

APPENDIX H

ARMS to ARMS 2006

New Secondaries

1215-60 Committees and Commissions – General – Department Submissions to Commissions of Inquiry. Departments may have records relating to their submissions /involvement in an inquiry. 1215-55 Commissions of Inquiry are for the records of the actual inquiry.

1525-55 Information Services – Websites –Information Updates. Information updates were formerly filed in website development files. There is no need to keep them as long as the development records. The retention period will be SO + 2 years.

1575-02 Library Services – General – Maintenance (includes binding, conservation, etc.). “Binding” was formerly a secondary in primary 1585, but was too specific, so a “maintenance” secondary was added in General which is the most appropriate place.

1585-08 Library Services – Acquisition – Acquisition Lists. Moved from primary 1580.

1770-07 Security – Information – Impact Assessments (*formerly 1870*). There was no place for these records previously. The retention period will be SO + 6 years.

1770-55 Security – Information – Project Files (includes implementation projects, etc.) There was not place for these records previously. The retention period will be SO + 6 years.

1800-06 Records Management – Storage, Retrieval and Physical Disposal – List of records transferred to and from other jurisdictions. This secondary was moved from 1745.

1800-07 Records Management – Storage, Retrieval and Physical Disposal – Records Retrieval Case files. There was no place to classify these records without a long retention period, which is unnecessary. The retention period is SO.

1810-55 Records Management – Freedom of Information and Protection of Privacy – Privacy Complaints and Issues. There was no place to for these records previously. The retention period will be SO + 6 years.

3425-06 Telecommunications – Inventories. This secondary incorporates inventories from deleted primaries (1905 and 1930) in SARS that were not covered in ARMS.

3445-09 Vehicles – General – CVA Requisitions. There was not a specific place in either SARS or ARMS for these records. The two year retention period is consistent with other records of this nature.

4000-04 Finance – General – Fraud and Alleged Fraud Warnings. This is for general warnings of fraud – specific cases will go into 4000-03. The SO + 2 year retention period is consistent with other records of this nature.

5175-05 Employees – General – Seniority Roster. This secondary was added to accommodate the deletion of 5570 Reports and Statistics

5280-06 Hours of Work – Work Schedules. There was no place to classify these records. The retention period will be 2 years.

5630-02 Staffing – General – Staffing Announcements. There was no place to classify these records. The retention period will be 2 years.