

ARMS 2014

(Records Retention, Classification and Disposal Schedule 491)

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
1310	Board of Directors – Internal A – Board Minutes	Condition
1310	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	Condition+5 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 Disputes	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