

APPENDIX A

SARS to ARMS 2006

Concordance Table

ADMINISTRATION SECTION – 1000

SARS Classification	ARMS 2006 Classification
1025-03 Administration – Organization - Institutional Organization	1025-04 Administration – Organization-Organization and Responsibilities
1025-05 Administration – Organization - Centralization/Decentralization	1025-06 Administration - Organization – Reorganization
1045 Acts and Legislation - Saskatchewan	1080-50 Acts and Legislation – External – Saskatchewan Government Legislation and Regulation
1050 Acts and Legislation - Federal	1080-55 Acts and Legislation – External – Federal Government Legislation and Regulations
1055 Acts and Legislation - Foreign	1080-70 Acts and Legislation – External – International Bills, Acts and Legislation
1065 Acts and Legislation - Local Authorities	1080-65 Acts and Legislation – External – Local Authorities
1070-02 Acts and Legislation – Internal - Legislative Program	1070-50 Acts and Legislation – Internal - Legislation Case Files
1075 Acts and Legislation - Provincial	1080-60 Acts and Legislation – External – Other Provincial/Territorial Legislation and Regulations
1090-60 Agreements – General - Other Draft Agreements	1090-50 Agreements – General - Non-Approved Agreements
1090-65 Agreements – General - Other Approved Agreements	1090-55 Agreements – General - Approved Agreements
1145-05 Appreciation, Complaints, Invitations - Letters of Complaint or Criticism	1250-50 Complaints and Investigations – Complaints and Criticism
1145-06 Appreciation, Complaints, Invitations - Letters of Condolence	1145-02 Appreciation, Invitations, Greetings and Congratulations - Greetings, Messages and Cards
1145-08 Appreciation, Complaints, Invitations - Letters of Introduction	1145-02 Appreciation, Invitations, Greetings and Congratulations - Greetings, Messages and Cards
1145-50 Appreciation, Complaints, Invitations - Ombudsman’s Investigations	1250-55 Complaints and Investigations – Ombudsman Investigations
1170-03 Cabinet – Cabinet Directives	1170-02 Cabinet – Cabinet Items
1180 Cafeteria and Eating Facilities	3240 Kitchen, Cafeteria and Eating Facilities

SARS Classification	ARMS 2006 Classification
1220-55 Committees and Commissions – Cabinet – Deputy Minister’s’ Committees	1235-50 Committees and Commissions – Inter-Institutional – Committees
1275 Cooperation and Liaison - Saskatchewan	1300-02 Co-operation and Liaison – External - Other Saskatchewan Government Institutions
1280 Cooperation and Liaison - Federal	1300-03 Co-operation and Liaison – External – Federal Government Institutions
1290 Cooperation and Liaison – International	1300-04 Co-operation and Liaison – External – International
1295 Cooperation and Liaison – Local Authorities	1300-05 Co-operation and Liaison – External – Local Authorities
1305 Cooperation and Liaison - Provincial	1300-06 Co-operation and Liaison – External – Other Provincial and Territorial Government Institutions
1315 Cooperation and Liaison - Universities, Colleges, Schools	1300-05 Co-operation and Liaison – External – Local Authorities
1330 Corporations, Companies, Firms	1300-07 Co-operation and Liaison – External – Corporations, Companies, etc.
1340 Correspondence Management	1520 Information Services – Standards, Style and Terminology
1355-50 Delegation of Authority – Matrices	1355-03 Delegation of Authority – Authorities
1370-02 Emergency Measures - Civil Defence	1370-05 Emergency Measures - Emergency Procedures
1430-03 Information Services – General – Communications Plan	1510-05 Information Services - Public Programs and Communications – Communications Plans
1430-04 Information Services – General – Government Information Services	<i>Not used</i>
1440 Information Services – Articles and Manuscripts	1455 Information Services – Books and Publications – Development
1445-02 Information Services – Audio-Visual Aids – Motion Pictures	1445-50 Information Services – Audio Visual and Photographic Media – Project Files
1445-03 Information Services – Audio-Visual Aids – Slide Shows	1445-50 Information Services – Audio Visual and Photographic Media – Project Files
1445-04 Information Services – Audio-Visual Aids – Video Tapes	1445-50 Information Services – Audio Visual and Photographic Media – Project Files
1445-05 Information Services – Audio-Visual Aids – Other	1445-50 Information Services – Audio Visual and Photographic Media – Project Files

SARS Classification	ARMS 2006 Classification
1450-02 Information Services – Books and Publications – General – Distribution Lists	1450-09 Information Services– Books and Publications – Distribution – Publication Distribution File
1450-03 Information Services – Books and Publications – General – Publication Distribution Summaries	1450-09 Information Services– Books and Publications – Distribution – Publication Distribution File
1450-04 Information Services – Books and Publications – General – Publication Initiation Forms	1450-09 Information Services – Books and Publications – Distribution – Publication Distribution File
1450-08 Information Services – Books and Publications – General – Requests to Commit Funds	4230-04 Budgets – Budget Submissions
1450-50 Information Services – Books and Publications – General – Chargeable Publication Requests	1450-60 Information Services – Books and Publications – Distribution – Publication Requests
1450-55 Information Services – Books and Publications – General – Non-chargeable Publication Requests	1450-60 Information Services – Books and Publications – Distribution – Publication Requests
1465 Information Services – Exhibits, Fairs, Exhibitions	1510 Information Services – Public Programs and Communications
1475-60 Information Services – Inquiries – Inquiries and Responses – In-person	1475-55 Information Services – Inquiries - Inquiries and Responses
1475-65 Information Services – Inquiries – Inquiries and Responses – Telephones	1475-55 Information Services – Inquiries - Inquiries and Responses
1475-70 Information Services - Inquiries – Inquiries and Responses – Written	1475-55 Information Services – Inquiries – Inquiries and Responses
1485-02 Information Services – Lectures and Speeches – Arrangements for Speaking Engagements	1485-01 Information Services – Lectures and Speeches – General
1485-55 Information Services – Lectures and Speeches – Minister’s Speeches – Final Copy	1485-50 Information Services – Lectures and Speeches – Premier’s and Ministers’ Speeches (Working Papers and Final Copies)
1495-03 Information Services – Media Relations – Contacts with Media	1495-02 Information Services – Media Relations – Media Lists and Contacts
1495-55 Information Services – Media Relations – News Conferences	1495-50 Information Services – Media Relations – Media Projects (includes releases, news conferences, working papers and final copies)
1505 Information Services – Photographs	1445 Information Services – Audio-Visual and Photographic Media
1510-02 Information Services – Public Programs – Educational Institutions	1510-75 Information Services – Public Programs and Communications – Other Public Programs (includes educational programs)

SARS Classification	ARMS 2006 Classification
1510-03 Information Services – Public Programs – Other Organizations	1510-75 Information Services – Public Programs and Communications – Other Public Programs (includes educational programs)
1530-02 Inventions, Patents, Copyrights – Copyright (general information)	1530-01 Inventions, Patents, Copyrights – General
1530-03 Inventions, Patents, Copyrights – Patents (general information)	1530-01 Inventions, Patents, Copyrights – General
1530-04 Inventions, Patents, Copyrights - Industrial Designs (general information)	1530-01 Inventions, Patents, Copyrights – General
1530-05 Inventions, Patents, Copyrights - Trade Marks (general information)	1530-01 Inventions, Patents, Copyrights – General
1530-50 Inventions, Patents, Copyrights - Copyright Case Files	1530-75 Inventions, Patents, Copyrights – Case Files
1530-55 Inventions, Patents, Copyrights - Industrial Designs Case Files	1530-75 Inventions, Patents, Copyrights – Case Files
1530-60 Inventions, Patents, Copyrights – Patents Case Files	1530-75 Inventions, Patents, Copyrights – Case Files
1530-65 Inventions, Patents, Copyrights – Trade Marks Case Files	1530-75 Inventions, Patents, Copyrights-Case Files
1565-65 Library Materials – Manuscripts	1565-02 Library Materials – Manuscripts and unpublished reports
1580-02 Library Services – Accessioning and Cataloguing – Acquisition Lists	1585-08 Library Services – Acquisition – Acquisition Lists
1585-02 Library Services – Acquisition – Binding	1575-02 Library Services – General – Maintenance (includes binding, conservation, etc.)
1635-02 Mail, Freight and Courier Services – Canada Post	1635-25 Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
1635-03 Mail, Freight, and Courier Services – Electronic Mail	1635-25 Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
1635-04 Mail, Freight and Courier Services – Freight Services	1635-25 Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
1635-05 Mail, Freight and Courier Services – Interoffice Mail Delivery System	1635-25 Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
1635-06 Mail, Freight and Courier Services – Mail/Courier Slips	1635-25 Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)
1635-09 Mail, Freight and Courier Services – Private Courier Services	1635-25 Mail, Freight, and Courier Services – Mail Services (includes Canada Post, inter-office, courier, freight, etc.)

SARS Classification	ARMS 2006 Classification
1690 Plans and Programs – Evaluation	1680 Plans and Programs
1705 Protocol – General	1720 Protocol and Diplomacy
1710 Protocol – Badges, Emblems, Flags	1720 Protocol and Diplomacy
1715 Protocol – Ceremonies and Celebrations	1720 Protocol and Diplomacy
1730 Protocol – Visits, Tours, and Travel	1720 Protocol and Diplomacy
1755-00 Records Management – File Control – Policy and Procedure	1745-00 Records Management – General - Policy and Procedures
1755-02 Records Management – File Control – File Lists (of active records)	1745-02 Records Management – General – File Control
1755-03 Records Management – File Control – File Lists (of Records in Storage)	1745-02 Records Management – General – File Control
1755-04 Records Management – File Control – File Circulation Records	1745-02 Records Management – General – File Control
1755-05 Records Management – File Control – File Retrieval and Indexing Systems	1800-07 Records Management – Storage, Retrieval and Physical Disposal – Records Retrieval Case Files
1755-06 Records Management – File Control – Records Transferred to other Jurisdictions	1800-06 Records Management – Storage, Retrieval and Physical Disposal – List of Records Transferred to and from Other Jurisdictions
1755-07 Records Management – File Control – Archives Finding Aids	1745-04 Records Management – General – Saskatchewan Archives Board Finding Aids
1765 Records Management – Inventories	1745 Records Management – General
1775-02 Records Management – Micrographic – Computer Output Microfilm	1775-50 Records Management – Format Conversion – Projects
1775-03 Records Management – Micrographic – Micrographic Service Requests	1775-50 Records Management – Format Conversion – Projects
1785 Records Management – Classification and Retention – Administrative Records	<i>deleted – operational function for SAB</i>
1790 Records Management – Classification and Retention – Operational Records	1780 Records Management – Schedules and Disposition Authorities
1800-02 Records Management – Storage, Retrieval and Physical Disposal – Records Disposal	1800-05 Records Management – Storage, Retrieval and Physical Disposal – Disposal Requests and Approvals
1800-03 Records Management – Storage, Retrieval and Physical Disposal – Records of Transfer to the Saskatchewan Archives Board	1800-05 Records Management – Storage, Retrieval and Physical Disposal – Disposal Requests and Approvals
1815 Reports and Statistics – General	1840 Reports and Statistics
1820 Reports and Statistics – Annual	1840-02 Reports and Statistics – Annual
1825 Reports and Statistics – Monthly	1840-03 Reports and Statistics – Monthly
1830 Reports and Statistics – Quarterly and Trimester	1840-04 Reports and Statistics – Quarterly 1840-05 Reports and Statistics – Trimester
1835 Reports and Statistics – Daily and Weekly	1840-06 Reports and Statistics – Weekly 1840-07 Reports and Statistics – Daily

SARS Classification	ARMS 2006 Classification
1870 Security – Information	1770 Records Management – Information Security
1875 Security – Information – Freedom of Information	1810 Records Management – Freedom of Information and Protection of Privacy
1885-03 Security – Personnel – Personal Records Checks (general information)	5630-55 Staffing – General – Security Checks (includes Criminal Record Checks)
1890-02 Security - Physical – Building Security	1890-07 Security - Physical – Security Systems
1890-03 Security - Physical – Computer Protection Systems	1890-07 Security - Physical – Security Systems
1890-04 Security - Physical - Intrusion Detection Systems	1890-07 Security - Physical – Security Systems
1905 Telecommunications – General	3425 Telecommunications
1915 Telecommunications - Facsimile	3425 Telecommunications
1930 Telecommunications - Radio/Telephone	3425 Telecommunications
1930-06 Telecommunications – Radio/Telephone - Telephone Directories/Lists	1000-02 Administration – General – Contact Lists

BUILDINGS AND PROPERTIES – 2000

SARS Classification	ARMS 2006 Classification
2020-04 Buildings and Properties – Charges and Invoices - Building Occupancy Charges	2020-08 Buildings and Properties – Charges and Invoices - Charges
2020-05 Buildings and Properties – Charges and Invoices - Client Charges	2020-08 Buildings and Properties – Charges and Invoices - Charges
2020-07 Buildings and Properties – Charges and Invoices - Reoccurring Invoices	<i>Not used</i>
2080 Accommodation - Reports and Statistics	2055-20 Accommodation – Reports and Statistics
2120-50 Buildings – Acquisition – Acquisition Case Files	2120-60 Buildings – Acquisition and Disposal – Acquisition and Disposal Case Files
2170 Buildings - Damages	2135 Buildings – Alterations, Damages and Repairs
2185 Buildings - Disposal	2120 Buildings – Acquisition and Disposal
2200-55 Buildings – Expansion and Renovation – Cancelled Construction Project Files	2200-50 Buildings – Expansion and Renovation - Expansion/Renovation Project Files
2235-02 Buildings – Maintenance - Elevators	2235-05 Buildings – Maintenance - Maintenance Services
2235-04 Buildings – Maintenance - Painting	2235-05 Buildings – Maintenance - Maintenance Services

SARS Classification	ARMS 2006 Classification
2235-50 Buildings – Maintenance - Inspection Reports	2235-05 Buildings – Maintenance - Maintenance Services
2305-50 Lands – Acquisition – Land Acquisition Project Files	2305-60 Lands – Acquisition and Disposal – Land Acquisition and Disposal Case Files
2335-02 Lands – Development and Maintenance – Fencing	2335-03 Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
2335-04 Lands – Development and Maintenance – Landscaping	2335-03 Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
2335-05 Lands – Development and Maintenance – Signs	2335-03 Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
2335-06 Lands – Development and Maintenance – Snow Removal	2335-03 Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
2335-07 Lands – Development and Maintenance – Walkways (sidewalks, etc.)	2335-03 Lands – Improvement and Maintenance – Grounds Maintenance (includes fencing, landscaping, signs, snow removal, walkways, etc.)
2335-50 Lands – Development and Maintenance – Development Project Files	2335-60 Lands – Improvement and Maintenance - Improvement Project Files
2335-55 Lands – Development and Maintenance – Maintenance Project Files	2335-60 Lands – Improvement and Maintenance – Improvement Project Files
2350 Lands – Disposal	2305 Lands – Acquisition and Disposal
2460 Utilities – Gas	2420 Utilities – Gas, Lighting, Electrical, Water and Plumbing
2480 Utilities – Lighting and Electrical	2420 Utilities – Gas, Lighting, Electrical, Water and Plumbing
2510 Utilities – Water and Plumbing	2420 Utilities - Gas, Lighting, Electrical, Water and Plumbing

EQUIPMENT AND SUPPLIES – 3000

SARS Classification	ARMS 2006 Classification
3205-03 Fuels – Fuels, motor	3205-06 Fuels – Fuels
3205-04 Fuels – Fuels, heating	3205-06 Fuels – Fuels
3205-05 Fuels – Fuels, other	3205-06 Fuels – Fuels
3350-60 Print Procurement – Non-Purchasing Agency Requisitions	3350-55 Printing Services - Printing Requisitions/Orders

SARS Classification	ARMS 2006 Classification
3455 Vehicles – Administration	3445 Vehicles – General
3480 Vehicle – Air – Logbooks	3470 Vehicles – Air

FINANCE SECTION - 4000

SARS Classification	ARMS 2006 Classification
4080-55 Accounts - Receivable – Invoice Records	4080-75 Accounts - Receivable – Accounts Receivable
4080-60 Accounts - Receivable - Receipt Records	4080-75 Accounts - Receivable – Accounts Receivable
4200 Budgets – General	4230 Budgets
4220 Budgets – Estimates	4230 Budgets
4240 Budgets – Budget Planning	4230 Budgets
4260-07 Cheques and Financial Transactions - Voucher Triplicates, Quadruplicates, etc.	<i>No longer in use</i>
4290 Contracts – General	4300 Contracts
4300-02 Contracts - Administration - Standard Contract Form Information	4300-00 Contracts – Policy and Procedure
4340-03 Expenditure Control – General – Central Agency Chargebacks	<i>Not used</i>
4400 Funds – General	4430 Funds
4420 Funds – Revolving	4430 Funds
4480-02 Hospitality and Business Expenses – Claim Documents	4480-50 Hospitality and Business Expenses – Claim Case Files
4500 Reports, Statistics, Statements	<i>Please refer to the standard “Reports and Statistics” secondary in the appropriate primary</i>
4560-50 Travel Allowances and Expenditures – In-Province Travel Case Files	4560-65 Travel Allowances and Expenditures – Travel Case Files
4560-55 Travel Allowances and Expenditures – Out-of-Province Travel Case Files	4560-65 Travel Allowances and Expenditures – Travel Case Files
4560-60 Travel Allowances and Expenditures – Out-of-Canada Travel	4560-65 Travel Allowances and Expenditures – Travel Case Files

HUMAN RESOURCES SECTION - 5000

SARS Classification	ARMS 2006 Classification
5000-02 Human Resources – General – Technical Change	5295-04 Human Resources Planning – Technical Change
5030-02 Awards and Honours – Past Recipients	5030-50 Awards and Honours – Recognition Programs
5105 Classification – General	5160 Classification
5120 Classification – Organizational Information	5160 Classification

SARS Classification	ARMS 2006 Classification
5135 Classification – Reclassification and Appeals	5160 Classification
5150 Classification – Standards, Specifications	5160 Classification
5220 Establishment	5295 Human Resources Planning
5370 Labour Relations – Arbitrations	5445-55 Labour Relations – Grievances, Complaints and Arbitrations – Arbitration Case Files
5385 Labour Relations – Bargaining Agents	5355-55 Labour Relations – General - Bargaining Agent Certification Orders
5460 Labour Relations – Union Relations	5355-03 Labour Relations – General – Union Relations
5475-03 Leave and Attendance – Employee Attendance	5475-05 Leave and Attendance - Employee Leave and Attendance
5475-04 Leave and Attendance – Employee Leave	5475-05 Leave and Attendance – Employee Leave and Attendance
5510-03 Pay Administration – Direct Deposit	5190-50 Employees – Employee Record - Employee File (by employee)
5525-02 Performance Planning and Review – Performance Reviews (In and Out of Scope)	5525-05 Performance Planning and Review –Performance/Probationary Reviews
5525-03 Performance Planning and Review – Probationary Reviews (In and Out of Scope)	5525-05 Performance Planning and Review –Performance/Probationary Reviews
5570 Reports and Statistics 5570-02 Reports and Statistics – Seniority Roster <i>For the remaining secondaries in 5570, please see the standard “Reports and Statistics” secondary in the appropriate primary.</i>	5175-05 Employees – General – Seniority Roster
5630-60 Staffing – General – Career Profiles	<i>Not in use</i>
5675 Staffing – General Applications	5680 Staffing – Recruitment
5690 Staffing – General Recruitment and Appointments	5680 Staffing – Recruitment
5705 Staffing – Direct Recruitment	5680 Staffing – Recruitment
5720 Staffing – Other Recruitment Programs	5680 Staffing – Recruitment
5735 Staffing – Staff Requisitions	5680 Staffing – Recruitment

INFORMATION SYSTEMS AND TECHNOLOGY - 6000

SARS Classification	ARMS 2006 Classification
6020 Information Resource Management	6030 Information Systems Planning
6040 Information Technology Architecture	6030 Information Systems Planning
6060-03 Database Administration - Capacity Planning	6060-55 Database Development and Administration - Database Planning and Design

SARS Classification	ARMS 2006 Classification
6060-50 Database Administration - Projects	6060-55 Database Development and Administration - Database Planning and Design 6060-60 Database Development and Administration - Database Maintenance 6060-65 Database Development and Administration - Performance Monitoring and Evaluation
6100-55 Network Management - Planning and Design	6100-50 Network Design and Management – Development Projects
6100-60 Network Management – Installation and Maintenance	6100-70 Network Design and Management- Network Maintenance
6140-55 System Maintenance – Change/ Enhancement Requests	6140-50 System Maintenance - Maintenance Case Files
6140-60 System Maintenance – Modification Projects	6140-50 System Maintenance - Maintenance Case Files
6140-65 System Maintenance – System Audits and Reviews	4160 Audits and Compliance Reviews
6160-50 System Operations – Data Input Forms	1775-07 Records Management – Format Conversion – Data Input/Entry Forms
6160-55 System Operations – Data Entry and Processing	1775-06 Records Management – Format Conversion – Data Entry and Processing
6200-03 System Security and Reliability – Disaster Recovery Plans	1370-04 Emergency Measures – Disaster Recovery Planning