

**OPERATIONAL RECORDS RETENTION, CLASSIFICATION AND DISPOSAL SCHEDULE**  
*(The Archives Act, 2004)*

No. 478

Under the authority of *The Archives Act, 2004* being Ch. A-26.1 of the *Statutes of Saskatchewan, 2004*, the public records listed in the attached schedule, belonging to the **MINISTRIES OR THE GOVERNMENT OF SASKATCHEWAN, CROWN CORPORATIONS, COMMISSIONS, BOARDS, AGENCIES OR OTHER BRANCHES OF THE PUBLIC SERVICE OF SASKATCHEWAN** and successors in charge of such records can only be disposed of as indicated.

No operational record can be destroyed without first obtaining the approval of the Provincial Archivist. He or she is permitted to select any of these public records which have historical value for transfer to the custody of the Saskatchewan Archives Board.


Any public records not listed in this schedule or other approved administrative or operational schedules will be considered to have permanent value and will be retained until such time as they are listed for retention in an approved records schedule or authorized for disposal by an order-in-council or statute.

“Permanent” shall mean that the records shall be preserved permanently either by retention within the Ministry or by transfer to the Saskatchewan Archives Board.

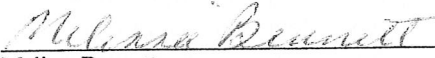
“Official Record” shall mean the official copy of a record retained by a government institution. All records created, deposited or received by a government ministry that document the transaction of government business must have at least one copy designated “Official” that resides within that Ministry, Agency, Board, Crown Corporation or institution of the Government of Saskatchewan. Official Records can be the original and only copy of a record, a microfilm copy, electronic copy or any other replacement copy of a record after verification. Legal and fiscal concerns for records migration to alternate media must be satisfied before a record is designated as Official.

“Additional Record” shall mean any copy of an Official Record. Unless otherwise stated in this schedule, additional records may be disposed of in accordance with *authorized* policies and procedures established by the **MINISTRIES OR THE GOVERNMENT OF SASKATCHEWAN, CROWN CORPORATIONS, COMMISSIONS, BOARDS, AGENCIES OR OTHER BRANCHES OF THE PUBLIC SERVICE OF SASKATCHEWAN** and without written authorization from the Saskatchewan Archives Board.


**PUBLIC RECORDS COMMITTEE**

  
Linda McIntyre,  
Provincial Archivist, Saskatchewan Archives Board


Date: June 26, 2012.

  
Melissa Bennett  
Legislative Librarian, Legislative Library

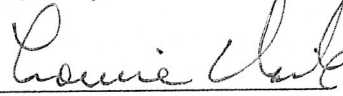
Date: June 26, 2012.

  
Doug Kosloski,  
Vice President Human Resources, Policy, Governance and  
Legal, Crown Investments Corporation


Date: June 26, 2012

  
Ray Petrich,  
Crown Counsel, Ministry of Justice and Attorney General

Date: July 17, 2012

  
Louise Usick,  
Director of Administration, Ministry of Finance

Date: June 26/12

  
Rick Mantey  
Cabinet Secretary and Clerk of the Executive Council

Date: July 16/12

Approved by the Public Records Committee: July 17/2012

## **Application of the Special Events Schedule #478**

This schedule has been created by the Saskatchewan Archives Board to facilitate classification and disposal of records relating exclusively to Special Events. Special Events include any Provincial/ National/ International one-time or infrequently organized event (e.g. Canada Games – every decade, etc.) that has a province-wide involvement/application. The Special Events may also include special logos or one-time grant programs. The schedule has been designed to cover records from a variety of special events that have already taken place as well as records of future special events. Examples of past events include; Special Events (1985 – NW Conflict of 1885; 1939 Royal Visit, 2000 Millennium), Major Sporting Events (1985 Grey Cup; 2005 Canada Games, 2010 Vancouver Winter Olympics – VANOC), Provincial Anniversaries, Major Charitable/ Humanitarian Events (1985 LiveAid; 2003 FarmAid). Events may also include Municipal anniversaries, Agency anniversaries, or any regularly recurring special events such as Saskatchewan Summer or Winter Games (which are organized every 4 years). Records of special events that are covered in an approved Operational Records Schedule (ORS) should be classified accordingly, however, in the absence of an ORS, the records for the special event should be classified and retained according to this schedule.

It is recommended that records related to a special event are classified and managed in accordance with this schedule right from the start of the event. Any administrative records created in relation to a special event and not covered in this schedule should be classified and retained in accordance with ARMS 2006. **This includes any human resource records, records relating to equipment and supplies, procurement, telecommunications, etc.** Human resource records are managed by the government institution responsible for the records and must be retained until they meet retention requirements stated in ARMS 2006. All of the above mentioned Administrative records are subject to the Records Disposition System.

The Ministry responsible for the records, both operational and administrative, must be clearly determined prior to the disposition process.

### **Disposal Procedures**

Records included in this schedule have been subject to a historical pre-appraisal. **Once the event/program is over and the ministry no longer has a business need for the records**, the inventory forms listing all records pertaining to the event that have been identified in the pre-appraisal notes of the schedule, must be forwarded immediately to the Saskatchewan Archives Board. The records must be arranged in accordance with the schedule or must be related to appropriate categories in the schedule.

Prior to acquisition by the Saskatchewan Archives Board, all records identified for appraisal will be reviewed to ensure they possess historical significance. Records of historical significance will be transferred for permanent preservation to the Saskatchewan Archives. Records that are not selected for appraisal as per the schedule or are deemed historically insignificant upon the appraisal review, should remain under the control of the government institution until they have met their retention requirements and will then be subject to the Records Disposition System for final disposal.

If you have any questions regarding how or when to use the Special Events schedule, please contact the Saskatchewan Archives Board at 787-0734 or [recordhelp@archives.gov.sk.ca](mailto:recordhelp@archives.gov.sk.ca).

## **001 POLICY AND PROCEDURE**

Records documenting the development and revisions of policies, procedures, standards, guidelines, and best practices as they relate to the Special Event.

Includes: Research Material, Drafts, Working Papers, Meeting Notes, Final Approved Documentation, etc.

<b>Retention</b>	<b>P.I.</b>
<p><b>Upon conclusion of Special Event + 6 years</b></p> <p><b>**Appraisal Note**</b> <i>Of the above listed records, the Saskatchewan Archives will appraise final approved documentation.</i></p>	

## **050 REPORTS AND STATISTICS**

Records documenting the development of reports and statistics as they relate to the Special Event.

Includes: Monthly Reports, Quarterly Reports, Final Statistical Reports, etc.

<b>Retention</b>	<b>P.I.</b>
<p><b>Upon conclusion of Special Event + 2 years</b></p> <p><b>**Appraisal Note**</b> <i>Of the above listed records, the Saskatchewan Archives will appraise final statistical reports.</i></p>	

## **100 AGREEMENTS AND CONTRACTS**

Records documenting processes associated with the establishment, maintenance, management, review and negotiation of approved agreements and contracts related to the event.

Includes: Service Agreements and Contracts, Meeting Minutes, Drafts, Proposals, Signed Agreements, Signed Contracts, etc.

**For records documenting Agreements and Contracts relating to Buildings and Properties SEE the appropriate function in ARMS 2006 or the appropriate ORS.**

Retention	P.I.
<p><b>Upon termination or cancellation of agreement + 6 years</b></p> <p><b><u>**Appraisal Note**</u></b> <i>Of the above listed records, the Saskatchewan Archives will appraise the final signed agreements and contracts that relate to the program/event. Routine or administrative agreements and contracts will not be acquired.</i></p>	<p><b>P.I.</b></p>

## **110 COMMITTEES AND COMMISSIONS**

Records documenting the establishment, operation and functions of committees created in relation to an event. Examples include; Bid Committees, Event Management Committees, Budget and Fund Raising Committees, Accommodations Committees, Facilities/Venue and/or Construction Committees, Advisory Councils, etc. Records may also include any committees established to bid on an event which might potentially be awarded to another jurisdiction inside or outside Saskatchewan.

Includes: Committee Establishment Files, Appointment of Members, Terms of Reference, Proceedings, Minutes of Meetings, Agendas, Briefing Notes, etc.

Retention	P.I.
<p><b>Upon conclusion of Special Event + 6 years</b></p> <p><b><u>**Appraisal Note**</u></b> <i>Of the above listed records, the Saskatchewan Archives may appraise all of the records.</i></p>	

## **120 PUBLIC RELATIONS AND COMMUNICATIONS**

Records documenting the administration of public relations and public affairs for the event. Also includes records documenting the drafting, manual or electronic production (design, layout, typesetting, printing, etc), and the marketing and supply of internal and external publications.

Includes: Advertising Projects, Marketing Projects, Communications Packages, Media Projects, Lectures and Speeches, Media Lists and Contacts, Interviews, Public Programs, Website Development Files, Information/Content Updates, Ceremonies and Celebrations, Inquiries and Responses, Newspaper Clippings, Protocol, etc.

Retention	P.I.
<p><b>Upon conclusion of Special Event + 6 years</b></p> <p style="text-align: center;"><b>**Appraisal Note**</b></p> <p style="text-align: center;"><i>Of the above listed records, the Saskatchewan Archives will appraise the final approved ads/media (i.e. print ready ad, tv commercial, etc.) indicating major marketing concepts or messages; the final copy of lectures and speeches; major ceremonies and celebrations; and newspaper clippings. The event website will be considered for acquisition.</i></p>	<p><b>P.I.</b></p>

## **130 COOPERATION & LIAISON**

Records documenting the exchange of information and communications between government institutions and/or the public (individuals and groups).

Includes: Co-operation and Liaison Case Files, includes sharing informal advice and discussions with other Provincial and Territorial Government Institutions, other Saskatchewan Government Agencies, Federal Government Institutions, Local Authorities, Corporations, Companies, Associations, Clubs, Societies, etc.

**For records related to joint ventures SEE 170 Program/Event Management.**

Retention	P.I.
<p><b>Upon conclusion of Special Event + 2 years</b></p> <p style="text-align: center;"><b>**Appraisal Note**</b></p> <p style="text-align: center;"><i>Of the above listed records, the Saskatchewan Archives will not acquire any material.</i></p>	<p><b>P.I.</b></p>

## **140 FACILITIES/VENUES/ACCOMMODATIONS**

Records documenting the planning, design, construction, renovation, maintenance, etc. for an events facilities, venues and accommodations.

Includes: Expansion/Renovation Project Files, Construction Project Case Files, Accommodation, planning and requirements Case Files, etc. May also include routine maintenance records, building codes, repair records, etc.

**For records related to the construction of a major facility/venue for the event which a Saskatchewan Government Institution(s) is/are solely responsible for providing the funding, SEE the appropriate function in ARMS 2006.**

<b>Retention</b>	<b>P.I.</b>
<p><b>Upon conclusion of Special Event + 6 years</b></p> <p><b>**Appraisal Note**</b> <i>Of the above listed records, the Saskatchewan Archives will appraise the planning and requirements case files.</i></p>	

## **150 BRIEFING INFORMATION**

Records documenting the preparation, tracking, collection and program monitoring of information on various services for the event.

Includes: Briefing Documents, Referrals (Ministers Inquiries), Executive Issues, Program Monitoring Information, etc.

<b>Retention</b>	<b>P.I.</b>
<p><b>Upon conclusion of Special Event + 6 years</b></p> <p><b>**Appraisal Note**</b> <i>Of the above listed records, the Saskatchewan Archives will appraise the Briefing Documents and Executive Issues.</i></p>	

## **160 FINANCE**

Records documenting financial administration and management of the event. Includes accounts payables and receivables, audits and reviews, budget planning and forecasting and expenditures, etc.

Includes: Accounts payable and receivable, Audit records, Budget records, Expressions of Interest, Tenders, Request for Proposals, etc.

<b>Retention</b>	<b>P.I.</b>
<p><b>Upon conclusion of Special Event + 6 years</b></p> <p><b>**Appraisal Note**</b> <i>Of the above listed records, the Saskatchewan Archives will appraise Approved Budget and any supplementary funding requests.</i></p>	

## **170 PROGRAM/EVENT MANAGEMENT**

Records documenting the research, preparation, establishment, organization, planning, etc. of programs/events.

Includes: Program/Event Management Files, Schedules, Itineraries, Exhibits, Fairs, Exhibitions, Displays, Tours, Awards and Honours, Research, etc.

<b>Retention</b>	<b>P.I.</b>
<p><b>Upon conclusion of Special Event + 6 years</b></p> <p><b>**Appraisal Note**</b> <i>Of the above listed records, the Saskatchewan Archives will appraise all of the material.</i></p>	<b>P.I.</b>

## **180 FUNDRAISING, GRANTS AND SPONSORSHIP**

Records documenting the planning and development of revenue sources through fundraising and sponsorship projects. Also includes grants of money to or from outside organizations, agencies, or individuals to carry out a specific project, assignment, etc.

Includes: Fundraising Program/Event Files, Grant Management Files, Sponsorship Files, etc.

<b>Retention</b>	<b>P.I.</b>
<p><b>Upon conclusion of Special Event + 6 years</b></p> <p><b>**Appraisal Note**</b> <i>Of the above listed records, the Saskatchewan Archives will appraise all of the material.</i></p>	

## **190 VOLUNTEERS**

Records documenting volunteers' information/services provided to the program/event.

Includes: Inquiries and Responses, Registrations, Volunteer Information and Schedules, etc.

<b>Retention</b>	<b>P.I.</b>
<p><b>Upon conclusion of Special Event + 2 years</b></p> <p><b>**Appraisal Note**</b> <i>Of the above listed records, the Saskatchewan Archives will appraise none of the material.</i></p>	<b>P.I.</b>



## **200 SECURITY**

Records documenting the administration of security programs involving personnel clearances, passes, identification methods, etc, security issues, as well as records documenting the physical security of buildings, facilities, etc, for the event.

Includes: Security Clearance Files, Identification Methods, Access Control, Security Breaches, Investigations, etc.

<b>Retention</b>	<b>P.I.</b>
<b>Upon conclusion of Special Event + 6 years</b>	<b>P.I.</b>
<b><u>**Appraisal Note**</u></b> <i>Of the above listed records, the Saskatchewan Archives will appraise none of the material.</i>	