

HUMAN RESOURCES

5000 - 5999

The Human Resources Section contains records related to the administration actions regarding employee and employee services. This includes employee benefits and services, staffing, recruitment, training, etc. Also included are records related to pay action.

LIST OF PRIMARIES

5000	Human Resources - General	5510	Pay Administration
5015	Accidents and Injuries	5525	Performance Planning and Review
5030	Awards and Honours	5540	Reassignments and Transfers
5045	Benefits and Services - General	5555	Regulations and Directives
5060	Benefits and Services - Benefits	5585	Retirements and Pre-Retirements
5080	Benefits and Services - Services	5600	Salaries and Wages
5160	Classification	5615	Separations and Layoffs
5175	Employees - General	5630	Staffing - General
5190	Employees - Employee Record	5645	Staffing - Acting and Temporary Appointments
5205	Employment Equity	5660	Staffing - Competitions
5240	Foreign Postings and Allowances	5680	Staffing - Recruitment
5265	Health and Safety	5750	Staffing - Vacancies and Obligations
5280	Hours of Work	5770	Studies and Surveys
5295	Human Resources Planning	5785	Training and Development - General
5305	Human Rights Issues	5800	Training and Development - Courses
5330	Job Enhancement	5815	Training and Development - Resources
5355	Labour Relations - General	5845	Volunteers
5400	Labour Relations - Collective Agreements and Interpretations	5860	Wellness and Recreation
5415	Labour Relations - Discipline		
5430	Labour Relations - Exclusions		
5445	Labour Relations - Grievances, Complaints and Arbitrations		
5475	Leave and Attendance		

5000 HUMAN RESOURCES - GENERAL

Records relating to the general administration of human resources management activities **not shown elsewhere in this section.**

NOTE: Does not include records relating to individual employees.

Number	Secondary Title	Retention	Final Disposition
5000 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5000 – 20	Reports and Statistics	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SO - Superseded or Obsolete; **N/A** – not applicable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

5015 ACCIDENTS AND INJURIES

Records relating to accidents and personal injuries as a direct result of work duties, including claims with the Workers' Compensation Board.

Number	Secondary Title	Retention	Final Disposition
5015 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
5015 – 01	General <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
5015 – 02	Incident Logs	6y	D
5015 – 20	Reports and Statistics	SO + 2y	D
5015 – 50	Non-Compensable Accidents	6y	D
5015 – 55	Workers' Compensation Board Claims	SO* + 6y	A

SO* = after 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

5030 AWARDS AND HONOURS

Records relating to employee award presentations and recommendations.

Number	Secondary Title	Retention	Final Disposition
5030 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5030 – 01	General <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
5030 – 20	Reports and Statistics	SO + 2y	D
5030 – 50	Recognition Programs	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

5045 BENEFITS AND SERVICES - GENERAL

Records of a general nature which relate to the administration of personnel benefits and which are **not shown elsewhere in the Benefits and Services primaries.**

Number	Secondary Title	Retention	Final Disposition
5045 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5045 – 20	Reports and Statistics	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

5060 BENEFITS AND SERVICES - BENEFITS
--

Records of a general nature relating to the administration of personnel benefits. This includes Canada Pension Plan, group life insurance, extended health and dental benefits, medical benefits, superannuation and other pension plans, etc. This primary is intended for general information regarding benefits.

For individual employees SEE primary 5190.

Number	Secondary Title	Retention	Final Disposition
5060 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5060 – 01	General <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
5060 – 02	Deferred Salary Leave	6y	D
5060 – 03	Travel Insurance	SO + 2y	D
5060 – 04	Allowances and Differentials	SO + 2y	D
5060 – 05	Northern Allowances	SO + 2y	D
5060 – 06	Pensions and Superannuation	SO + 2y	D
5060 – 07	Group Life	SO + 2y	D
5060 – 08	Medical and Dental	SO + 2y	D

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

5060 BENEFITS AND SERVICES – BENEFITS (continued)
--

Number	Secondary Title	Retention	Final Disposition
5060 – 09	Disability Income	SO + 2y	D
5060 – 10	Employment Insurance	SO + 2y	D
5060 – 11	Other Benefits	SO + 2y	D
5060 – 20	Reports and Statistics	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

5080 BENEFITS AND SERVICES - SERVICES
--

Records relating to the administration of general services provided for government employees. This includes parking entitlements, Canada Savings Bonds and other miscellaneous services.

For records relating to assigned parking spaces SEE primary 2385.

Number	Secondary Title	Retention	Final Disposition
5080 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5080 – 01	General <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
5080 – 02	Bonds	6y	D
5080 – 03	Parking	SO	D
5080 – 04	Other Services	6y	D
5080 – 20	Reports and Statistics	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*

5160 CLASSIFICATION

Records relating to the classification of positions, classification reviews, reclassification and appeals, as well as standards and specifications for evaluating positions and responsibilities. Includes records relating to the assignment of positions within the institutional framework and the history of changes to that assignment. Also includes records relating to the classification review of positions, the outcome of related appeals and historical information relating to the implementation of changes to the classification plans.

For records relating to department organization SEE primary 1025.

Number	Secondary Title	Retention	Final Disposition
5160 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5160 – 01	General <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
5160 – 02	Classification Issues - includes studies and reviews	6y	A
5160 – 04	Organization	6y	D
5160 – 20	Reports and Statistics	SO + 2y	D
5160 – 50	Position History Files	SO + 6y	D
5160 – 55	Reclassification, Position Reviews and Appeals	SO* + 6y	D
5160 – 60	Job Standards - includes benchmarks, job descriptions, etc.	SO + 6y	D

SO* = after 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

5175 EMPLOYEES - GENERAL

Records relating to employees in general which are **not shown elsewhere in the Employees primaries**. Includes general information, information requests, conflict of interest, approval for outside employment, etc.

For individual employees SEE primary 5190.

Number	Secondary Title	Retention	Final Disposition
5175 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5175 – 02	Information Requests	6y	D
5175 – 03	Conflict of Interest/Approval for Outside Employment Guidelines	SO + 6y	D
5175 – 04	Code of Conduct	SO + 6y	D
5175 – 05	Seniority Roster	SO + 2y	D
5175 – 20	Reports and Statistics	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

5190 EMPLOYEES - EMPLOYEE RECORD

Records directly reflecting a particular employee's work history. Includes personal data, resumes, oaths, work plans and appraisals of job performance, work histories, skills, training and education, commendations and discipline.

NOTE: *The Labour Standards Act* requires that the following records be kept for each employee: name, sex, date of birth, residential address, positions held, rates of pay, total wages paid per pay period, deductions from wages, date wages paid, hours of work, holiday, leave and attendance records, amounts of annual holiday pay and date paid, date work commenced and date terminated, amount paid on termination and date paid. Refer to *The Labour Standards Act* s.70.

NOTE: Employee includes permanent, temporary, part-time, casual, labour service, etc.

Performance reviews may also be classified under 5525-05.

Number	Secondary Title	Retention	Final Disposition
5190 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5190 – 01	General <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
5190 – 20	Reports and Statistics	SO + 2y	D
5190 – 50	Employee File (by employee)	SO*	A
All information can be kept on the employee file; however, if desirable, the following records may be broken into separate secondaries.			
5190 – 60	Pay Records (by employee)	SO*	D

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.

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*

5190 EMPLOYEES - EMPLOYEE RECORD (continued)

Number	Secondary Title	Retention	Final Disposition
5190 – 65	Pay Records (where not on individual pay files)	55y	D
5190 – 70	Leave and Attendance (by employee)	SO** + 5y	D
5190 – 75	Leave and Attendance (where not on individual leave and attendance files)	55y	D
5190 – 80	Hours of Work (by employee)	SO** + 5y	D
5190 – 85	Hours of Work (where not in individual hours of work file)	55y	D
5190 – 90	Income Tax Forms (completed) - includes T4s, TD1s, etc.	SO + 7y	D

SO** = after termination of employment

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

5205 EMPLOYMENT EQUITY

Records relating to the development and implementation of programs to enhance opportunities in the public service, including affirmative action.

Number	Secondary Title	Retention	Final Disposition
5205 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
5205 – 01	General <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
5205 – 02	Employment Equity - includes reports, statistics, issues, etc.	6y	A
5205 – 50	Employment Equity 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

5240 FOREIGN POSTINGS AND ALLOWANCES

Records relating to postings outside Saskatchewan to which employees are assigned. Includes allowances, benefits, special conditions and terms of employment pertaining to the posting.

Number	Secondary Title	Retention	Final Disposition
5240 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5240 – 01	General <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
5240 – 20	Reports and Statistics	SO + 2y	D
5240 – 50	Case Files (by location)	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

5265 HEALTH AND SAFETY

Records relating to the administration of health examinations, safety and first aid programs, counselling, occupational health, smoking in the workplace, accident prevention and services provided by health units and other government medical facilities.

Number	Secondary Title	Retention	Final Disposition
5265 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5265 – 01	General <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
5265 – 02	Employee Assistance Programs	SO + 6y	D
5265 – 03	Occupational Health - includes Health and Safety programs and promotions	6y	D
5265 – 04	Investigations / Complaints	SO* + 6y	D
5265 – 20	Reports and Statistics	SO + 2y	D
5265 – 50	Hazardous Material Information - includes WHMIS (Workplace Hazardous Materials Information System)	SO + 6y	D

SO* = settlement or completion of investigation

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*

5280 HOURS OF WORK

Records relating to scheduling/specifying hours of work **not** relating to individual employees. Includes job sharing, modified work weeks, flexible hours, time off to vote, time off for special occasions, early closing and overtime.

Records relating to individual employees must be filed under primary 5190.

Number	Secondary Title	Retention	Final Disposition
5280 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5280 – 01	General <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
5280 – 02	Hours of Work	6y	D
5280 – 03	Job Sharing	SO + 6y	D
5280 – 05	Exemptions	SO + 6y	D
5280 – 06	Work Schedules	2y	D
5280 – 20	Reports and Statistics - includes overtime reports	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*

5295 HUMAN RESOURCES PLANNING

Records relating to current and projected staffing requirements, personnel resource requirements, forecasts and estimates, impact of technical change, establishment control, etc.

Number	Secondary Title	Retention	Final Disposition
5295 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5295 – 01	General <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
5295 – 02	Human Resource Planning	6y	A
5295 – 04	Technical Change - includes impact studies of automation, new operating equipment, etc.	6y	A
5295 – 05	Establishment Control Files	SO + 6y	D
5295 – 20	Reports and Statistics - includes Person-Year Reports	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

5305 HUMAN RIGHTS ISSUES

Records relating to human rights issues. Includes matters referred to the Saskatchewan Human Rights Commission, etc.

For internal grievances and complaints SEE primary 5445.

For Ombudsman investigations SEE primary 1250.

Number	Secondary Title	Retention	Final Disposition
5305 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
5305 – 01	General <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
5305 – 02	Human Rights Issues	SO + 6y	A
5305 – 20	Reports and Statistics	SO + 2y	D
5305 – 50	Case Files	SO* + 6y	A

SO* = after 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*

5330 JOB ENHANCEMENT

Records relating to research, discussion, planning or implementation of ways in which employees' duties may be made more rewarding. Includes job exchange, job enrichment and job rotation.

Number	Secondary Title	Retention	Final Disposition
5330 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5330 – 01	General <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
5330 – 20	Reports and Statistics	SO + 2y	D
5330 – 50	Case Files	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

5355 LABOUR RELATIONS - GENERAL
--

Records relating to employer-employee relations (both unions and professional associations) **not shown elsewhere in the Labour Relations primaries**. Includes labour disruptions, issues and events, as well as union relations, bargaining agent certification orders, etc.

Number	Secondary Title	Retention	Final Disposition
5355 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5355 – 02	Labour Issues - includes events, disruptions, strikes, job action, petitions, demonstrations, etc.	SO + 6y	A
5355 – 03	Union Relations - includes use of employer facilities, union dues, shop stewards, etc.	SO + 6y	D
5355 – 20	Reports and Statistics	SO + 2y	D
5355 – 55	Bargaining Agent Certification Orders	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

5400 LABOUR RELATIONS - COLLECTIVE AGREEMENTS AND INTERPRETATIONS
--

Records relating to master and component agreements or contracts. Includes guidelines, interpretations, proposals, letters of understanding, collective agreements, etc.

Number	Secondary Title	Retention	Final Disposition
5400 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5400 – 01	General <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
5400 – 02	Negotiations	SO + 6y	D
5400 – 03	Proposals	SO + 6y	D
5400 – 04	Interpretations	SO + 6y	D
5400 – 20	Reports and Statistics	SO + 2y	D
5400 – 50	Collective Agreements - includes letters of understanding	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*

5415 LABOUR RELATIONS - DISCIPLINE

Records relating to the administration of disciplinary action. Includes individual case files and precedents that may result from such action.

Number	Secondary Title	Retention	Final Disposition
5415 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5415 – 01	General <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
5415 – 03	Precedent Files	SO + 6y	D
5415 – 20	Reports and Statistics	SO + 2y	D
5415 – 50	Individual Case Files	SO*	D

SO* = according to the terms of the applicable collective agreement(s), or where no agreement exists, according to the approved internal policy of the government institution. In the absence of an agreement or internal policy, the retention period is **SO + 6 years.**

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*

5430 LABOUR RELATIONS - EXCLUSIONS

Records relating to exclusions from collective bargaining agreements, contracts, etc.
This includes both position exclusions and individual exclusions.

Number	Secondary Title	Retention	Final Disposition
5430 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5430 – 01	General <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
5430 – 20	Reports and Statistics	SO + 2y	D
5430 – 50	Case Files	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

5445 LABOUR RELATIONS – GRIEVANCES, COMPLAINTS AND ARBITRATIONS

Records relating to grievances, complaints and arbitrations. Includes individual grievance case files, harassment complaints, investigations, arbitrator's findings and final report, etc.

For matters referred to the Human Rights Commission SEE primary 5305.

Number	Secondary Title	Retention	Final Disposition
5445 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
5445 – 01	General <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
5445 – 20	Reports and Statistics	SO + 2y	D
5445 – 50	Grievance and Complaints Case Files	SO* + 6y	A
5445 – 55	Arbitration Case Files	SO* + 6y	A

SO* = after 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

5475 LEAVE AND ATTENDANCE

Records relating to the administration of leave and attendance. Includes general information regarding attendance, seniority calculations, long term disability, sick leave, vacation, designated paid holidays, special and other types of leave.

NOTE: Leave and attendance records of individual employees must be filed under primary 5190.

For seniority roster SEE primary 5175.

Number	Secondary Title	Retention	Final Disposition
5475 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5475 – 01	General <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
5475 – 05	Employee Leave and Attendance	6y	D
5475 – 20	Reports and Statistics	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*

5510 PAY ADMINISTRATION

Records relating to the administration of employee pay.

This primary is intended for general records and reports relating to pay. A record of pay must be kept under primary 5190.

For records relating to the calculation of pay SEE primary 5600.

Number	Secondary Title	Retention	Final Disposition
5510 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5510 – 01	General <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
5510 – 20	Reports and Statistics - includes payroll reports and registers	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*

5525 PERFORMANCE PLANNING AND REVIEW

Records relating to performance planning and review programs, work plans, regular and probationary employee appraisals, etc.

Number	Secondary Title	Retention	Final Disposition
5525 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5525 – 01	General <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
5525 – 04	Work Plans	6y	D
5525 – 05	Performance/Probationary Reviews	6y	A
5525 – 20	Reports and Statistics	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

5540 REASSIGNMENTS AND TRANSFERS

Records relating to lateral, geographic and other transfers or reassignments of personnel.

For secondments SEE primary 5645.

For relocation expense claims SEE primary 4560.

For foreign postings SEE primary 5240.

Number	Secondary Title	Retention	Final Disposition
5540 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5540 – 01	General <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
5540 – 20	Reports and Statistics	SO + 2y	D
5540 – 50	Case Files	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

5555 REGULATIONS AND DIRECTIVES
--

Records relating to the public service employment regulations, terms and conditions of employment, human resources management directives and guidelines, etc.

Number	Secondary Title	Retention	Final Disposition
5555 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5555 – 01	General <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
5555 – 02	Human Resource Manuals/Directives	SO + 6y	D
5555 – 20	Reports and Statistics	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

5585 RETIREMENTS AND PRE-RETIREMENTS

Records relating to the retirement of employees and the calculation and recording of pre-retirement benefits.

Number	Secondary Title	Retention	Final Disposition
5585 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5585 – 01	General <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
5585 – 02	Pre-Retirement Benefits/Programs	SO + 6y	D
5585 – 03	Retirement Programs - includes early retirement programs	SO + 6y	D
5585 – 04	List of Retirees and Options Chosen	SO + 2y	D
5585 – 20	Reports and Statistics	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*

5600 SALARIES AND WAGES

Records relating to the calculation of salary and wage matters, rates of pay, deductions, regulations regarding payment of wages and substitution pay, salary schedules, etc.

For records of individual employee pay SEE primary 5190

For records relating to Pay Administration SEE primary 5510.

Number	Secondary Title	Retention	Final Disposition
5600 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5600 – 01	General <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
5600 – 02	Salary Administration - In/Out of Scope	SO + 6y	D
5600 – 03	Salary Schedules	SO + 6y	D
5600 – 04	Overtime Pay Schedules	SO + 6y	D
5600 – 05	Merit/Performance Pay	SO + 6y	D
5600 – 06	Temporary Pay Adjustments	SO + 6y	D
5600 – 20	Reports and Statistics	SO + 2y	D
5600 – 50	Salary Disputes	SO* + 6y	D
5600 – 55	Bargaining Unit Compensation Issues	SO + 6y	D

SO * = after 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

5615 SEPARATIONS AND LAYOFFS

Records relating to the layoff or separation of employees other than through retirement. This includes staff reductions, attritions, seasonal auxiliary layoffs, resignations and abandonments of position.

For individual employees SEE primary 5190.

Number	Secondary Title	Retention	Final Disposition
5615 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5615 – 01	General <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
5615 – 02	Job Abolition Bumping Lists	SO + 6y	D
5615 – 03	Staff Reduction Programs - includes attrition	SO + 6y	A
5615 – 04	Severance	6y	D
5615 – 05	Layoffs	6y	D
5615 – 06	Abandonments of Position	6y	D
5615 – 07	Resignations	6y	D
5615 – 20	Reports and Statistics	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

5630 STAFFING - GENERAL

Records not shown elsewhere in the staffing block which relate generally to the staffing of positions. Includes testing, security checks, etc.

Security checks for government employees may be classified on individual employee files - SEE 5190-50.

Number	Secondary Title	Retention	Final Disposition
5630 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5630 – 02	Staffing Announcements	2y	D
5630 – 20	Reports and Statistics	SO + 2y	D
5630 – 50	Testing	6y	D
5630 – 55	Security Checks - includes Criminal Record Checks	SO* + 6y	D

SO* = after termination of employment

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

5645 STAFFING - ACTING AND TEMPORARY APPOINTMENTS

Records relating to the assignment of employees to acting or temporary appointments, secondments and exchanges.

Number	Secondary Title	Retention	Final Disposition
5645 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5645 – 01	General <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
5645 – 02	Acting and Temporary Appointments	SO + 6y	D
5645 – 03	Secondments	SO + 6y	D
5645 – 04	Exchanges	SO + 6y	D
5645 – 20	Reports and Statistics	SO + 2y	D
5645 – 50	Secondment Contract Files	SO* + 6y	D

SO* = upon termination of contract.

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

5660 STAFFING - COMPETITIONS

Records relating to competitions, selection standards, short lists of candidates, interview formats and questions, results and eligibility lists, offer and rejection letters, etc.

Number	Secondary Title	Retention	Final Disposition
5660 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5660 – 01	General <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
5660 – 02	Interview Formats and Questions	SO + 6y	D
5660 – 03	Selection Standards	SO + 6y	D
5660 – 20	Reports and Statistics	SO + 2y	D
5660 – 50	Competition Files	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

5680 STAFFING - RECRUITMENT

Records relating to staffing and methods used to recruit candidates for jobs, including applications for employment, resumes, posting and advertising, as well as Orders-in-Council, legislative, and other appointments. Includes recruitment to permanent, temporary, non-permanent, casual and all other positions. Also includes records relating to programs which enable applicants to enter government employment without going through the normal examination or competition channels.

Number	Secondary Title	Retention	Final Disposition
5680 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5680 – 01	General <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
5680 – 02	Applications - includes resumes	SO	D
5680 – 03	Recruitment Case Files - includes advertising, postings, Orders-in-Council, legislative appointments	SO + 2y	D
5680 – 05	Programs - includes summer and co-op student apprenticeship and work experience programs	SO + 6y	D
5680 – 06	Staffing Requisitions	2y	D
5680 – 20	Reports and Statistics	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*

5750 STAFFING - VACANCIES AND OBLIGATIONS
--

Records relating to recall lists, vacant positions and obligations to displaced employees.

Number	Secondary Title	Retention	Final Disposition
5750 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5750 – 01	General <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
5750 – 02	Re-employment Lists	SO + 6y	D
5750 – 03	Vacancy Reports	2y	D
5750 – 20	Reports and Statistics	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

5770 STUDIES AND SURVEYS

Records relating to human resources management studies and surveys.

Number	Secondary Title	Retention	Final Disposition
5770 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5770 – 01	General <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
5770 – 20	Reports and Statistics	SO + 2y	D
5770 – 50	Studies and Surveys	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

5785 TRAINING AND DEVELOPMENT - GENERAL
--

Records relating to the general administration of staff training development functions and activities for both technical and non-technical training. Includes training schedules, training directives, employee orientation, etc.

For computer support for automated systems (help desk, user orientation, etc.) SEE primary 6080.

Number	Secondary Title	Retention	Final Disposition
5785 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
5785 – 02	Educational Leave	6y	D
5785 – 20	Reports and Statistics	SO + 2y	D
5785 – 50	Staff Development, Training and Programs Case Files (attended by staff)	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*

5800 TRAINING AND DEVELOPMENT - COURSES

Records relating to staff training courses, types of courses, workshops, etc. Includes course content, attendance records, and evaluating reports and comments for all forms of training. Also includes records relating to the planning and scheduling of training and development activities.

For courses pertaining to operational matters, SEE appropriate operational records schedule.

For informal training and support for automated systems (help desk, user orientation, etc.) SEE primary 6080.

For Conferences, Seminars and Symposia SEE primary 1255.

Number	Secondary Title	Retention	Final Disposition
5800 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5800 – 01	General <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
5800 – 02	Course Packages	SO + 6y	A
5800 – 03	Training Program Packages	SO + 6y	A
5800 – 20	Reports and Statistics	SO + 2y	D
5800 – 50	Course and Training Case Files (for courses developed and/or presented by staff) - includes evaluation and attendance records	6y	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

5815 TRAINING AND DEVELOPMENT - RESOURCES
--

Records relating to staff training resources which may be used to support the training and development function. Includes resources of personnel, skill, facilities, equipment and materials.

For facilitator contracts SEE primary 4300.

Number	Secondary Title	Retention	Final Disposition
5815 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
5815 – 01	General <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
5815 – 02	Training Facilities	SO + 2y	D
5815 – 03	Resource Personnel/Facilitators	SO + 2y	D
5815 – 04	Training Equipment	SO + 2y	D
5815 – 20	Reports and Statistics	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*

5845 VOLUNTEERS

Records relating to persons providing services to government institutions as volunteers, to the services so provided, and to the requirements and conditions of the voluntary service.

Number	Secondary Title	Retention	Final Disposition
5845 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
5845 – 01	General <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
5845 – 20	Reports and Statistics	SO + 2y	D
5845 – 50	Volunteer Programs/Activities	SO + 2y	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

5860 WELLNESS AND RECREATION

Records relating to employee morale, welfare and recreational matters.

Number	Secondary Title	Retention	Final Disposition
5860 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
5860 – 01	General <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
5860 – 20	Reports and Statistics	SO + 2y	D
5860 – 50	Employee Health and Wellness 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