

APPENDIX F

ARMS to ARMS 2006

Retention Period Changes

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
1000-20 Administration – General - Reports and Statistics	6y	SO + 2y
1015-20 Administration – Meetings - Reports and Statistics	6y	SO + 2y
1025-20 Administration – Organization - Reports and Statistics	6y	SO + 2y
1035-20 Acts and Legislation – General - Reports and Statistics	6y	SO + 2y
1070-20 Acts and Legislation – Internal - Reports and Statistics	6y	SO + 2y
1080-20 Acts and Legislation – External - Reports and Statistics	6y	SO + 2y
1090-20 Agreements – General - Reports and Statistics	6y	SO + 2y
1100-20 Agreements – Federal - Reports and Statistics	6y	SO + 2y
1105-20 Agreements – Foreign - Reports and Statistics	6y	SO + 2y
1115-20 Agreements – Inter-provincial and Territorial - Reports and Statistics	6y	SO + 2y
1120-20 Agreements – Saskatchewan Government - Reports and Statistics	6y	SO + 2y
1125-20 Agreements – Local Authorities - Reports and Statistics	6y	SO + 2y
1145-20 Appreciation, Invitations, Greetings and Congratulations - Reports and Statistics	6y	SO + 2y
1155-20 Associations, Clubs, Societies – Reports and Statistics	6y	SO + 2y
1170-20 Cabinet – Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
1190-20 Campaigns and Canvassing - Reports and Statistics	6y	SO + 2y
1205-20 Circulars, Directives and Manuals - Reports and Statistics	6y	SO + 2y
1215-20 Committees and Commissions – General - Reports and Statistics	6y	SO + 2y
1215-55 Committees and Commissions – General – Commissions of Inquiry	SO* + T (* = completion of inquiry)	SO* (* = completion of inquiry)
1220-20 Committees and Commissions – Cabinet - Reports and Statistics	6y	SO + 2y
1230-20 Committees and Commissions – Internal - Reports and Statistics	6y	SO + 2y
1230-55 Committees and Commissions – Internal – Board of Directors	SO* + T (* = dissolution of the board)	SO* + 2y (* = dissolution of the agency/corporation)
1235-20 Committees and Commissions – Inter-institutional - Reports and Statistics	6y	SO + 2y
1240-20 Committees and Commissions – International - Reports and Statistics	6y	SO + 2y
1245-20 Committees and Commissions – Inter-provincial/Territorial/Federal - Reports and Statistics	6y	SO + 2y
1250-20 Complaints and Investigations - Reports and Statistics	6y	SO + 2y
1255-20 Conferences, Seminars, Symposia - Reports and Statistics	6y	SO + 2y
1265-20 Co-operation and Liaison – General - Reports and Statistics	6y	SO + 2y
1270-20 Co-operation and Liaison – Internal - Reports and Statistics	6y	SO + 2y
1300-20 Co-operation and Liaison – External - Reports and Statistics	6y	SO + 2y
1355-20 Delegation of Authority - Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
1370-20 Emergency Measures - Reports and Statistics	6y	SO + 2y
1380-20 Executive Services - Reports and Statistics	6y	SO + 2y
1400-20 Forms Management - Reports and Statistics	6y	SO + 2y
1430-20 Information Services – General – Reports and Statistics	6y	SO + 2y
1435-20 Information Services – Advertising and Marketing - Reports and Statistics	6y	SO + 2y
1445-20 Information Services – Audio-Visual and Photographic Media – Reports and Statistics	6y	SO + 2y
1450-20 Information Services – Books and Publications – Distribution – Reports and Statistics	6y	SO + 2y
1455-20 Information Services – Books and Publications – Individual – Reports and Statistics	6y	SO + 2y
1475-20 Information Services – Inquiries – Reports and Statistics	6y	SO + 2y
1485-20 Information Services – Lectures and Speeches – Deputy Ministers Speeches – Reports and Statistics	6y	SO + 2y
1485-30 Information Services – Lectures and Speeches – Deputy Ministers Speeches	20y	6y
1485-50 Information Services – Lectures and Speeches – Premier and Minister’s Speeches	20y	6y
1495-20 Information Services – Media Relations – Reports and Statistics	6y	SO + 2y
1510-20 Information Services – Public Programs and Communications – Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
1510-75 Information Services – Public Programs and Communications – Other public programs	6y	SO + 6y
1515-20 Information Services – Research and Surveys – Reports and Statistics	6y	SO + 2y
1520-20 Information and Services – Standards, Style and Terminology – Reports and Statistics	6y	SO + 2y
1525-20 Information Services – Websites – Reports and Statistics	6y	SO + 2y
1530-20 Inventions, Patents, Copyrights – Reports and Statistics	6y	SO + 2y
1545-20 Legal Matters – Reports and Statistics	6y	SO + 2y
1555-04 Legislative Matters – Throne Speech Material	N/A	6y
1555-20 Legislative Matters – Reports and Statistics	6y	SO + 2y
1565-20 Library Materials – Reports and Statistics	6y	SO + 2y
1575-20 Library Services – General – Reports and Statistics	6y	SO + 2y
1580-20 Library Services – Accessioning and Cataloguing – Reports and Statistics	6y	SO + 2y
1585-20 Library Services – Acquisition – Reports and Statistics	6y	SO + 2y
1595-20 Library Services – Circulation – Reports and Statistics	6y	SO + 2y
1605-20 Library Services – Reference – Reports and Statistics	6y	SO + 2y
1620-20 Licences and Permits – Reports and Statistics	6y	SO + 2y
1635-20 Mail, Freight and Courier Services – Reports and Statistics	6y	SO + 2y
1645-20 Management Services – Reports and Statistics	6y	SO + 2y
1665-20 Office Support Services – Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
1680-20 Plans and Programs - Reports and Statistics	6y	SO + 2y
1720-20 Protocol and Diplomacy – Reports and Statistics	6y	SO + 2y
1745-20 Records Management – General – Reports and Statistics	6y	SO + 2y
1775-20 Records Management – Format Conversion – Reports and Statistics	6y	SO + 2y
1780-20 Records Management – Schedules and Disposition Authorities - Reports and Statistics	6y	SO + 2y
1800-05 Records Management – Storage, Retrieval, and Physical Disposal – Disposal Requests and Approvals	Permanent	100y
1800-06 Records Management – Storage, Retrieval and Physical Disposal – List of records transferred to and from other jurisdictions (<i>formerly 1745-03</i>)	6y	100y
1800-20 Records Management – Storage, Retrieval, and Physical Disposal - Reports and Statistics	6y	SO + 2y
1810-20 Records Management – Freedom of Information and Protection of Privacy - Reports and Statistics	6y	SO + 2y
1845-20 Risk Management and Insurance - Reports and Statistics	6y	SO + 2y
1860-50 Security – General – Security and Special Investigation Case Files	SO + 6y	SO * + 6y (* = upon completion of investigation or any subsequent legal action)
1860-20 Security – General - Reports and Statistics	6y	SO + 2y
1870-20 Security – Information - Reports and Statistics	6y	SO + 2y
1885-20 Security – Personnel - Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
1890-20 Security – Physical-Reports and Statistics	6y	SO + 2y
2000-20 Buildings and Properties – General – Reports and Statistics	6y	SO + 2y
2020-20 Buildings and Properties – Charges and Invoices – Reports and Statistics	6y	SO + 2y
2035-20 Buildings and Properties – Contracts – Reports and Statistics	6y	SO + 2y
2055-20 Accommodation – Reports and Statistics	6y	SO + 2y
2105-20 Buildings – General – Reports and Statistics	6y	SO + 2y
2120-20 Buildings – Acquisition and Disposal – Reports and Statistics	6y	SO + 2y
2135-20 Buildings – Alterations, Damages and Repairs – Reports and Statistics	6y	SO + 2y
2155-20 Buildings – Construction – Reports and Statistics	6y	SO + 2y
2200-20 Buildings – Expansions and Renovation – Reports and Statistics	6y	SO + 2y
2215-20 Buildings – Fire Contingency and Planning – Reports and Statistics	6y	SO + 2y
2235-20 Buildings – Maintenance – Reports and Statistics	6y	SO + 2y
2295-20 Lands – General - Reports and Statistics	6y	SO + 2y
2305-20 Lands – Acquisition and Disposal – Reports and Statistics	6y	SO + 2y
2320-20 Lands – Concessions – Reports and Statistics	6y	SO + 2y
2335-20 Lands – Improvement and Maintenance – Reports and Statistics	6y	SO + 2y
2385-20 Parking Areas – Reports and Statistics	6y	SO + 2y
2415-20 Utilities – General – Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
2420-20 Utilities – Gas, Lighting, Electrical, Water and Plumbing – Reports and Statistics	6y	SO + 2y
2435-20 Utilities – Environmental Control – Reports and Statistics	6y	SO + 2y
2455-20 Utilities – Waste Management -Reports and Statistics	6y	SO + 2y
3000-20 Equipment and Supplies – General – Reports and Statistics	6y	SO + 2y
3015-20 Equipment and Supplies – Contracts – Reports and Statistics	6y	SO + 2y
3030-20 Asset Control and Inventories – Reports and Statistics	6y	SO + 2y
3040-20 Audiovisual – Reports and Statistics	6y	SO + 2y
3055-20 Badges, Emblems, Crests and Flags – Reports and Statistics	6y	SO + 2y
3070-20 Building Materials – Reports and Statistics	6y	SO + 2y
3085-20 Clothing – Reports and Statistics	6y	SO + 2y
3100-20 Computers – General – Reports and Statistics	6y	SO + 2y
3115-20 Computers – Hardware – Reports and Statistics	6y	SO + 2y
3115-55 Computers – Hardware – Hardware History/Case Files	SO + 2y	SO + 3y
3115-60 Computers – Hardware – Hardware Problems and Maintenance	2y	3y
3130-20 Computers – Software – Reports and Statistics	6y	SO + 2y
3150-02 Disposal and Surplus – Asset Transfer and Disposal (includes sales and salvage)	SO* + 6y (* = upon transfer to Sales and Salvage)	SO + 6y
3150-03 Disposal and Surplus – Recycling (equipment)	SO* + 2y (* = upon transfer to Sales and Salvage)	SO + 2y
3150-20 Disposal and Surplus – Reports and Statistics	6y	SO + 2y
3170-20 Firearms, Weapons and Restraints – Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
3185-20 Foods – Reports and Statistics	6y	SO + 2y
3195-20 Forms – Reports and Statistics	6y	SO + 2y
3205-20 Fuels – Reports and Statistics	6y	SO + 2y
3215-20 Furniture and Furnishings – Reports and Statistics	6y	SO + 2y
3240-20 Kitchen, Cafeteria and Eating Facilities – Reports and Statistics	6y	SO + 2y
3255-20 Laboratory – Reports and Statistics	6y	SO + 2y
3265-20 Laundry Facilities – Reports and Statistics	6y	SO + 2y
3280-20 Medical - Reports and Statistics	6y	SO + 2y
3295-20 Micrographic – Reports and Statistics	6y	SO + 2y
3315-20 Office – Reports and Statistics	6y	SO + 2y
3335-20 Photographic- Reports and Statistics	6y	SO + 2y
3350-20 Printing Services – Reports and Statistics	6y	SO + 2y
3365-20 Procurement and Receipt – Reports and Statistics	6y	SO + 2y
3380-20 Product Information – Reports and Statistics	6y	SO + 2y
3405-20 Standing Offer Agreements – Reports and Statistics	6y	SO + 2y
3420-20 Special Items – Reports and Statistics	6y	SO + 2y
3425-20 Telecommunications – Reports and Statistics	6y	SO + 2y
3445-20 Vehicles – General – Reports and Statistics	6y	SO + 2y
3470-20 Vehicles – Air – Reports and Statistics	6y	SO + 2y
3470-50 Vehicles – Air – Aircraft Research Files	SO + 8y	SO + 6y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
3495-20 Vehicles – Construction and Off-Road – Reports and Statistics	6y	SO + 2y
3515-20 Vehicles – Road – Reports and Statistics	6y	SO + 2y
3530-20 Vehicles – Water – Reports and Statistics	6y	SO + 2y
4000-03 Finance – General – Fraud and Alleged Fraud	6y	SO + 6y
4320-20 Currency – Reports and Statistics	6y	SO + 2y
4380-20 Fees – Reports and Statistics	6y	SO + 2y
5000-20 Human Resources – General – Reports and Statistics	6y	SO + 2y
5015-20 Accidents and Injuries – Reports and Statistics	6y	SO + 2y
5030-20 Awards and Honours – Reports and Statistics	6y	SO + 2y
5045-20 Benefits and Services – General – Reports and Statistics	6y	SO + 2y
5060-20 Benefits and Services – Benefits – Reports and Statistics	6y	SO + 2y
5080-20 Benefits and Services – Services – Reports and Statistics	6y	SO + 2y
5160-20 Classification – Reports and Statistics	6y	SO + 2y
5175-20 Employees – General – Reports and Statistics	6y	SO + 2y
5190-20 Employees – Employee Record – Reports and Statistics	6y	SO + 2y
5190-50 Employees – Employee Record – Employee File (by employee)	SO* + 6y (* = age 75 of employee or 5 years after death (whichever is earlier) provided 5 years have elapsed since the last administrative action on the file).	SO* (* = age 75 of employee or 5 years after death (whichever is earlier) provided 5 years have elapsed since the last administrative action on the file).

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
5190-60 Employees – Employee Record – Pay Records (by employee)	SO* + 6y (* = age 75 of employee or 5 years after death (whichever is earlier) provided 5 years have elapsed since the last administrative action on the file).	SO* (* = age 75 of employee or 5 years after death (whichever is earlier) provided 5 years have elapsed since the last administrative action on the file).
5240-20 Foreign Postings and Allowances - Reports and Statistics	6y	SO + 2y
5265-20 Health and Safety - Reports and Statistics	6y	SO + 2y
5305-20 Human Rights Issues - Reports and Statistics	6y	SO + 2y
5330-20 Job Enhancement - Reports and Statistics	6y	SO + 2y
5355-20 Labour Relations – General - Reports and Statistics	6y	SO + 2y
5400-20 Labour Relations – Collective Agreements and Interpretations - Reports and Statistics	6y	SO + 2y
5415-20 Labour Relations – Discipline - Reports and Statistics	6y	SO + 2y
5430-20 Labour Relations – Exclusions - Reports and Statistics	6y	SO + 2y
5445-20 Labour Relations – Grievances, Complaints and Arbitrations - Reports and Statistics	6y	SO + 2y
5475-20 Leave and Attendances - Reports and Statistics	6y	SO + 2y
5525-20 Performance Planning and Review - Reports and Statistics	6y	SO + 2y
5540-20 Reassignments and Transfers - Reports and Statistics	6y	SO + 2y
5555-20 Regulations and Directives - Reports and Statistics	6y	SO + 2y
5585-20 Retirements and Pre-retirements - Reports and Statistics	6y	SO + 2y
5600-20 Salaries and Wages - Reports and Statistics	6y	SO + 2y
5615-20 Separations and Layoffs - Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
5630-20 Staffing – General - Reports and Statistics	6y	SO + 2y
5630-55 Staffing – General – Security Checks	SO + 6y	SO* + 6y (* = after termination of employment)
5645-20 Staffing – Acting and Temporary Appointments - Reports and Statistics	6y	SO + 2y
5660-20 Staffing – Competitions - Reports and Statistics	6y	SO + 2y
5680-20 Staffing – Recruitment - Reports and Statistics	6y	SO + 2y
5750-20 Staffing – Vacancies and Obligations - Reports and Statistics	6y	SO + 2y
5770-20 Studies and Surveys - Reports and Statistics	6y	SO + 2y
5785-20 Training and Development – General - Reports and Statistics	6y	SO + 2y
5800-20 Training and Development – Courses - Reports and Statistics	6y	SO + 2y
5815-20 Training and Development – Resources - Reports and Statistics	6y	SO + 2y
5845-20 Volunteers - Reports and Statistics	6y	SO + 2y
5860-20 Wellness and Recreation - Reports and Statistics	6y	SO + 2y
6000-50 Information Systems and Technology – General – Service Requests	2y	3y
6000-20 Information Systems and Technology – General - Reports and Statistics	6y	SO + 2y
6030-20 Information Systems Planning - Reports and Statistics	6y	SO + 2y
6060-20 Database Development and Administration - Reports and Statistics	6y	SO + 2y

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
6060-65 Database Development and Administration – Performance Monitoring and Evaluation	2y	3y
6080-20 End-User Support - Reports and Statistics	6y	SO + 2y
6080-50 End User Support – Help Centre	2y	3y
6080-60 End User Support - Training and Support	2y	3y
6100-20 Network Design and Management - Reports and Statistics	6y	SO + 2y
6100-50 Network Design and Management – Development Projects	SO + 2y	SO + 3y
6100-65 Network Design and Management – Performance Monitoring and Evaluation	SO + 2y	SO + 3y
6120-20 System Development - Reports and Statistics	6y	SO + 2y
6120-55 System Development – Project Management	SO + 2y	SO* + 2y (SO *= until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).
6120-60 System Development – Planning and Initiation	SO + 2y	SO* + 2y (SO *= until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).
6120-65 System Development – Requirements Analysis	SO + 2y	SO* + 2y (SO *= until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).

Primary/Secondary	ARMS Retention Period	ARMS 2006 Retention Period
6120-75 System Development – Construction Programming	SO + 2y	SO* + 2y (SO * = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).
6120-80 System Development – Testing	SO + 2y	SO* + 2y (SO * = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system).
6140-20 System Maintenance - Reports and Statistics	6y	SO + 2y
6160-20 System Operations - Reports and Statistics	6y	SO + 2y
6160-60 System Operations – Problems and Incidents	2y	3y
6160-65 System Operations - Space Management	2y	3y
6160-70 System Operations – System Monitoring	2y	3y
6180-55 System Reports – Incident Reports	2y	3y
6180-60 System Reports – Maintenance Reports	SO + 2y	SO + 3y
6180-65 System Reports – Status Reports	2y	3y
6200-20 System Security and Reliability - Reports and Statistics	6y	SO + 2y
6200-55 System Security and Reliability – Backup/Recovery Procedures	SO + 2y	SO + 3y