

APPENDIX D

SARS to ARMS 2006

New Secondaries

1000-02 Administration General – Contact Lists. This secondary was added as a result of deleting primary 1930. The short retention period (SO) is reflective of the general nature of the records.

1025-07 Administration Organization - Mission/Vision Statements. This secondary was added at the request of departments. The retention period of SO + 6 years is consistent with other records of this type in this primary.

1215-55 Committees and Commissions - General – Commissions of Inquiry. This secondary was added at the request of the Archives and client departments. The retention period for this secondary is SO*, where SO* = upon completion of inquiry.

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.

1230-55 Committees and Commissions – Internal – Boards of Directors. This secondary was added because there was no place to classify these records previously.

1255-55 Conferences, Seminars, Symposia – Participation Case Files. This secondary was added at the request of client departments, and the retention period of 6 years is in keeping with similar types of records.

1380-65 Executive Services – Program Monitoring. This secondary was added in reference to how government keeps information that relates to ministerial inquiries. The retention period of SO + 6 years is consistent for these types of records

1485-30 Information Services – Lectures and Speeches – Deputy Minister’s Speeches – Working Papers and Final Copies. There was no place to classify these records previously. The retention period of 6 years is consistent with the minister’s speeches.

1510-05 Information Services – Public Programs – Communications Plan. This secondary was moved from 1430.

1510-65 Information Services – Public Programs – Exhibits, Fairs, Exhibitions, Displays. This secondary was moved from deleted primary 1465.

1510-70 Information Services – Public Programs – Tours. There was no place to classify this type of records previously.

1510-75 Information Services – other Public Programs (includes educational programs). This secondary is an amalgamation of 1510-02 (Educational Institutions) and 1510-03 (Other Organizations).

1520-03 Information Services – Standards, Style and Terminology - Tracking. This secondary was added at the request of departments. The short retention period reflects the general nature of these types of records.

1525-55 Information Services – Websites- Information Updates. Information updates were formerly filed in website development files. These should be separate since the records are quite different. The retention period will be SO + 6 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.

1585-02 Library Services – Acquisition – Acquisition Lists – moved from primary 1580.

1680-60 Plans and Programs – Evaluation and Reviews. This secondary was added at the request of client departments, the retention period of 6 y is standard for similar types of records in the schedule.

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 – Projects (includes implementation projects, etc.) (*formerly 1870*). There was no 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 file these records previously. The retention period will be SO + 6 years.

1890-07 Security – Physical – Security Systems. Amalgamation of 1890-02 (Building Security), 1890-03 (Computer Protection Systems) and 1890-04 (Intrusion Detection Systems). The retention period will remain 6 years.

2035-65 Buildings and Properties – Contracts - Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc. This secondary was added at the request of departments, and the retention period of SO + 6 years is consistent with similar retention periods.

2120-60 Buildings – Acquisition - Acquisition and Disposal Case Files. This secondary was added at the request of clients and the SO* + 10 years retention period is in keeping with similar retention periods dealing with the purchase or leasing of land or buildings.

2135-50 Buildings – Alterations and Repairs - Damage Case Files. This secondary was added at the request of client departments. The retention period is SO* + 6 years where SO* = once all action relating case file is settled. This retention period reflects the fact that records relating to damages, or settlement of damages can extend over long periods of time.

2215-55 Buildings – Fire Prevention - Fire Inspections

2215-60 Buildings – Fire Prevention - Incident Case Files

Both new secondaries were added at the request of clients. The retention period for Incident Case Files is SO* + 6 years, where SO* = upon conclusion of investigation. This retention reflects the fact that investigations and settlements can extend over long periods of time.

2235-05 Buildings – Maintenance – Maintenance Services. Amalgamation of 2235-02 (Elevators) and 2235-04 (Painting).

2305-60 Lands – Acquisition - Land Acquisition and Disposal Case Files. This secondary was added to be consistent with primary 2120. The retention period is in keeping with standard retention periods relating to the purchase of or leasing of land.

2455-03 Utilities – Garbage Disposal - Recycling. This secondary was added at the request of client departments. The retention period of 2 years reflects the general nature of this type of record.

3015-55 Equipment and Supplies – Contracts - Expressions of Interest, Tenders, Requests for Proposals (RFP's). This secondary was added to be consistent with primary 2035, and the retention period of SO + 6 years is consistent with other records of this type in the schedule.

3055-50 Badges, Emblems, Crests and Flags – Research Files

3055-55 Badges, Emblems, Crests and Flags – History Case Files

These two secondaries were added to make this primary consistent with others in the Equipment and Supplies section.

3185-03 Foods - Distribution of Food

3185-50 Foods - Food Research Files

Both new secondaries were added as a result of amalgamating secondaries. The retention period of SO + 2 years reflects the general nature of the records.

3205-06 Fuels – Fuels (includes motor, heating, etc.). Amalgamation of 3205-03 (Fuels, motor), 3205-04 (Fuels, heating) and 3205-05 (Fuels, other).

3215-55 Furniture and Furnishings - Furniture History Files. This secondary was added to be consistent with other primaries in the Equipment and Supply section. The retention period of SO + 2 years is also consistent with similar retention periods in the schedule.

3240-04 Kitchen, Cafeteria and Eating Facilities – Price Lists, Menus, etc. This secondary was added to accommodate the functions of the deleted primary 1180 Cafeteria and Eating Facilities.

3365-09 Procurement and Receipt - Packing Slips. This secondary was added at the request of department clients. The retention period of 2 years is in keeping with other secondaries in the Procurement and Receipt primary.

3405-03 Standing Offer Agreements - Non-Purchasing Agency Standing Offer Agreements. This secondary was added in response to changes in how government negotiates and distributes standing offers. The retention period of SO + 6 years is in keeping with retention periods for agreements and contracts.

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.

4060-07 Accounts – Payable – Refunds. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

4260-10 Cheques and Financial Transactions – Cheque Requisitions. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

4300-06 Contracts – Requests for Proposals. There was no place to classify these records previously. A retention period of SO + 6 years is consistent with other records of this nature.

4300-50 Contracts – Contract Case Files. This secondary was added to accommodate the deleted primary 4290 (Contracts – General).

4460-02 Grants – Grant Applications. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

4500-06 Reports, Statistics and Statements – Financial – Quarterly Reports. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

4580-65 Treasury Board – Treasury Board Minutes. There was no place to classify these records previously. A retention period of SO + 6 years is consistent with other records of this nature.

5015-02 Accidents and Injuries – Incident Logs. There was no place to classify these records previously. A six year retention period is consistent with other records of this nature.

5080-04 Benefits and Services – Other Services. The other secondaries are too specific and may limit the records classified in this primary. A six year retention period is consistent with other records of this nature.

5175-04 Employees – General – Code of Conduct. There was no place to classify these records previously. A retention period of SO + 6 years 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.

5265-04 Health and Safety – Investigations/Complaints. There was no place to classify these records previously. The retention period will be SO* + 6 years (SO* = settlement or completion of investigation).

5295-04 Human Resources Planning – Technical Change. This secondary was added at the request of client departments. The six year retention period is consistent with other records of this nature.

5295-05 Human Resources Planning – Establishment. This secondary was added to accommodate the consolidation of 5295 with deleted primary 5220 (Establishment).

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

5355-03 Labour Relations – General – Union Relations (i.e. use of employer facilities, union dues, shop stewards, etc.). This secondary was added to accommodate the consolidation of 5355 with deleted primary 5460 (Labour Relations – Union Relations).

5355-55 Labour Relations – General - Bargaining Agents Certification Orders. This secondary was added to accommodate the consolidation of 5355 with deleted primary 5385 (Labour Relations – Bargaining Agents).

5445-55 Labour Relations – Grievances, Complaints and Arbitrations – Arbitration Case Files. This secondary was added to accommodate the consolidation of 5445 and 5370 (Labour Relations – Arbitrations).

5475-05 Leave and Attendance – Employee Leave and Attendance. This is a combination of 5475-03 (Employee Attendance) and 5475-04 (Employee Leave).

5525-04 Performance Review and Planning – Work Plans. There was no place to classify these records previously. The six year retention is consistent with other records of this nature.

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

6100-70 Network Design and Management – Network Maintenance. This secondary is for some records that were formerly classified under the deleted primary 6100-60 (Installation and Maintenance).

6200-65 System Security and Reliability - Project Case Files (includes Y2K projects). This secondary was added at the request of client departments. The retention period of SO + 6 years is in keeping with similar types of project files in the 6000 section.