

# ADMINISTRATION

1000 - 1999

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

## LIST OF PRIMARIES

1000	Administration - General	1230	Committees, Commissions and Boards – Internal
1015	Administration - Meetings	1235	Committees and Commissions - Inter-institutional
1025	Administration - Organization	1240	Committees and Commissions - International
1035	Acts and Legislation - General	1245	Committees and Commissions - Inter-Provincial/Territorial/Federal
1070	Acts and Legislation - Internal	1250	Complaints and Investigations
1080	Acts and Legislation – External	1255	Conferences, Seminars and Symposia
1090	Agreements - General	1265	Co-operation and Liaison - General
1100	Agreements - Federal	1270	Co-operation and Liaison - Internal
1105	Agreements - Foreign	1300	Co-operation and Liaison - External
1115	Agreements - Inter-Provincial and Territorial	1355	Delegation of Authority
1120	Agreements - Saskatchewan Government	1370	Emergency Measures
1125	Agreements - Local Authorities	1380	Executive Services
1145	Appreciation, Invitations, Greetings and Congratulations	1400	Forms Management
1155	Associations, Clubs and Societies	1430	Information Services - General
1170	Cabinet	1435	Information Services - Advertising and Marketing
1190	Campaigns and Canvassing	1445	Information Services - Audio-Visual and Photographic Media
1205	Circulars, Directives, and Manuals		
1215	Committees and Commissions - General		
1220	Committees and Commissions - Cabinet		

*continued...*

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

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

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

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

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

---

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

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

<b>1015 ADMINISTRATION – MEETINGS</b>
---------------------------------------

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

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

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

---

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

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

## 1025 ADMINISTRATION – ORGANIZATION

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

For records relating to employee position organization SEE primary 5160.

For records relating to strategic planning SEE primary 1900.

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

---

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

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

<b>1035 ACTS AND LEGISLATION – GENERAL</b>
--

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

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

---

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

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

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

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

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

---

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

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

<b>1080 ACTS AND LEGISLATION – EXTERNAL</b>
---

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

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

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

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

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



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

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

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

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

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

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

<b>1100 AGREEMENTS - FEDERAL</b>
----------------------------------

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

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

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

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

## 1105 AGREEMENTS - FOREIGN

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

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

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

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

---

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

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

<b>1115 AGREEMENTS - INTER-PROVINCIAL AND TERRITORIAL</b>
---

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

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

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

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

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

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

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

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

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

---

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

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

## 1125 AGREEMENTS - LOCAL AUTHORITIES

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

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

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

**SO\* = upon termination of Agreement**

Continued...

---

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

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

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

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

SO\* = upon termination of Agreement.

---

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

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

<b>1145 APPRECIATION, INVITATIONS, GREETINGS AND CONGRATULATIONS</b>
--

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

For correspondence related to complaints SEE primary 1250.

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

---

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

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



## 1155 ASSOCIATIONS, CLUBS AND SOCIETIES

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

For records relating to operational matters SEE appropriate operational records schedule.

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

---

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

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

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

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

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

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

---

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

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

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

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

For records relating to payroll deductions SEE primary 5190.

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

---

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

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

<b>1205 CIRCULARS, DIRECTIVES, AND MANUALS</b>
--

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

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

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

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

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

---

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

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

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

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

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

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

SO\* = completion of inquiry

---

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

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

<b>1220 COMMITTEES AND COMMISSIONS - CABINET</b>
--

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

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

---

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

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

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

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

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

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

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

---

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

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

<b>1235 COMMITTEES AND COMMISSIONS – INTER-INSTITUTIONAL</b>
--

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

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

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

---

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

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



## 1240 COMMITTEES AND COMMISSIONS – INTERNATIONAL

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

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

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

---

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

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

<b>1245 COMMITTEES AND COMMISSIONS - INTER-PROVINCIAL/ TERRITORIAL/FEDERAL</b>
--

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

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

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

---

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

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

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

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

For Human Rights Issues SEE primary 5305.

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

SO\* = upon settlement

---

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

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

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

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

For records relating to Human Resources developmental seminars SEE primary 5800

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

---

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

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

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

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

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

Effective Date: 21 March 2006

ARMS 2006

---

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

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

<b>1270 CO-OPERATION AND LIAISON – INTERNAL</b>
---

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

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

---

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

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

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

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

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

Effective Date: 21 March 2006

ARMS 2006

---

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

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

<b>1355 DELEGATION OF AUTHORITY</b>
-------------------------------------

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

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

---

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

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



## 1370 EMERGENCY MEASURES

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

For computer backup and recovery procedures SEE primary 6200.

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

---

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

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

<b>1380 EXECUTIVE SERVICES</b>
--------------------------------

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

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

---

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

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

## 1400 FORMS MANAGEMENT

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

For procurement and issue of blank forms SEE primary 3195.

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

---

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

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

<b>1430 INFORMATION SERVICES - GENERAL</b>
--

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

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

---

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

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

## 1435 INFORMATION SERVICES - ADVERTISING AND MARKETING

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

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

---

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

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

<b>1445 INFORMATION SERVICES - AUDIO-VISUAL AND PHOTOGRAPHIC MEDIA</b>
--

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

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

---

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

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

## 1450 INFORMATION SERVICES - BOOKS AND PUBLICATIONS - DISTRIBUTION

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

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

Effective Date: 21 March 2006

ARMS 2006

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

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

## 1455 INFORMATION SERVICES - BOOKS AND PUBLICATIONS - DEVELOPMENT

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

For records relating to website content SEE primary 1525.

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

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

---

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

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



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

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

For library reference inquiries SEE primary 1605.

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

---

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

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

<b>1485 INFORMATION SERVICES - LECTURES AND SPEECHES</b>
--

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

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

---

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

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

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

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

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

---

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

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

<b>1510 INFORMATION SERVICES - PUBLIC PROGRAMS AND COMMUNICATIONS</b>
---

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

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

---

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

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

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

Records relating to polling, compilation of data and research.

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

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

---

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

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

<b>1520 INFORMATION SERVICES – STANDARDS, STYLE AND TERMINOLOGY</b>
---

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

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

---

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

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

## 1525 INFORMATION SERVICES - WEBSITES

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

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

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

---

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

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

<b>1530 INVENTIONS, PATENTS AND COPYRIGHTS</b>
--

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

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

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



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

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

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

---

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

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

<b>1555 LEGISLATIVE MATTERS</b>
---------------------------------

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

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

---

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

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

## 1565 LIBRARY MATERIALS

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

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

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

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

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

---

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

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

<b>1575 LIBRARY SERVICES - GENERAL</b>
--

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

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

---

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

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

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

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

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

Effective Date: 21 March 2006

ARMS 2006

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

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

<b>1585 LIBRARY SERVICES - ACQUISITION</b>
--

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

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

---

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

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

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

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

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

Effective Date: 21 March 2006

ARMS 2006

---

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

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

<b>1605 LIBRARY SERVICES - REFERENCE</b>
--

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

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

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

---

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

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



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

Records relating to the procurement of licences and permits **not shown elsewhere in the Administrative Records Management System.**

For Vehicle Licences SEE primaries 3470 to 3530.

For Parking Permits SEE primary 2385.

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

---

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

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

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

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

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

---

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

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

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

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

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

Effective Date: 21 March 2006

ARMS 2006

---

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

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

<b>1665 OFFICE SUPPORT SERVICES</b>
-------------------------------------

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

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

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

---

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

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

## 1680 PLANS AND PROGRAMS

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

For Strategic Planning SEE primary 1900.

For Budget Planning SEE primary 4230.

For Human Resource Planning SEE primary 5295.

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

---

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

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

<b>1720 PROTOCOL AND DIPLOMACY</b>
------------------------------------

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

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

---

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

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

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

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

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

---

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

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

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

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

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

---

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

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



## 1770 RECORDS MANAGEMENT – INFORMATION SECURITY

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

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

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

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

Continued...

---

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

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

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

Number	Secondary Title	Retention	Final Disposition
1770 – 20	<b>Reports and Statistics</b>	SO + 2y	A
1770 – 50	<b>Incident Case Files</b>	SO + 6y	A
1770 – 55	<b>Project Files</b> - includes implementation projects, etc.	SO + 6y	A

---

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

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

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

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

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

For the development of automated information systems SEE primary 6120.

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

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

Continued...

Effective Date: 21 March 2006

ARMS 2006

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

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

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

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

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 according to the disposal and transfer guidelines for administrative records (SEE chapter 5.1 in the Introduction).

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

## 1780 RECORDS MANAGEMENT – SCHEDULES AND DISPOSITION AUTHORITIES

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

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

---

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

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

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

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

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

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

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

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

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

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

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

---

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

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

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

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

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

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

---

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

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



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

Records relating to the identification and analysis of loss exposure resulting from destruction or theft of assets, inability to provide services, incurring of extra expense, legal liability and death or disability of employees. This primary also includes records relating to the development of loss exposure programs and the provision of a viable funding system and professional services to meet loss situations.

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

SO\* = upon termination of policy

SO \*\* = upon settlement of claim

---

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

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

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

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

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

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

---

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

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

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

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

For security checks regarding staffing SEE primary 5630.

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

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

---

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

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

<b>1890 SECURITY - PHYSICAL</b>
---------------------------------

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

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

---

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

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

## 1900 STRATEGIC PLANNING

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

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

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

---

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

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