

**This ORS is just an example made for a fictitious Ministry. Actual ORS will vary depending on the needs of an institution. Please consult with IMS before making an ORS**

## **10000 POLICY AND STANDARDS**

Records documenting the development and revision of policies, procedures, standards, guidelines, regulations, and best practices relating to the caffeinated beverage industry.

Includes: Major drafts, Approved policies, procedures, and guidelines, Development files, Research, etc.

<b>Retention</b>	<b>P.I.</b> Ministry use only
<b>Upon revision or obsolescence +6 years</b>	

## **10050 RESEARCH AND STUDIES**

Records documenting research and statistics relating to the caffeinated beverage industry as well as various issues affecting the industry.

Includes: Working papers, Statistics, Report development documentation, Final reports, Correspondence, Studies and research project files, etc.

**For Reports and Statistics records relating to Beverage Quality Control SEE 10350 Beverage Testing and Quality**

<b>Retention</b>	<b>P.I.</b> Ministry use only
2 years	

## **10100 INDUSTRY DEVELOPMENT GRANTS**

Records documenting financial support and grant initiatives provided to the caffeinated beverage industry.

Includes: Projects information, Grant status correspondence, Grant allocation case files, Reports, etc.

<b>Retention</b>	<b>P.I.</b> Ministry use only
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Effective January 15, 2015

Schedule No. 586

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

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<b>A - Upon final payment of grant or closure of file + 6 Years</b> <b>B – Denied Applications and supporting documentation closure of file + 2 Years</b>	
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## **10200 LICENSING**

Record documenting the licensing of caffeinated beverage producers and distributors.

Includes: Applications, Correspondence, Licensee case files, etc.

<b>Retention</b>	<b>P.I.</b> Ministry use only
<b>Upon Expiry or Withdrawal/Denial of License + 6 years</b>	

## **10300 FACILITY INSPECTIONS**

Records documenting the inspection of beverage production and bottling facilities.

Includes: Inspection case files, Notices of infractions and follow-up visits, Documentation of resolution, etc.

**For Investigations SEE 10500 ENFORCEMENT**

<b>Retention</b>	<b>P.I.</b> Ministry use only
<b>6 years</b>	

## **10350 BEVERAGE TESTING AND QUALITY CONTROLS**

Records documenting the testing and quality control of caffeinated beverage production.

Include: Testing documentation and reports, Quality reports, etc.

<b>Retention</b>	<b>P.I.</b> Ministry use only
<b>A – Daily Reports - 3 months</b>	

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<b>B – Monthly Reports - 2 years</b>	
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## **10400 CONSUMER COMPLAINTS**

Record documenting the complaints received by the Ministry from the public regarding the producers of caffeinated beverages.

Includes: Complaints case files, Correspondence, Etc.

<b>Retention</b>	<b>P.I.</b> Ministry use only
<b>Resolution of complainant or closure of file + 6 years</b>	<b>P.I.</b>

## **10500 ENFORCEMENT**

Records relating to the enforcement of Ministry design and production standards and regulations.

Includes: Casework, Investigations, Appeals, Notices of closure, Liaison with Canadian Food Inspection Agency, Correspondence, Legal opinions, etc.

**For records in relation to recalls SEE 10600 BEVERAGE RECALLS**

<b>Retention</b>	<b>P.I.</b> Ministry use only
<b>Settlement of case or closure of file + 15 years</b>	

## **10600 BEVERAGE RECALLS**

Records relating to the issuing and management of recalls for the caffeinated beverage industry in Saskatchewan. Includes liaison with Saskatchewan Health Agency, Health Tests, and liaison with the Canadian Food Inspection Agency.

Includes: Recall notices, Quality control test results, Communication (e.g. news releases, etc.) Correspondence, Etc.

<b>Retention</b>	<b>P.I.</b>
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	Ministry use only
15 years	<b>P.I.</b>

## **10800 STAKEHOLDER EDUCATION**

Records documenting the publications and training sessions created and distributed by the Ministry that support the education of producers and distributors and consumers of caffeinated beverages.

Includes: Ministry produced publications, Training session material, Caffeine Is Mean school program, Etc.

<b>Retention</b>	<b>P.I.</b> Ministry use only
<b>6 years</b>	

## **10900 Data Analytics**

Records documenting the compilation and analysis of datasets and the resulting outputs from that analysis for the purpose of identifying metrics and trends. Includes the source data used for analysis.

Includes: Correspondence, Program utilization data, Reports, Transportation data, De-identified health studies, de-identified health information, Statistical reports, Surveys and polls, Market data and analysis, Presentations, maps, charts, and other visual products of data, etc. Etc.

<b>Retention</b>	<b>P.I.</b> Ministry use only
<b>6 years</b>	