is to use the YYYY_MM_DD format. For example, a record created on July 1, 2013 would use 2013_07_01 in its filename. This format keeps records in chronological order when users sort documents by filename.
- Individual names and/or initials are not typically needed in document titles. Employees come and go and it may be difficult to match a set of initials with a former co-worker, especially in large organizations. In certain cases, it may be necessary to include the position or job title of the record creator. This is preferable to using a specific name as position titles typically change less often than employees.
- If a number is an essential part of the document name, use a “leading zero” – e.g. use “011” and not “11,” “02” and not “2,” etc. The zero helps to ensure numbers sort properly and in numerical order.
- Some offices use internal tracking or file numbers to catalogue a specific work function. If system has been in place for a number of years and has worked well, keep it in place. The best naming conventions are ones that staff are comfortable with and have experience using.

GLOSSARY OF TERMS

A

ACCESSIBILITY (ACCESSIBLE RECORD): The availability and usability of a record, regardless of its format. An accessible record is legible and can be easily retrieved and used with minimal barriers by authorized users. Public records must be accessible throughout their life cycle, according to the *Archives and Public Records Management Act*.

ACCREDITATION: A process overseen by the Provincial Archives of Saskatchewan wherein the Provincial Archivist provides a pre-approval to government institutions with records and information management programs that meet established criteria to destroy or request an appraisal review of public records based on instructions included in an applicable retention schedule. Accredited institutions are not required to go through the regular disposal process administered by the Archives. Instead, they follow an expedited process established as part of the accreditation.

ACQUISITION: One of the two forms of disposal for public records in Saskatchewan. Acquisition refers to the transfer of records from an institution to the permanent collection of the Provincial Archives of Saskatchewan, where the records can be processed and made available to researchers. Acquisition of public records is conducted through the disposal process administered by the Archives. [See also **RECORDS DISPOSITION**]

ACTIVE RECORD: A record that is referenced or used regularly. Active records are usually retained in office spaces close to users.

ADMINISTRATIVE RECORDS: Records that pertain to the administration or "housekeeping" activities of an organization not central to its mandate. For most government institutions, administrative records may include the management of facilities, property, equipment, finances, human resources, and information systems.

ADMINISTRATIVE RECORDS MANAGEMENT SYSTEM 2014 (ARMS2014):

A government-wide standard for managing administrative records. It incorporates a function-based classification system with a retention schedule. It is applicable to Saskatchewan Government Ministries, Agencies, Boards, Commissions, Officers of the Legislative Assembly, Legislative Assembly Services, and other branches of the Public Service of Saskatchewan, and may be applicable to certain Treasury Board Crown Corporations. ARMS2014 supersedes ARMS2006, ARMS, and the Saskatchewan

Administrative Records System (SARS). ARMS2014 is maintained by the Provincial Archives of Saskatchewan.

APPRAISAL see RECORDS APPRAISAL

ARCHIVAL RECORDS: Records that 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: An institution engaged in the acquisition, description, preservation, and accessibility of the documentary heritage created or received by a Government Institution, business, organization, individual, or community.

ARCHIVES AND PUBLIC RECORDS MANAGEMENT ACT (APRMA): This legislation sets out the requirements for the proper management, retention, and disposal of records for which the Government of Saskatchewan is responsible. It also gives the Provincial Archives authority to acquire and permanently preserve public records deemed to possess historical value and make them available to the public for research purposes (subject to applicable access restrictions).

AUDIT: A regular examination and verification of a specific activity.

AUDIT TRAIL: A recorded sequence of events that provides documentation for regular examination and verification.

AUTHENTICITY (AUTHENTIC RECORD): A record with undisputed origin that is verified to be what it purports to be. For a record to be authentic, its integrity, creator or sender, and the date and time it was created or sent must be verifiable through evidence such as metadata and documented business processes, policies, procedures, etc.

B

BACKWARDS COMPATIBLE: A feature of technology, software, or systems that allow for access to previous iterations of that technology, software, or system. Backwards compatibility assists in ensuring the accessibility of information when upgrading technology that controls or stores electronic records.

BIG BUCKET: A records schedule format where records are classified on the records series level and grouped into “buckets” based on business functions that share the same retention period. This format provides a broad classification approach that reduces the number of classification categories for records and makes the system flexible to accommodate different record formats and organizational changes over time.

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 another subject (e.g., project file, client file, employee file, etc.).

CENTRALIZED RECORDS STORAGE: A single location where all records (active and inactive) created or received by an organization are managed.

CLASSIFICATION SYSTEM: A logical and systematic arrangement of records or files into groups or categories. This arrangement is based on some definite scheme of natural relationships (e.g., functions, subjects, chronology) using numbers, letters, or keywords for identification.

CLOUD COMPUTING: The practice of using internet-based servers to store, manage and process records throughout their lifecycle.

COLLABORATION PLATFORM: A type of software or online service that allows the creation of digital workspaces to facilitate collaborative work between individuals or teams on projects, documents, and/or information sharing. Collaboration platforms may allow for communications via voice, video, and text chats/messaging, screen sharing, creation of reference libraries for sharing with multiple users, simultaneous editing of documents, etc. Examples include Microsoft Teams and SharePoint, Google Hangouts and Google Drive, Zoom, etc.

CONCORDANCE TABLE: A table used to cross-reference the classification numbers of one records schedule or classification system to another. [See also **CONVERSION LIST**]

CONDITIONAL RETENTION PERIOD: A retention period wherein a specific condition must be met before the definite retention that follows can be applied. Conditional retention periods are often used when the records in a records series have ongoing use. An example of a conditional retention period is: “Upon termination of contract + 6 years”. [See also **RETENTION PERIOD** and **DEFINITE RETENTION PERIOD**]

CONFIDENTIAL RECORD: A record containing confidential information that requires protection against unauthorized access or disclosure.

CONVENIENCE COPIES: Exact copies of an official record where nothing has been added, changed, or deleted, that are produced for convenience of reference. These can be photocopies, electronic copies, or any other copy. Convenience copies are considered transitory records and can be managed as per the [Guidelines for the Management of Transitory Records](#) developed by the Provincial Archives of Saskatchewan.

CONVERSION LIST: A cross-reference list maintained to facilitate access and retrieval of information. It cross-references the formerly used file numbers/titles with the new ones. [See also **CONCORDANCE TABLE**]

CONVERSION PROCESS see **FILE CONVERSION**

CROSS-REFERENCE: A notation that directs the user to another location where the record or information may be found or classified.

CURRENT RECORDS see **ACTIVE RECORDS**

D

DATA: Representations, in any form, of information or concepts (*The Evidence Act*). [See also **STRUCTURED DATA** and **UNSTRUCTURED DATA**]

DATABASE: A structured collection of interrelated data files or an electronic system that manages data files.

DATA MIGRATION: The process of transferring electronic data, information, and/or records from one hardware or software system to another, or to subsequent generations of technology in order to ensure continued access to information over time as media, software, hardware, and systems are replaced or become obsolete.

DEFINITE RETENTION PERIOD: A retention period that consists of a set, specific number of years (e.g., 6 years). In Saskatchewan government, if records are assigned a definite retention period, the retention is calculated based on the date of file closure. [See also **RETENTION PERIOD**]

DESIGNATED RECORDS OFFICER (DRO): An individual in a senior management level position designated by the Deputy Minister/President/CEO of the Institution, who has the authority to sign off on disposal requests on behalf of the head of the institution.

DESTRUCTION: An act of disposing of records by obliterating or deleting them permanently, so they can no longer be physically or electronically reconstructed or recovered. Destruction of public records must be formally approved by the Provincial Archivist before any action is taken. [See also **DISPOSAL OF RECORDS**]

DESTRUCTION NOTIFICATION: A notification submitted to the Provincial Archives of Saskatchewan stating that records with a Final Disposition decision of 'Destroy' have been destroyed in accordance with an approved records schedule. Institutions must use Destruction Notification Forms provided by the Archives and attach an inventory of the records destroyed. **These notifications are used only by institutions authorized by the Archives.**

DIGITAL IMAGING: The process of using imaging technology (e.g., photography, micrographics, scanning, etc.) to capture a representation of the visual characteristics of a document, record, or object. Digital imaging also encompasses the processing and management of digitally imaged records.

DIGITAL RECORD see **ELECTRONIC RECORD**

DISPOSAL PROCESS: The process administered by the Provincial Archives of Saskatchewan to ensure government institutions are compliant with the *Archives and Public Records Management Act*. All government institutions must submit disposal requests to obtain approval from the Provincial Archivist for the disposal of public records. For an overview of the process please see the Archives' [Guidelines to Records Disposal](#). [See also **DISPOSAL REQUEST**]

DISPOSAL OF RECORDS or RECORDS DISPOSITION: Disposal of records or records disposition means either the destruction or the transfer of public records to the Provincial Archives of Saskatchewan. The disposal of public records must be authorized by the Provincial Archivist following the disposal process administered by the Archives before the destruction or the transfer can take place.

DISPOSAL REQUEST: A request sent to the Provincial Archives of Saskatchewan requesting authorization from the Provincial Archivist to dispose of records that have met their retention periods as per an approved records schedule. More detailed information about the requirements for disposal requests can be found in the Archives' [Guidelines to Records Disposal](#). [See also **DISPOSAL PROCESS**]

DISPOSITION see **DISPOSAL OF RECORDS**

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

E

ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS): A software application or system that is used to manage digital and physical information. It provides functionality for the capture, management, and accessibility of records throughout their lifecycle, according to approved records schedules. EDRMS are designed to integrate with most pre-existing applications such as email, and collaborative platforms, as well as interface with existing paper file systems.

ELECTRONIC RECORDS: Data that is recorded or stored on any medium in or by a computer or other similar device; and that can be perceived by a person or a computer or other similar device (*The Evidence Act*). To have a complete electronic record, metadata providing context must also be associated and maintained with the record. Examples of electronic records may include word processor documents, email messages, spreadsheets, scanned documents, hypertext documents, etc.

ELECTRONIC RECORDS SYSTEMS: A computer system or other similar device by or in which an electronic record is recorded or stored and includes any procedures related to the recording or storing of an electronic record (*The Evidence Act*).

ENCRYPTION: The process of converting data into a code in order to prevent unauthorized access to the information, especially when it is transmitted. Encrypted information can only be decrypted (translated or converted back into the original data) with the use of an algorithm or key.

F

FILE CONVERSION: The process of changing from one electronic file format to another (e.g., word doc to pdf). This can also refer to a process of changing from one system of

filing to another (e.g., switching from paper-based filing system to an electronic based filing system).

FILE PLAN (KEY): A guide, listing, or index used to assist in the description, classification, filing, retrieval and disposition of files. File plans may include the following types of information: file types, file codes or identification numbers, date ranges, classification numbers, storage locations, retention periods, etc.

FILE SERIES see **RECORDS SERIES**

FINAL DISPOSITION INFORMATION: Information that indicates whether records that have met their retention period should be destroyed, appraised by, or transferred to the Provincial Archives of Saskatchewan. Final disposition information is only available for Government Institutions that have received specific authorization by the Provincial Archives of Saskatchewan.

FISCAL (FINANCIAL) VALUE: When referring to records retention, value attributed to records containing evidence of financial transactions.

FORMAT: Layout of a record or description of a type of a record in terms of its medium (e.g., text files, electronic data, magnetic tape, microfiche, paper, optical disk, 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: Standards for forms and their application that include management techniques for the creation, analysis, design, and revision of all official forms.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPP): An Act respecting a right of access to documents of the Government of Saskatchewan and a right of privacy with respect to personal information held by the Government of Saskatchewan (Office of the Saskatchewan Information and Privacy Commissioner).

FUNCTION: A function is what a Government Institution does, or needs to do, in order to achieve its objectives or mandate. It can be a solitary business activity performed by one group, or a group of activities performed by many groups or branches. A function

can be performed directly as a result of an Institution's mandate, or it can be an activity or group of activities that facilitates that process.

G

GOVERNMENT INSTITUTION: Saskatchewan Government Ministries, Crown Corporations, Agencies, Boards, Commissions, and other Branches of the Public Service of Saskatchewan.

GOVERNMENT RECORD *see* **OFFICIAL RECORD**

H

HISTORICAL VALUE: The value of a record based on the information it provides in relation to the history of a government institution or the Province and its people in general.

I

IMAGING *see* **DIGITAL IMAGING**

INACTIVE RECORD: A record that is no longer required to support any organization's activities. Inactive records are eligible for disposal once they meet retention requirements stated in an approved, relevant records schedule. *The terms inactive records and semi-active records are often used interchangeably even though they refer to different life stages of records.* [See also **SEMI-ACTIVE RECORDS**]

INCLUDES LIST: In a records schedule (ARMS, ORS, or comprehensive), an includes list is a non-exhaustive listing of the different types of records, or specific examples of records, contained within the records series.

INDEX: A systematic guide that provides a point of access to find specific items contained within a larger body of information.

INFORMATION: Facts or data that have been given value through analysis, interpretation, communication, or compilation in a meaningful way.

INFORMATION MANAGEMENT: The systematic control of information, data, and records from their creation, or receipt, through their processing, distribution, organization, storage, and retrieval to their disposition.

INTEGRITY: For a record, integrity refers to the state of being complete and free from tampering or corruption, either purposeful or accidental.

INVENTORY see **RECORDS INVENTORY**

L

LEGAL VALUE: Value attributed to a record/records series that provides evidence of government ownership, obligations, and rights, agreements, transactions, etc.

LIFE CYCLE (OF A RECORD): The period from a record's creation or receipt, through its useful life, to its destruction or acquisition into the permanent collection of the Provincial Archives of Saskatchewan.

M

METADATA: Data that describes the context, content, and structure of a record and enables its searchability/retrieval and management. Metadata is central to maintaining and verifying the authenticity and integrity of a record and ensuring its useability, especially for records in electronic environments. Metadata includes information such as: the context and physical format of a record (e.g., author, date created, date modified, file size, file format, etc.), relationships between the record and other records or systems, its history of creation and use, etc.

MICROFORM: Any form, either film or paper, which contains micro-images. Microform is a generic term. Microform includes microfiche and microfilm.

MICROGRAPHICS: The techniques associated with the production, handling, and use of microforms.

MIGRATION see **DATA MIGRATION**

N

NON-GOVERNMENT RECORDS: Records that do not pertain to any aspect of Government business and therefore are not subject to the requirements of *The Archives and Public Records Management Act* and should not be kept in government records storage systems. Examples of non-government records include personal correspondence, personal photographs, personal research, documentation of professional associations in which one takes part as an individual rather than as a representative of a Government Institution, etc.

O

OPTICAL CHARACTER RECOGNITION (OCR): The use of computer software for the identification and conversion of characters or text in a digital image (e.g., scanned document, photo of a document, etc.) to a machine-readable format, allowing better searchability and manipulation of the data.

OFFICIAL RECORD or PUBLIC RECORD: A “public record” means the “official record” made or received by a government institution in carrying out its business transactions and operations. Public records also include ministerial records, records made or received by the Legislative Assembly, the Legislative Assembly Service or an Officer of the Legislative Assembly and courts. An official record can be the original or the only copy of a record regardless of its format, including but not limited to, microfilm, paper or electronic (e.g., digital images, structured or unstructured data, etc.) or any other replacement copy of a record designated as official after verification. Public/official records must be classified, retained and disposed of as per *The Archives and Public Records Management Act*.

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 SCHEDULES see OPERATIONAL RECORDS SYSTEM

OPERATIONAL RECORDS SYSTEM (ORS): Function-based classification system and retention schedule for operational records of a specific Government Institution. An ORS is supplementary to ARMS2014. An ORS is developed by an individual Ministry or Institution in consultation with the Provincial Archives of Saskatchewan.

P

PUBLICATIONS: Any published material with the exception of master copies of internal publications. *The Legislative Assembly and Executive Council Act* specifies that Government Institutions must deposit eight copies of internal publications with the Legislative Library.

PUBLIC RECORD see **OFFICIAL RECORD**

PUBLIC RECORDS COMMITTEE: A committee established under *The Archives and Public Records Management Act* which reviews and approves records schedules for all public records.

R

RECORD: Recorded information, regardless of format, medium or characteristics, that is written photographed, recorded, or stored in any manner. Examples of records include but are not limited to: a file folder (paper or electronic) containing a document or a collection of documents, microfilm, maps, drawing, photograph, graphics, microfilm, structured or unstructured data, etc.

RECORDS SERIES: A grouping of records that relate to a specific business function and share the same retention requirements. In a big bucket schedule, records series are synonymous with “buckets”.

RECORDS APPRAISAL: The process used by the Provincial Archives of Saskatchewan to determine the historical value of records. Records deemed to have historical value are acquired by the Archives and preserved in the permanent collection.

RECORDS CENTRE: A facility that provides cost-effective centralized storage for the long-term housing of semi-active and inactive records. A records centre provides secure and environmentally controlled storage for records in paper format or other physical media.

RECORDS DISPOSITION see **DISPOSAL OF RECORDS**

RECORDS INVENTORY: An analytical list of the records or part of the records of a government institution. The inventory identifies types of records and provides a description of records/records series. At a minimum, it should include titles of records, description of records' contents including purpose and function, format, physical extent, and date range of the records. It may also include any other information which

may have bearing on the records' classification, retention, and disposal. Inventories can be used for the purposes of disposal of records, development of records schedules, tracking active and inactive records, etc.

RECORDS MANAGEMENT see **INFORMATION MANAGEMENT**

RECORDS RETENTION see **RETENTION PERIOD**

RECORDS SCHEDULE: An official policy document that incorporates a classification system with a retention schedule and intellectually arranges records into logical groupings (generally referred to as records series or “buckets” in a big bucket schedule) based on business functions.

REQUEST FOR APPRAISAL: A request submitted to the Provincial Archives of Saskatchewan to instigate an archival review of records that have met their retention period in accordance with an approved records schedule and have been assigned a Final Disposition decision of 'Appraise'. **These requests are used only by institutions authorized by the Archives.**

RETENTION PERIOD: The length of time a record must be retained to meet business, fiscal, and legal requirements. Retention periods are indicated in approved records schedules.

S

SASKATCHEWAN ADMINISTRATIVE RECORDS SYSTEM (SARS): The former Government-wide retention schedule for administrative records. SARS is no longer applicable and was superseded by ARMS, ARMS2006, and, most recently, by ARMS2014.

SCHEDULE see **RECORDS SCHEDULE.**

SCOPE NOTES: A description of the subject and/or functional content of a record series.

SECTION: The major divisions within ARMS2014, ORS, or comprehensive schedules representing groupings of related 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. *The terms inactive records and semi-active records are often used interchangeably even though they refer to different life stages of records.* [See also **INACTIVE RECORDS**]

SOCIAL MEDIA: Electronic communications through public-facing platforms that allow users to create and share content such as textual information, messages, videos, images, etc., and participate in networking and social communities. Examples of social media platforms include Facebook, Instagram, Twitter, etc.

SOURCE RECORD: The original form of a record where the format of the official record has been changed (e.g., scanning a paper document to create an electronic version which will then be designated the official record). For information on the management of Source Records, refer to the Provincial Archives of Saskatchewan's [Source Records Disposal Guidelines](#).

STRUCTURED DATA: Data that is arranged and stored in a predefined format that allows for it to be easily inputted, manipulated, analyzed, and retrieved. Information captured in defined fields, such as in databases and spreadsheets, is an example of structured data. [See also **DATA**]

SUBJECT FILES: Files containing records relating to specific subjects or functions that 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

TRANSITORY RECORDS: Records of temporary usefulness that are needed only for a limited period, to complete a routine task, or to prepare an ongoing document, but are not required to meet statutory obligations or to sustain administrative or operational functions. For information on the management of Transitory Records, refer to the Provincial Archives of Saskatchewan's [Guidelines for the Management of Transitory Records](#).

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

public records are considered permanent records in Saskatchewan Government until they are captured by an approved records schedule.

UNSTRUCTURED DATA: Data that is not easily organized or searchable, stored in a manner that is not pre-defined, or falls under a pre-defined data model. Examples of unstructured data include word-processor documents, textual records, audio, video, emails, social media posts, etc. [See also **DATA**]

USEABILITY (USEABLE RECORD): The characteristic of being easily located, retrieved, presented legibly, transferred, migrated, and interpreted within a reasonable time period. A useable record must also possess context, meaning that it must be able to be linked back to the business activity or original purpose and other associated transactions (e.g., using metadata with electronic records).

V

VITAL RECORDS: Records that are essential to the operations of an organization and allow business continuity under abnormal circumstances. Vital records contain information needed to conduct emergency operations, resume services following a disaster, and re-establish the legal, financial, and functional responsibilities of the institution.

W

WORKING COPY: A duplicate or copy of a document that 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.

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