

APPENDIX B

SARS to ARMS 2006

Retention Period Changes

Primary/Secondary	SARS Retention Period	ARMS 2006 Retention Period
1155-50 Associations, Clubs and Societies	2y (years)	6y
1215-50 Committees and Commissions – General – General Committees	6y	SO + 6y
1220-50 Committees and Commissions – Cabinet - Cabinet Committees	6y	SO + 6y
1230-50 Committees and Commissions – Internal – Internal Committees	6y	SO + 6y
1235-50 Committees and Commissions – Inter-institutional – Committees	6y	SO + 6y
1240-50 Committees and Commissions – International – Committees	6y	SO + 6y
1245-50 Committees and Commissions – Inter-provincial/Federal – Committees	6y	SO + 6y
1255-50 Conferences, Seminars and Symposia – Establishment Case Files	6y	SO + 6y
1265-50 Co-operation and Liaison – General – Co-operation and Liaison Case Files	6y	4y
1275, 1280, 1290, 1295, 1305, 1315 – combined into new primary: 1300 Co-operation and Liaison – External –Case Files (02, 03, 04, 05, 06)	6y	4y
1330 Corporations, Companies, Firms – combined with several other primaries into one new one: 1300-07 Co-operation and Liaison – External – Corporations, Companies, etc.	2y	4y
1340 Correspondence Management was deleted – records now fall under: 1520-02 Information Services – Standards, Styles, and Terminology – Guidelines	SO + 6y	SO + 2y
1370-03 Emergency Measures - Contact List	SO + 6y	SO + 2y
1380-60 Executive Services – Executive Issues	6y	SO + 6y
1400-02 Forms Management – Forms Catalogue	SO + 6y	SO + 2y
1400-50 Forms Management – Forms Design and History	SO + 6y	SO + 2y
1400-55 Forms Management – Forms – Originals	SO + 6y	SO + 2y

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1450-02, 1450-03, 1450-04 – combined into a new secondary: 1450-09 Information Services – Books and Publications – Distribution – Publication Distribution File	SO + 6y 6y	SO + 2y
1450-60 (amalgamation of 1450-50 and 1450-55) Information Services – Books and Publications – Publication Requests	6y	2y
1495-02 Information Services – Media Relations – Media Lists and Contacts	SO	SO + 2y
1495-50 Information Services – Media Relations – Media Projects	6y	SO + 6y
1545-02 Legal Matters – Judicial Decisions	SO + 6y	SO + 10y
1545-03 Legal Matters – Legal Challenges	SO + 6y	SO + 10y
1545-04 Legal Matters – Legal Opinions	SO + 6y	SO + 10y
1545-05 Legal Matters – Commissioners for Oaths/Notaries Public	SO + 2y	SO + 10y
1545-06 Legal Matters – Powers of Attorney	SO + 2y	SO + 10y
1555-04 Legislative Matters – Throne Speech Material	N/A	6y
1565-02 (formerly 1565-65) Library Materials - Manuscripts and Unpublished Reports	N/A	SO
1635-02, 1635-03, 1635-04, 1635-05, 1635-06, 1635-09 – combined into new secondary: 1635-25 Mail, Freight, and Courier Services – Mail Services	SO + 2y SO + 6y	SO + 2y
1635-07 Mail, Freight and Courier Services – Mail Logbooks (incoming, outgoing, registered, etc.)	SO + 6y	SO + 2y
1775-50 Records Management – Project Specifications	6y	SO + 6y
1800-05 Records Management – Storage, Retrieval, and Physical Disposal – Disposal Requests and Approvals	Permanent	100y
1845-50 Risk Management – Policy Files	SO + 6y	SO* + 6y (* = upon termination of policy)
1845-55 Risk Management – Claims Files	SO + 6y	SO** + 6y (** = upon settlement of claim)
1860-50 Security – General – Security and Special Investigation Case Files	SO + 6y	SO* + 6y (* = upon completion of investigation or any subsequent legal action).
2105-04 Buildings – General – Signs	SO + 2y	SO
2120-50 Buildings – Acquisition and Disposal – Acquisition and Disposal Case Files (formerly Acquisition-Acquisition Case Files)	SO + 10y	SO* + 10y (* = upon disposition of building).

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2135-50 (formerly 2170-50) Buildings – Alterations, Damages and Repairs – Damage Case Files	6y	SO* + 6y (* = once all action relating to case file is settled).
2385-02 Parking Areas – Parking Facilities	SO	2y
2455-02 Utilities – Disposal of Hazardous Material	6y	SO + 6y
2455-50 Utilities – Garbage Disposal Case Files	SO + 6y	2y
2460, 2480 and 2510 – <i>Utilities primaries combined into one new primary:</i> 2420 Utilities – Lighting, Electrical, water and Plumbing 2420-02 Water Treatment (formerly 2510-02)	2y	6y
3000-50 Equipment and Supplies – General – Equipment Research Files	6y	SO + 2y
3000-55 Equipment and Supplies – General – Equipment History Files	SO + 6y	SO + 2y
3040-50 Audiovisual – Equipment Research Files	6y	SO + 2y
3070-50 Building Materials – Product Research Files	6y	SO + 2y
3085-50 Clothing – Product Research Files	6y	SO + 2y
3100-50 Computers – General – Electronic Storage Media – Research Files	6y	SO + 2y
3115-50 Computers – Hardware – Hardware Research Files	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
3130-50 Computers – Software – Software Research Files	6y	SO + 2y
3150-02 Disposal and Surplus – Asset Transfer and Disposal	6y	SO + 6y
3170-50 Firearms, Weapons and Restraints – Equipment Research Files	6y	SO + 2y
3215-50 Furniture and Furnishings – Furniture Research Files	6y	SO + 2y
3240-50 Kitchen, Cafeteria and Eating Facilities – Equipment Research Files	6y	SO + 2y
3255-50 Laboratory – Equipment Research Files	6y	SO + 6y
3265-50 Laundry Facilities – Equipment Research Files	6y	SO + 2y
3280-50 Medical – Equipment Research Files	6y	SO + 6y
3295-50 Micrographic – Equipment Research Files	6y	SO + 2y
3315-50 Office – Office Machine Research Files	6y	SO + 2y
3335-50 Photographic – Equipment Research Files	6y	SO + 2y
3380-02 Product Information – Catalogues and Price Lists	SO	NA
3470-50 Vehicles – Air – Aircraft Research Files	8y	SO + 6y

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3495-50 Vehicles – Construction and Off-Road – Vehicle Research Files	6y	SO + 6y
3515-50 Vehicles – Road – Vehicle Research Files	6y	SO + 6y
3530-50 Vehicles – Water – Vehicle Research Files	6y	SO + 6y
4000-03 Finance – General – Fraud and Alleged Fraud	6y	SO + 6y
5160-04 (formerly 5120-02) Classification – Organization	SO + 6y	6y
5415-50 Labour Relations – Discipline – Individual Case Files	SO + 6y	SO* (SO* = according to the terms of the applicable collective agreement 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.).
5630-55 Staffing – General – Security Checks	6y	SO* + 6y (SO* = after termination of employment)
5680-02 (formerly 5675-02) Staffing – Recruitment – Applications	1y	SO
6000-50 Information Systems and Technology – General – Service Requests	2y	3y
6030-50 (formerly 6040-50) Information Systems Planning - Research and Evaluations	SO + 2y	SO + 6y
6060-65 Database Development and Administration – Performance Monitoring and Evaluation	2y	3y
6060-60 Database Development and Administration – Database Maintenance	SO* + 6y	SO* + 2y
6080-50 End User Support – Help Centre	2y	3y
6080-60 End User Support - Training and Support	2y	3y
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
6120-50 System Development – Projects	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)

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6120-55 System Development – Project Management	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
6120-60 System Development – Planning and Initiation	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
6120-65 System Development – Requirement Analysis	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
6120-70 System Development – Design	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
6120-75 System Development – Construction	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement 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 requirement or has been successfully migrated to another system)
6120-85 System Development – Deployment	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)

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6120-90 System Development – System Documentation	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
6120-95 System Development – User Documentation	SO* + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
6140-50 System Maintenance - Maintenance Case Files	SO + 6y	SO* + 2y (SO* = until the system has been decommissioned and the information it manages has met applicable retention requirement or has been successfully migrated to another system)
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
6200-55 System Security and Reliability – Backup/Recovery Procedures	SO + 2y	SO + 3y