

# **Administrative Records Disposition Authority (ARDA)**

*Number: 1986/050-A018*

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Security Classification: Public

November 2019



ISBN 978-1-4601-3108-4

## AMENDMENT RECORD

AMENDMENT LIST NO.	DATED	REASON
1	June 1987	Changed from Item 0525 from 2 years' selective retention to 2 years After expiry of lease, selective retention; Item 0625 7 fiscal years after final payment, destroy to 7 fiscal years, destroy. Revised scope note in item 0815a (M) Assistant Deputy Minister, equivalent and above 1 year, selective retention; (C) All others 1 year, destroy
2	March 1988	Removed from Excludes: <i>"receipts of registered or certified mail"</i> from item 0280 which was moved into the descriptor. Financial records have had a Fiscal Year qualifier added to the retention period wording (0600,0610,0620,0635,0640,0650,0655,0660,0680,0685,0690,0695,0705,0715,0725,0735,0760,0780); To ensure that all financial records are retained by fiscal periods (April 1 to March 31 of any year) Appendix has been added to specifically identify the types of reports contained in the sub items 0740. (b),(c),(d),(e), (f),(g),(h),(i),(j)
3	April 1989	Added <i>"Access may be restricted for Assistant Deputy Minister, equivalent or above"</i> for item 0815a; Reason: Master may contain records that warrant an access restriction
4	July 10, 1990	The retention period for item 0985 was changed to reflect the Master records must be kept permanently within each department, Copy 1 year after records have been destroyed or transferred to Archives, destroy; revised the descriptor in item 1335. Retention updated in items 1335 (2) to <i>"After January 1, 1988 (hard copy) 1 month, destroy and After January 1, 1988 (microfiche) 2 years, destroy"</i> . Item 1335 (4) Master 5 years, destroy removed and the word Copy removed
5	November 1992	Revised item 0685 to include a note <i>"To alert records staff that contracts may contain rights and obligations which extend beyond the financial termination date"</i> as requested by the Provincial Archives of Alberta.
6	November 1992	Revised the descriptor for item 0230 to resolve issues related to the interfiling and disposition of cabinet records. Cabinet records were removed from this primary
7	February 1993	Increased the retention for item 1235 due to since departments maintain the master competition file. Master records 2 years after interview date, destroy changed to Master 3 years after competition closing date, destroy
8	March 1996	Added items 0885; 0887; 0888; 0980 and 0892 address records resulting from applying the Freedom of Information and Protection of Privacy Act in departments
9	January 1997	Revised the closure criteria for item 1110.2 allowing departments to dispose of copies of employee files as required.

AMENDMENT LIST NO.	DATED	REASON
10	June 2001	Increased the retention period of several items due to the impact of the <i>Limitations Acts</i> on the management of records in the Government of Alberta (0135; 0155; 0225; 0230; 0400; 0515; 0575; 0580 0585; 0590;0685; 0760; 1025; 1090; 1110; 1115; 1135; 1200; 1210; 1260; 1270 and 1290) to 10 years.
11	August 2002	An archival appraisal was conducted to change the final disposition of "Selective Retention" to either "Archives" or Destroy". Also the retention period for FOIP files (items 0890; 0891 and 0892) was increased for three years to five years.
12	December 2006	Added a source records items to support the disposition of imaged source records.
13	May 2007	At the request of ARMC, the Provincial Archives of Alberta conducted a reappraisal on several items (0110; 0115; 0175; 0225; 0295 and 0715) resulting a change of the final disposition from "Archives" to "Destroy"
14	January 2011	Due to system process changes within IMAGIS, the retention period for item 1140 was amended to the timesheets can be destroyed after 7 years. Two new items was added to address T4 Statements (0785 and 0785.01)
15	October 2012	Increased the retention period from 3 years to five years for Employee competitions files to align with the analysis from the IMAGIS project on retention periods
16	May 2013	Added two new items Life Insurance Form item (1110.02) and created one item for Source Records (1400) to address imaging activities for all items in the schedule.
17	November 2016	Updated items to resolve final disposition for disaster planning; remove references to operational records in some item descriptors; change the retention period to one year and add missing closure criteria for all copy sets items; and added four new items (0320; 0405; 1120 and 1212).
18	November 2019	Updated the closure criteria for item 1180 to facilitate the disposition of position descriptions that no longer align with current business practises.

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## Introduction

The Administrative Records Disposition Authority (ARDA) must be used as a records retention and disposition schedule for common administrative records in Government of Alberta departments and agencies.

### **Benefits of ARDA**

1. Elimination of time consuming, repetitive submissions for approval of schedule for similar categories of administrative records
2. Standardized retention periods for common administrative records
3. Standardized subject content description to enable the accurate use of the schedule and the differentiation between administrative and operational records
4. Standardized subject classification framework for the organization of administrative records

## Structure and Format

1. Each of the six subject blocks is preceded by a list of the primaries in the block.
2. The schedule contains the following elements:
  - Item Number** - this reference number must be used when transferring records to the Alberta Records Centre for storage or for final disposition.
  - Primary Subject** - within each block, primary subjects are arranged alphabetically.
  - Subject Description** - under each primary subject, there is a description of the type of records covered and, in a few instances, references to the type of records not covered.
  - Cross-references** - to other relevant primary subjects are provided.
  - Closure Criteria** - refers to a business condition/trigger that ends all business transactions and usefulness of the records for the business activity. This includes an event or special condition that must take place in order for the records to be considered closed (i.e. employee termination; investigation completed and no outstanding issues; expiry/termination of contract and all conditions met; loan fully paid, etc.).
  - Master Set** - this term refers to the main or most complete version of a record series in a department.
  - Copy Set** - this term refers to a secondary version of a record series in a department (e.g., a file that is used by regional offices for verification purposes). It is **not** a transitory record, as defined in the Transitory Records Schedule (Schedule # 1995/007-A001).
  - Retention Period** - this is the total amount of time after closure that records must be retained before final disposition can be implemented. Retention periods are stated in

years unless otherwise specified. Financial records are normally closed at the end of a fiscal year and the retention period is stated in fiscal years.

Implementation of retention periods is calculated from the date on which the records were closed. In many cases, this is a specific event or action that is specified on the schedule. In other cases, it is the end of a calendar or fiscal year.

If neither a master nor a copy set is identified for an item, the retention period applies to both.

Departments may transfer inactive records to the Alberta Records Centre (ARC) at any time within the retention period; however, the ARC will not accept records that require less than two years of storage before final disposition.

The responsibility to determine when a file is superseded or obsolete rests with a department.

**Concurrence Conditions** - for records series with a final disposition of **Destroy** is: "Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests." See ARMC Circular 2016-001 for more details.

**Final Disposition** - this means either destruction or transfer to the Provincial Archives of Alberta. Records designated for transfer to the Provincial Archives were identified in the archival appraisal as having enduring value to the people and government of Alberta.

3. ARDA is a media neutral schedule.

## Conditions for Use

1. If a department wishes to modify an ARDA retention period or final disposition, a request for an amendment must be submitted to the Information Management Branch in the prescribed manner. The amendment request must include the item number, primary subject and description, details of the proposed change and the business case for the proposed change.
2. If a provision in any legislation or in the Master and Subsidiary Agreements between the Government of the Province of Alberta and The Alberta Union of Provincial Employees conflicts with a retention period or a final disposition in ARDA, that provision automatically supersedes the retention period or final disposition in ARDA.

## Implementation

1. When administrative records are being prepared for disposition using ARDA, Departmental Information Management staff must ensure that the records are assigned the correct item numbers from ARDA. These numbers and other required information must appear on the inventory forms.
2. On the inventory forms, the Master set of an item must be identified by the item number assigned to it (e.g., 0515) while Copy sets of items must be identified by the item number assigned to that item and the suffix .1 (e.g., 0515.01).
3. In cases where an item is subdivided (for retention and identification purposes), the item number and decimal number should be used. For example, for Personnel - Reports and Statistics - Organization Charts would be 1345.07.
4. Procedures for implementing ARDA are the same as those for implementing other government wide schedules.
5. The Information Management Branch (Service Alberta) will monitor the implementation of ARDA to determine the level of compliance.

## Subject Blocks

Section 1 – Administration [0100 – 0499]

Section 2 -- Buildings and Sites [0500 – 0599]

Section 3 – Finance [0600 – 0799]

Section 4 – Information [0800 – 0999]

Section 5 -- Materials and Equipment [1000 – 1099]

Section 6 – Personnel [1100 – 1399]

Section 7 -- Source Documents [1400]

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## 0100 ADMINISTRATION 0499

- 0100 ADMINISTRATION - GENERAL
- 0100.01 ADMINISTRATION - GENERAL - Source Documents
- 0110 ADMINISTRATION - ORGANIZATION - Master Set
- 0110.01 ADMINISTRATION - ORGANIZATION - Copy Sets
- 0115 ADMINISTRATION - POLICY AND PROCEDURES - Master Set
- 0115.01 ADMINISTRATION - POLICY AND PROCEDURES - Copy Sets
- 0115.02 ADMINISTRATION - POLICY AND PROCEDURES - Source Documents
- 0120 ACTS AND LEGISLATION - GENERAL
- 0120.01 ACTS AND LEGISLATION - GENERAL - Source Documents
- 0125 ACTS AND LEGISLATION - DEPARTMENTAL - Master Set
- 0125.01 ACTS AND LEGISLATION - DEPARTMENTAL - Copy Sets
- 0135 AGREEMENTS - Master Set
- 0135.01 AGREEMENTS - Copy Sets
- 0145 APPRECIATION AND COMPLAINTS
- 0155 ASSOCIATIONS AND SOCIETIES - GENERAL - Master Set
- 0155.01 ASSOCIATIONS AND SOCIETIES - GENERAL - Copy Sets
- 0156 ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Master Set
- 0156.01 ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Copy Sets
- 0165 CAMPAIGNS AND CANVASSING
- 0175 COMMITTEES - Master Set
- 0175.01 COMMITTEES - Copy Sets
- 0190 DISASTER PLANNING - Master Set
- 0190.01 DISASTER PLANNING - Copy Sets
- 0225 LEGAL ACTIVITIES - Master Set
- 0225.01 LEGAL ACTIVITIES - Copy Sets
- 0230 LEGISLATURE ACTIVITIES - Master Set



## 0100 ADMINISTRATION 0499

- 0230.01 LEGISLATURE ACTIVITIES - Copy Sets
- 0235 LIAISON
- 0255 MEETINGS - Master Set
- 0255.01 MEETINGS - Copy Sets
- 0275 OFFICE SERVICES - GENERAL
- 0280 OFFICE SERVICES - MAIL AND COURIER - Master Set
- 0280.01 OFFICE SERVICES - MAIL AND COURIER - Copy Sets
- 0285 OFFICE SERVICES - PHOTOCOPYING AND PRINTING
- 0295 ORDERS AND DIRECTIVES - Master Set
- 0295.01 ORDERS AND DIRECTIVES - Copy Sets
- 0300 PLANNING, GOALS AND OBJECTIVES - Master Set
- 0300.01 PLANNING, GOALS AND OBJECTIVES - Copy Sets
- 0330 PUBLIC RELATIONS - GENERAL
- 0335 PUBLIC RELATIONS - PUBLICATION - Master Set
- 0335.01 PUBLIC RELATIONS - PUBLICATION - Copy Sets
- 0340 PUBLIC RELATIONS - PUBLICITY - Master Set
- 0340.01 PUBLIC RELATIONS - PUBLICITY - Copy Sets
- 0345 PUBLIC RELATIONS - SPECIAL EVENTS - Master Set
- 0345.01 PUBLIC RELATIONS - SPECIAL EVENTS - Copy Sets
- 0350 PUBLIC RELATIONS - VISITS AND TOURS - Master Set
- 0350.01 PUBLIC RELATIONS - VISITS AND TOURS - Copy Sets
- 0370 REPORTS, STUDIES AND STATISTICS - Master Set
- 0370.01 REPORTS, STUDIES AND STATISTICS - Copy Sets
- 0400 SECURITY - Master Set
- 0400.01 SECURITY - Copy Sets
- 0415 SIGNING AUTHORITIES - Master Set

**0100 ADMINISTRATION 0499**

- 0415.01      SIGNING AUTHORITIES - Copy Sets
- 0440          TELECOMMUNICATIONS - GENERAL
- 0445          TELECOMMUNICATIONS - TELEPHONES
- 0460          TRAVEL

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0100	<b>ADMINISTRATION - GENERAL</b>  Administrative functions not found elsewhere in the Administrative Block, such as general inquiries and metric conversion.	2 Y	Destroy
0110	<b>ADMINISTRATION - ORGANIZATION - Master Set</b>  Arrangement of departmental responsibilities in organizational structure; functions and relationships within the organization; organization charts.  Superseded or obsolete	5 Y	Destroy
0110.01	<b>ADMINISTRATION - ORGANIZATION - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
0115	<b>ADMINISTRATION - POLICY AND PROCEDURES - Master Set</b>  Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies, campaigns, emergencies, administrative services, public relations, security and travel. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule.  Superseded or obsolete	5 Y	Destroy
0115.01	<b>ADMINISTRATION - POLICY AND PROCEDURES - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
0120	<b>ACTS AND LEGISLATION - GENERAL</b>  Other jurisdictions' acts, including other departments' legislation, regulations and bylaws (federal, provincial, territorial, foreign) which could influence the operations of the department. Excludes legislative actions, such as inquiries, motions for return, throne speeches, Requests for Decision (RFD), Orders-in-Council, and proposed legislation. Legislature and Cabinet Activities - 0230 Orders and Directives - 0295  Superseded or obsolete	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0125	<b>ACTS AND LEGISLATION - DEPARTMENTAL - Master Set</b>  The department's Act, its regulations and bylaws; working papers and rough drafts of proposed new or amended statutes; correspondence related to any of these. Excludes acts of other departments, legal opinions relating to the development of a department's Act and Regulations and decisions, patents, copyrights, or list of people who service in legal capacities. Legal Activities - 0225	12 Y	Destroy
0125.01	<b>ACTS AND LEGISLATION - DEPARTMENTAL - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
0135	<b>AGREEMENTS - Master Set</b>  Non-financial agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals.	10 Y	Destroy
0135.01	<b>AGREEMENTS - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
0145	<b>APPRECIATION AND COMPLAINTS</b>  Expressions of appreciation, congratulations, condolences, seasonal greetings, complaints or criticism.	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0155	<b>ASSOCIATIONS AND SOCIETIES - GENERAL - Master Set</b>  The participation by representatives of the department, for professional or business-related purposes, in the functioning of recognized external organizations such as associations, societies, federations, foundations, leagues and orders. Includes agendas, minutes, and general information on conferences, seminars and workshops. Excludes strictly information exchange arrangements, internal meetings or participation on Boards of Directors. Associations and Societies - Boards of Directors - 0156 Liaison - 0235 Meetings - 0255	5 Y	Destroy
0155.01	<b>ASSOCIATIONS AND SOCIETIES - GENERAL - Copy Sets</b>  Superceded or Obsolete or Calendar Year	1 Y	Destroy
0156	<b>ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Master Set</b>  The participation by representatives of the department, for professional or business-related purposes, in the boards of directors of recognized external organizations such as associations, societies, federations, foundations, leagues and orders. Includes agendas, minutes and background information. Associations and Societies - General - 0155 Liaison - 0235 Meetings - 0255	10 Y	Destroy
0156.01	<b>ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Copy Sets</b>  Superceded or Obsolete or Calendar Year	1 Y	Destroy
0165	<b>CAMPAIGNS AND CANVASSING</b>  Campaigns and drives supported by the department, such as United Way, Canada Savings Bonds and Blood Donor Clinics. Personnel - Employee Records - 1110	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0175	<b>COMMITTEES - Master Set</b>  The department's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. Includes agendas, minutes and background materials. Excludes mutual interest contact with permanent organizations or strictly information exchange arrangements. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule. Associations and Societies - 0155 Liaison - 0235	5 Y	Destroy
0175.01	<b>COMMITTEES - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
0190	<b>DISASTER PLANNING - Master Set</b>  Contingency plans for the continuation of Government operations in the event of disasters such as earthquakes, fires, floods, vandalism and other emergencies: includes civil defense. Excludes internal emergencies, such as bomb threats. Occupational Health and Safety - General -1285  Superseded or obsolete	5 Y	Destroy
0190.01	<b>DISASTER PLANNING - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
0225	<b>LEGAL ACTIVITIES - Master Set</b>  Departmental legal activities, such as decisions, rulings, patents, copyrights, opinions; lists of individuals who serve as Powers of Attorney, Commissioners for Oaths and Affidavits, Notaries Public. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule.  Superseded or obsolete	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0225.01	<b>LEGAL ACTIVITIES - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0230	<b>LEGISLATURE ACTIVITIES - Master Set</b>		
	Actions of the Provincial Legislature on matters of interest to departments and agencies, such as legislative inquiries, motions for return, and throne speech material.		
	Superseded or obsolete	10 Y	Destroy
0230.01	<b>LEGISLATURE ACTIVITIES - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0235	<b>LIAISON</b>		
	Information exchange between the department and other levels of government, other organizations and interest groups, such as universities and business. Agreements - 0135 Committees - 0175 Meetings - 0255		
		2 Y	Destroy
0255	<b>MEETINGS - Master Set</b>		
	Initiation, organization of and participation in meetings, including agendas, minutes, reports and materials of common-interest usually internal or with other Government organizations. Associations and Societies - 0155 Committees - 0175		
		5 Y	Destroy
0255.01	<b>MEETINGS - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0275	<b>OFFICE SERVICES - GENERAL</b>  General office services administration such as the provision of secretarial, translation services, audio-visual and word processing. Acquisition - 1015 Office Services - Mail and Courier - 0280 Office Services - Photocopying and Printing - 0285 Requisition - 1070	2 Y	Destroy
0280	<b>OFFICE SERVICES - MAIL AND COURIER - Master Set</b>  The administration of Government mail, courier and messenger services, Canada Post services, shipping and receiving, distribution and mailing lists, receipts of registered or certified mail. Excludes mail blotters or other records of valuables. Accounts - Cash - 0620  Superseded or obsolete	2 Y	Destroy
0280.01	<b>OFFICE SERVICES - MAIL AND COURIER - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
0285	<b>OFFICE SERVICES - PHOTOCOPYING AND PRINTING</b>  The administration of photocopying and duplicating services, such as internal printing operations. Acquisition - 1015 Maintenance and Repair - 1050 Requisition - 1070	2 Y	Destroy
0295	<b>ORDERS AND DIRECTIVES - Master Set</b>  Administrative orders, ministerial orders, circular letters, directives and Orders-in-Council. Note: ARDA should not be used for operational records related to the organization's mandate or purpose. Acts and Legislation - General - 0120 Legislature and Cabinet Activities - 0230  Superseded or obsolete	5 Y	Destroy



Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0295.01	<b>ORDERS AND DIRECTIVES - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0300	<b>PLANNING, GOALS AND OBJECTIVES - Master Set</b>		
	<p>Program planning, strategic and operational planning, review of program progress towards goals.  Administration - Organization - 0110  Budgets - 0655  Human Resources Planning - Performance Appraisal - 1270  Reports, Studies and Statistics - 0370</p>		
	Superseded or obsolete	10 Y	Destroy
0300.01	<b>PLANNING, GOALS AND OBJECTIVES - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0320	<b>PUBLIC INTEREST DISCLOSURE – INVESTIGATION RESULTS</b>		
	<p>The Designated Officer will create an investigation report with recommendation for corrective actions. This report along with any related information will be given to the government organization to action. The Public Interest Commissioner may also conduct investigations under the <i>Public Interest Disclosure (Whistleblower Protection) Act</i> and will forward an investigation report along with any related information to the appropriate government organization for action.</p>		
	After investigation completed	5 Y	Destroy
0330	<b>PUBLIC RELATIONS - GENERAL</b>		
	<p>Government communications to the general public, such as speeches, lectures by officials, press releases, newspaper clippings, media relations, requests for information for public relations purposes and signage.  Public Relations - Publications - 0335  Public Relations - Publicity - 0340  Public Relations - Special Events - 0345  Public Relations - Visits and Tours - 0350</p>		
	Superseded or obsolete	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0335	<p><b>PUBLIC RELATIONS - PUBLICATION - Master Set</b></p> <p>The planning, design, compilation, production and distribution of official Government publications, such as articles, books, periodicals, guides, manuscripts, pamphlets and newsletters to be distributed to the general public. Includes drafts and artwork. Public Relations - General 0330</p>	5 Y	Destroy
0335.01	<p><b>PUBLIC RELATIONS - PUBLICATION - Copy Sets</b></p> <p>Superseded or obsolete</p>	0 Y	Destroy
0340	<p><b>PUBLIC RELATIONS - PUBLICITY - Master Set</b></p> <p>Advertising and promotion of Government programs and activities, the planning, development and production of promotional materials, such as newspaper advertisements, posters, broadcast media, displays, exhibits, promotional campaigns; hospitality gifts, such as Alberta pins, maps and posters. Public Relations - General - 0330 Public Relations - Publications - 0335</p>	5 Y	Destroy
0340.01	<p><b>PUBLIC RELATIONS - PUBLICITY - Copy Sets</b></p> <p>Superseded or obsolete</p>	1 Y	Destroy
0345	<p><b>PUBLIC RELATIONS - SPECIAL EVENTS - Master Set</b></p> <p>Development and participation in celebrations, exhibits, fairs, ceremonies and festivals sponsored by either Government or non-Government agencies, such as Heritage Festival, Klondike Days and Canada Day. Public Relations - 0340 Public Relations - Visits and Tours - 0350</p>	2 Y	Destroy
0345.01	<p><b>PUBLIC RELATIONS - SPECIAL EVENTS - Copy Sets</b></p> <p>Superseded or obsolete</p>	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0350	<b>PUBLIC RELATIONS - VISITS AND TOURS - Master Set</b>  Preparations for visits by officials and dignitaries and tours by Cabinet, Government employees and officials, including briefing materials and itineraries. Public Relations - General - 0330 Public Relations - Publicity - 0340 Public Relations - Special Events - 0345	2 Y	Destroy
0350.01	<b>PUBLIC RELATIONS - VISITS AND TOURS - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
0370	<b>REPORTS, STUDIES AND STATISTICS - Master Set</b>  Administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. Includes working papers and drafts. Audits - 0640 Information Technology - Word Processing - 0850 Office Services - Photocopying and Printing - 0285 Security - 0400 Studies and Surveys (Personnel) - 1360	5 Y	Destroy
0370.01	<b>REPORTS, STUDIES AND STATISTICS - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
0400	<b>SECURITY - Master Set</b>  Administration of security regulations for the handling of documents; exchange and release of information; personnel security program, including personnel clearances, passes, identification, fingerprinting; security of buildings and sites, such as alarm and detector systems, the use of locks, key and combinations; and the special requirements for sensitive areas.	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0400.01	<b>SECURITY - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0405	<b>SECURITY – SURVEILLANCE INFORMATION</b>		
	<p>These records contain information related to security monitoring processes that prevent, detect and respond to security threats and vulnerabilities. Security monitoring tracks access to application systems, databases and physical locations by users. Surveillance cameras are used to minimize damage or loss of government assets and personal property as well as monitor the buildings for safety. If a breach occurs, the surveillance information is handled as a security incident.</p> <p>The records may include information related to security assessment, access control logs, access videos, security monitoring and logging.</p> <p>0400 SECURITY – Master Set</p>		
	Superseded or obsolete	0 Y	Destroy
0415	<b>SIGNING AUTHORITIES - Master Set</b>		
	<p>Delegation of signing authority for correspondence, financial and personnel matters, including appointment announcements, acting appointments including holiday cover offs.</p>		
	Superseded or obsolete	7 Y	Destroy
0415.01	<b>SIGNING AUTHORITIES - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0440	<b>TELECOMMUNICATIONS - GENERAL</b>		
	<p>Administration, installation, maintenance, use and repairs of telecommunications equipment such as facsimile transmission.</p> <p>Renovations - 0590</p> <p>Telecommunications - Telephones - 0445</p>		
		2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0445	<p><b>TELECOMMUNICATIONS - TELEPHONES</b></p> <p>Administration, installation, maintenance, use and repairs of telephone systems, such as Telus, RITE, radio and mobile telephones, intercom and telephone directories. Renovations - 0590 Telecommunications - General - 0440</p>	2 Y	Destroy
0460	<p><b>TRAVEL</b></p> <p>Administration and regulation of travel by Government employees, uses and modes of transportation for individuals, such as visa and passport requirements, taxis, private vehicles and limousine services. Accounts - Payable - Employee - 0627</p>	2 Y	Destroy

## 0500 BUILDINGS AND SITES 0599

0500	BUILDINGS AND SITES - GENERAL
0505	BUILDINGS AND SITES - POLICY AND PROCEDURES - Master Set
0505.01	BUILDINGS AND SITES - POLICY AND PROCEDURES - Copy Sets
0510	ACCOMMODATION - GENERAL
0515	ACCOMMODATIONS - LEASING - Master Set
0515.01	ACCOMMODATION - LEASING - Copy Sets
0520	ACCOMMODATION - PLANNING - Master Set
0520.01	ACCOMMODATION - PLANNING - Copy Sets
0525	ACCOMMODATION - STAFF HOUSING - Master Set
0525.01	ACCOMMODATION - STAFF HOUSING - Copy Sets
0530	ACQUISITION - Master Set
0530.01	ACQUISITION - Copy Sets
0540	CONSTRUCTION - Master Set
0540.01	CONSTRUCTION - Copy Sets
0545	CONSULTING SERVICES - Master Set
0545.01	CONSULTING SERVICES - Copy Sets
0550	DEMOLITION AND DISPOSAL
0555	DESIGN SPECIFICATION
0555.01	DESIGN SPECIFICATION - Source Documents
0560	FACILITIES - GENERAL
0565	FACILITIES - PARKING
0575	LANDSCAPING
0580	MAINTENANCE, REPAIR AND DAMAGES
0585	MATERIALS
0590	RENOVATIONS
0595	UTILITIES

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0500	<b>BUILDINGS AND SITES - GENERAL</b>  Records relating to buildings and sites used by the department, not found elsewhere in this block.	2 Y	Destroy
0505	<b>BUILDINGS AND SITES - POLICY AND PROCEDURES - Master Set</b>  Policy documents covering the planning, construction, leasing and disposal of Government buildings and space, also the attendant considerations, such as facilities, parking and maintenance.  Superseded or obsolete	5 Y	Destroy
0505.01	<b>BUILDINGS AND SITES - POLICY AND PROCEDURES - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
0510	<b>ACCOMMODATION - GENERAL</b>  Administration of space within structures occupied by the department, including space inventories. Accommodation - Leasing - 0515 Accommodation - Planning - 0520 Facilities - General - 0560	2 Y	Destroy
0515	<b>ACCOMMODATIONS - LEASING - Master Set</b>  Requirement studies, leases and supporting documentation pertaining to the leasing of space for the leasing of space for the department. Accommodation - Planning - 0520  Expiry of lease	10 Y	Destroy
0515.01	<b>ACCOMMODATION - LEASING - Copy Sets</b>  Expiry of lease	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition
0520	<b>ACCOMMODATION - PLANNING - Master Set</b>  Forecasts, proposals and studies for the long or short term space needs of the department. Acquisition - 0530	10	Y	Destroy
0520.01	<b>ACCOMMODATION - PLANNING - Copy Sets</b>  Superseded or obsolete	1	Y	Destroy
0525	<b>ACCOMMODATION - STAFF HOUSING - Master Set</b>  Forecasts, requirements studies, specifications, condition reports, records for the renting or leasing of housing for department staff.  Expiry of lease	2	Y	Destroy
0525.01	<b>ACCOMMODATION - STAFF HOUSING - Copy Sets</b>  Superseded or obsolete	1	Y	Destroy
0530	<b>ACQUISITION - Master Set</b>  Requirement reports, needs, specifications, purchase of buildings and sites for the undertaking of business by the department. Construction - 0540 Consulting Services - 0545 Design Specifications - 0555	5	Y	Destroy
0530.01	<b>ACQUISITION - Copy Sets</b>  Superseded or obsolete	1	Y	Destroy



Item #	Item Title Description Closure Criteria	Retention		Final Disposition
<b>0540</b>	<b>CONSTRUCTION - Master Set</b>  Progress reports and project studies on the construction of offices, warehouses or other capital structures used by the department.	5	Y	Destroy
Takeover				
<b>0540.01</b>	<b>CONSTRUCTION - Copy Sets</b>  Superseded or obsolete	1	Y	Destroy
<b>0545</b>	<b>CONSULTING SERVICES - Master Set</b>  Assessment of contracting of consulting firms engaged in evaluation of the exact requirements of the department for buildings and sites, including prospectuses. Construction - 0540 Contracts - 0685	10	Y	Destroy
<b>0545.01</b>	<b>CONSULTING SERVICES - Copy Sets</b>  Superseded or obsolete	1	Y	Destroy
<b>0550</b>	<b>DEMOLITION AND DISPOSAL</b>  Records relating to the demolition, sale, transfer and disposal of structures owned by the Government and used by the department.	2	Y	Destroy
<b>0555</b>	<b>DESIGN SPECIFICATION</b>  Design specifications, blueprints, standards and entitlements for buildings and sites, including fixtures. Specifications (Equipment) - 1080	2	Y	Destroy
Superseded or obsolete				

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0560	<p><b>FACILITIES - GENERAL</b></p> <p>Requirement studies and specifications for the location and use of facilities in, or within the proximity of, buildings and sites used by the department, such as cafeterias, camps, washrooms, research and recreation facilities.</p>	2 Y	Destroy
0565	<p><b>FACILITIES - PARKING</b></p> <p>Requirement studies, specifications and parking permits relating to the parking of vehicles on Government sites.</p>	2 Y	Destroy
0575	<p><b>LANDSCAPING</b></p> <p>Requirement reports, studies and specifications for the landscaping, levelling, farming, reforestation or other alterations to land.</p> <p>Superceded or Obsolete or end of calendar year</p>	10 Y	Destroy
0580	<p><b>MAINTENANCE, REPAIR AND DAMAGES</b></p> <p>Requirement reports and specifications for the regular maintenance and repair of buildings and sites, including janitorial services and cost estimate records relating to damage, whether deliberate or accidental.</p> <p>Risk Management and Insurance - 0760 Utilities - 0595</p>	10 Y	Destroy
0585	<p><b>MATERIALS</b></p> <p>Requirement reports and specifications for the determination of materials to be used in the construction, renovation and repair of buildings and sites.</p> <p>Maintenance, Repair and Damages - 0580 Renovations - 0590</p>	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0590	<p><b>RENOVATIONS</b></p> <p>Renovation requirement reports, conduit installations and specifications for office, warehouse or other space.</p> <p>Superceded or Obsolete or end of calendar year</p>	10 Y	Destroy
0595	<p><b>UTILITIES</b></p> <p>Project studies, requirement reports, specifications relating to the installation and maintenance of utilities (gas, water, power). Telecommunications - Telephones - 0445</p>	2 Y	Destroy

## 0600 FINANCE 0799

0600	FINANCE - GENERAL
0605	FINANCE - POLICY AND PROCEDURES - Master Set
0605.01	FINANCE - POLICY AND PROCEDURES - Copy Sets
0610	ACCOUNTS - GENERAL
0615	ACCOUNTS - ADVANCES - Master Set
0615.01	ACCOUNTS - ADVANCES - Copy Sets
0620	ACCOUNTS - CASH - Master Set
0620.01	ACCOUNTS - CASH - Copy Sets
0625	ACCOUNTS - PAYABLE - GENERAL - Master Set
0625.01	ACCOUNTS - PAYABLE - GENERAL - Copy Sets
0626	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Master Set
0626.01	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Copy Sets
0627	ACCOUNTS - PAYABLE - EMPLOYEE - Master Set
0627.01	ACCOUNTS - PAYABLE - EMPLOYEE - Copy Sets
0628	ACCOUNTS - PAYABLE - REGULAR VENDOR - Master Set
0628.01	ACCOUNTS - PAYABLE - REGULAR VENDOR - Copy Sets
0630	ACCOUNTS - REVENUE - Master Set
0630.01	ACCOUNTS - REVENUE - Copy Sets
0635	ALLOWANCES
0640	AUDITS - Master Set
0640.01	AUDITS - Copy Sets
0650	BANKING - Master Set
0650.01	BANKING - Copy Sets
0655	BUDGETS - GENERAL - Master Set
0655.01	BUDGETS - GENERAL - Copy Sets
0660	BUDGETS - SUBMISSIONS AND APPROVALS - Master Set

## 0600 FINANCE 0799

- 0660.01 BUDGETS - SUBMISSIONS AND APPROVALS - Copy Sets
- 0680 CHEQUE ADMINISTRATION - Master Set
- 0680.01 CHEQUE ADMINISTRATION - Copy Sets
- 0685 CONTRACTS - Master Set
- 0685.01 CONTRACTS - Copy Sets
- 0690 EXPENDITURES - Master Set
- 0690.01 EXPENDITURES - Copy Sets
- 0695 FEES AND HONORARIA
- 0705 FUNDS - Master Set
- 0705.01 FUNDS - Copy Sets
- 0715 GRANTS - Master Set
- 0715.01 GRANTS - Copy Sets
- 0725 HOSPITALITY - Master Set
- 0725.01 HOSPITALITY - Copy Sets
- 0735 FINANCIAL REPORTS AND STATISTICS - GENERAL
- 0740.01 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - GENERAL LEDGERS
- 0740.02 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Master Set
- 0740.02.1 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Copy Sets
- 0740.03 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Master Set
- 0740.03.1 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS – Copy Sets
- 0740.04 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Master Set
- 0740.04.1 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Copy Sets

## **0600 FINANCE 0799**

- 0740.05 FINANCIAL REPORTS AND STATISTICS - SPECIFIC – STATISTICAL REPORTS
- 0740.06 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - CASH PAYMENT REPORTS
- 0740.07 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - COMPUTER PROCESSING REPORTS
- 0740.08 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - OTHER REPORTS
- 0740.09 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - REPORTS REQUIRED FOR THE AUDIT PROCESS
- 0740.10 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MANAGEMENT REPORTS
- 0760 RISK MANAGEMENT AND INSURANCE - Master Set
- 0760.01 RISK MANAGEMENT AND INSURANCE - Copy Sets
- 0780 TAXATION
- 0785 TAX SUMMARY - T4/T4A Statements

Item #	Item Title Description Closure Criteria	Retention		Final Disposition
<b>0600</b>	<b>FINANCE - GENERAL</b>	Financial administration functions not found elsewhere in this block.		
	Fiscal Year	4	Y	Destroy
<b>0605</b>	<b>FINANCE - POLICY AND PROCEDURES - Master Set</b>	Policy documents covering revenue, accounts receivable and payable, and matters such as the handling of cash, cheques, advances, audits, budgets, contracts, honoraria, insurance and taxation.		
	Superseded or obsolete	5	Y	Destroy
<b>0605.01</b>	<b>FINANCE - POLICY AND PROCEDURES - Copy Sets</b>	Superseded or obsolete		
		0	Y	Destroy
<b>0610</b>	<b>ACCOUNTS - GENERAL</b>	General administration of accounting systems and procedures, financial controls and coding not shown elsewhere in the accounts series.		
	Fiscal Year	4	Y	Destroy
<b>0615</b>	<b>ACCOUNTS - ADVANCES - Master Set</b>	The control and operation of accountable advances, such as schedules, vouchers, approvals, and applications, also type C advances. Excludes type A and B Budgets - General - 0655 Accounts - Payable - Employee - 0627		
	Repayment	7	Y	Destroy
<b>0615.01</b>	<b>ACCOUNTS - ADVANCES - Copy Sets</b>	Repayment		
		1	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0620	<b>ACCOUNTS - CASH - Master Set</b>  The initial receipt and recording of incoming cheques and cash, cash control systems, cash register tapes, cash blotters, cash receipt journals, petty cash and cashiers' day books.	4 Y	Destroy
Fiscal Year			
0620.01	<b>ACCOUNTS - CASH - Copy Sets</b>		
Fiscal Year		1 Y	Destroy
0625	<b>ACCOUNTS - PAYABLE - GENERAL - Master Set</b>  Correspondence and information relating to accounts payable. Excludes individual vendor and personal expense claim payments.		
Fiscal Year		7 Y	Destroy
0625.01	<b>ACCOUNTS - PAYABLE - GENERAL - Copy Sets</b>		
Fiscal Year		1 Y	Destroy
0626	<b>ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Master Set</b>  Records of payment made to vendors who provide services to the department . Includes invoices along with supporting documentation, packing slips, direct purchase orders, commitments, receipt of materials. Excludes regular vendors.		
Fiscal year end (Mar 31)		7 Y	Destroy
0626.01	<b>ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Copy Sets</b>		
Fiscal year end (Mar 31)		1 Y	Destroy



Item #	Item Title Description Closure Criteria	Retention	Final Disposition
<b>0627</b>	<b>ACCOUNTS - PAYABLE - EMPLOYEE - Master Set</b>  Employee expense accounts or other payments made to employees. Payments normally relate to travel but can also include training, education and staff development courses. Includes personal expense claims and supporting documentation, receipts, paid invoices. Travel - 0460		
	Fiscal year end (Mar 31)	7 Y	Destroy
<b>0627.01</b>	<b>ACCOUNTS - PAYABLE - EMPLOYEE - Copy Sets</b>		
	Fiscal year end (Mar 31)	1 Y	Destroy
<b>0628</b>	<b>ACCOUNTS - PAYABLE - REGULAR VENDOR - Master Set</b>  Records of payment made to those vendors that are common to all departments in the Government of Alberta. Includes invoices along with supporting documentation, packing slips, direct purchase orders, commitments, receipt of materials. Excludes departmental vendors.		
	Fiscal year end (Mar 31)	7 Y	Destroy
<b>0628.01</b>	<b>ACCOUNTS - PAYABLE - REGULAR VENDOR - Copy Sets</b>		
	Fiscal year end (Mar 31)	1 Y	Destroy
<b>0630</b>	<b>ACCOUNTS - REVENUE - Master Set</b>  The control and operation of receivable accounts; records such as billings, vouchers, invoices, remittances, receipts, bad debts, write-offs, compromise of debts and aging accounts; charges by the department for services or goods; current expenditure refunds. Accounts - Cash - 0620		
	Fiscal year end (Mar 31)	7 Y	Destroy
<b>0630.01</b>	<b>ACCOUNTS - REVENUE - Copy Sets</b>		
	Fiscal year end (Mar 31)	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
<b>0635</b>	<b>ALLOWANCES</b>  General administration of supplementary benefits for employees, such as tuitions, business, living or isolation allowances, conference and membership allowances. Accounts - Payable - Employee - 0627	2 Y	Destroy
<b>0640</b>	<b>AUDITS - Master Set</b>  Financial auditing methods, responsibilities, reports, statements, background documentation, recommendations resulting from audits and exit interviews; internal, Finance, and Auditor General audits. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule.	5 Y	Destroy
<b>0640.01</b>	<b>AUDITS - Copy Sets</b>	1 Y	Destroy
<b>0650</b>	<b>BANKING - Master Set</b>  Administration of banking methods and establishment of bank accounts; deposits, statements, reconciliation, currency rates and acquisition of currency.	5 Y	Destroy
<b>0650.01</b>	<b>BANKING - Copy Sets</b>	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
<b>0655</b>	<b>BUDGETS - GENERAL - Master Set</b>  Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. Records relating to A, B and X budgets, such as submissions, supporting documents, proposals, forecasts, transfers and requests. Reviews by Finance, Standing Policy Committees, Agencies and Priorities Committee, Legislative approval of detailed estimates, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds.	5 Y	Destroy
<b>0655.01</b>	<b>BUDGETS - GENERAL - Copy Sets</b>	1 Y	Destroy
<b>0660</b>	<b>BUDGETS - SUBMISSIONS AND APPROVALS - Master Set</b>  Final departmental submissions to Finance, approved budgets and detailed estimates. NOTE: Where a budget applies to a long term project (Capital Budgets), the retention period listed applies after the completion of the project.	10 Y	Destroy
<b>0660.01</b>	<b>BUDGETS - SUBMISSIONS AND APPROVALS - Copy Sets</b>	1 Y	Destroy
<b>0680</b>	<b>CHEQUE ADMINISTRATION - Master Set</b>  Administration of issuance, replacement and distribution of cheques; requisitions, lists of authorized cheque distributors, statutory declarations, receipts, transcripts and cancelled cheques.	6 Y	Destroy
<b>0680.01</b>	<b>CHEQUE ADMINISTRATION - Copy Sets</b>	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
<b>0685</b>	<b>CONTRACTS - Master Set</b>  Financial agreements, cost sharing agreements, personal and service contracts, equipment, lease or rental agreements, negotiation offers and services, contract submissions. Tendering - 1090		
	Expiry of contract and full satisfaction of all conditions	10 Y	Destroy
<b>0685.01</b>	<b>CONTRACTS - Copy Sets</b>		
	Expiry of contract and full satisfaction of all conditions	1 Y	Destroy
<b>0690</b>	<b>EXPENDITURES - Master Set</b>  Coding, analysis and administrative facets of expenditure operations; such as expenditure code transfers.		
	Fiscal Year	7 Y	Destroy
<b>0690.01</b>	<b>EXPENDITURES - Copy Sets</b>		
	Fiscal Year	1 Y	Destroy
<b>0695</b>	<b>FEES AND HONORARIA</b>  Administration of fees paid for services which are not subject to an employer-employee arrangement; honoraria paid to members of boards, foundations, commissions or other Government sponsored bodies. Accounts - Payable Departmental Vendor - 0626 Contracts - 0685		
	Fiscal Year	2 Y	Destroy
<b>0705</b>	<b>FUNDS - Master Set</b>  Administrative information on the establishment and operation of trust funds, revolving funds including depreciation and working capital advances. NOTE: Once a fund has been established, all resulting records should be placed into the appropriate subject file (administrative or operational) and scheduled accordingly.		
	When funds have been dissolved and release obtained	7 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition
0705.01	<b>FUNDS - Copy Sets</b>			
	When funds have been dissolved and release obtained	1	Y	Destroy
0715	<b>GRANTS - Master Set</b>			
	Administration of financial assistance projects, such as requests, submissions, approvals, follow-up reports and related documentation. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule.			
	When all grant requirements are met	7	Y	Destroy
0715.01	<b>GRANTS - Copy Sets</b>			
	When all grant requirements are met	1	Y	Destroy
0725	<b>HOSPITALITY - Master Set</b>			
	Requests and approvals of hospitality and entertainment. Accounts - Payable - Departmental Vendor - 0626 Accounts Payable - Employee - 0627 Public Relations - Special Events - 0345 Public Relations - Visits and Tours - 0350			
	Fiscal Year	7	Y	Destroy
0725.01	<b>HOSPITALITY - Copy Sets</b>			
	Fiscal Year	1	Y	Destroy
0735	<b>FINANCIAL REPORTS AND STATISTICS - GENERAL</b>			
	Correspondence relating to reports generation, enquiries, production and distribution. Financial Reports and Statistics - Specific - 0740			
	Fiscal Year	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0740.01	<p><b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - GENERAL LEDGERS</b></p> <p>Reports generated to facilitate/support/ summarize and maintain a historic/ongoing cumulative record within the financial system. General Ledgers If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule.</p>	10 Y	Destroy
0740.02	<p><b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Master Set</b></p> <p>Month end cumulative/summary reports listing cash payments and outstanding commitments; month-end cumulative/summary reports.</p>	7 Y	Destroy
0740.02.1	<p><b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Copy Sets</b></p>	1 Y	Destroy
0740.03	<p><b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Master Set</b></p> <p>Statistical reports providing trend analysis, forecasting.</p>	5 Y	Destroy
0740.03.1	<p><b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Copy Sets</b></p>	1 Y	Destroy
0740.04	<p><b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Master Set</b></p> <p>Program and Revolving Fund reports, including budget reforecasts, variances, budget turnaround documents.</p>	3 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0740.04.1	<b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REPORTS - Copy Sets</b>		<b>REVOLVING FUND</b>
	Fiscal Year	1 Y	Destroy
0740.05	<b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS</b>		
	Statistical reports providing expenditures by type and commodity or by user, etc.		
	Fiscal Year	2 Y	Destroy
0740.06	<b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - CASH PAYMENT REPORTS</b>		
	Cash payment reports produced on a weekly and monthly basis		
	Fiscal Year	1 Y	Destroy
0740.07	<b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - COMPUTER PROCESSING REPORTS</b>		
	Computer processing reports produced to validate, update, and correct financial information.		
	Superseded or obsolete	1 M	Destroy
0740.08	<b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - OTHER REPORTS</b>		
	Other reports required to support day to day activities on the financial system.		
	Superseded or obsolete	0 Y	Destroy
0740.09	<b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - REPORTS REQUIRED FOR THE AUDIT PROCESS</b>		
	Release of Public Accounts	0 Y	Destroy
0740.10	<b>FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MANAGEMENT REPORTS</b>		
	Management reports internally produced from the financial system on demand.		
	Superseded or obsolete	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0760	<b>RISK MANAGEMENT AND INSURANCE - Master Set</b>  Government insurance programs, enquiries on coverage, bonds and bonding, assets and property valuations, claims and other insurance matters. Occupational Health and Safety - Hazards - 1290 Maintenance, Repair and Damage - 0580	10 Y	Destroy
0760.01	<b>RISK MANAGEMENT AND INSURANCE - Copy Sets</b>	1 Y	Destroy
0780	<b>TAXATION</b>  Taxation matters at all Government levels, records pertaining to sales tax, customs, excise tax, tax incentives, tax receipts for gifts and tax exemptions. Personnel - Employee Records - 1110	3 Y	Destroy
0785	<b>TAX SUMMARY - T4/T4A Statements</b>  Records resulting from the production and circulation of tax documents required by employees for the purpose of filing individual tax returns. T4 statements are produced for each employee and show the total earnings and tax deductions for a specific calendar year. T4As are produced for each employee who uses the Learning Account. This item includes T4 and T4A statements.	7 Y	Destroy



## 0800 INFORMATION 0999

- 0800 INFORMATION - GENERAL
- 0800.01 INFORMATION - GENERAL - Source Documents
- 0805 INFORMATION - POLICY AND PROCEDURES - Master Set
- 0805.01 INFORMATION - POLICY AND PROCEDURES - Copy Sets
- 0815 CORRESPONDENCE AND REPORTS MANAGEMENT - Master Set
- 0815.01 CORRESPONDENCE AND REPORTS MANAGEMENT - Copy Sets
- 0815.02.1 READING OR CHRONOLOGICAL FILES - Executives
- 0815.02.2 READING OR CHRONOLOGICAL FILES - Copy Sets
- 0830 INFORMATION TECHNOLOGY - GENERAL
- 0830.01 COMPUTER TEST RUNS
- 0830.02 SYSOUTS - FINANCIAL
- 0830.03 SYSOUTS - NON FINANCIAL
- 0835 INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Master Set
- 0835.01 INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Copy Sets
- 0845 INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Master Set
- 0845.01 INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Copy Sets
- 0850 INFORMATION TECHNOLOGY - WORD PROCESSING - Master Set
- 0850.01 INFORMATION TECHNOLOGY - WORD PROCESSING - Copy Sets
- 0880 FORMS MANAGEMENT - Master Set
- 0880.01 FORMS MANAGEMENT - Copy Sets
- 0885 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Master Set
- 0885.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL – Copy Sets
- 0886 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Master Set

## 0800 INFORMATION 0999

- 0886.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Copy Sets
- 0887 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Master Set
- 0887.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Copy Sets
- 0888 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Master Set
- 0888.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Copy Sets
- 0890 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Master Set
- 0890.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Copy Sets
- 0891 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Master Set
- 0891.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Copy Sets
- 0892 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Master Set
- 0892.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Copy Sets
- 0900 LIBRARIES - GENERAL - Master Set
- 0900.01 LIBRARIES - GENERAL - Copy Sets
- 0905 LIBRARIES - COLLECTION DEVELOPMENT - Master Set
- 0905.01 LIBRARIES - COLLECTION DEVELOPMENT - Copy Sets
- 0940 PUBLICATIONS AND MANUALS - GENERAL - Master Set
- 0940.01 PUBLICATIONS AND MANUALS - GENERAL - Copy Sets
- 0945 PUBLICATIONS AND MANUALS - DEVELOPMENT - Master Set
- 0945.01 PUBLICATIONS AND MANUALS - DEVELOPMENT - Copy Sets
- 0965 RECORDS MANAGEMENT - GENERAL - Master Set

## 0800 INFORMATION 0999

- 0965.01 RECORDS MANAGEMENT - GENERAL - Copy Sets
- 0970 RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES – Master Set
- 0970.01 RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES – Copy Sets
- 0975 RECORDS MANAGEMENT - INVENTORIES - Master Set
- 0975.01 RECORDS MANAGEMENT - INVENTORIES - Copy Sets
- 0980 RECORDS MANAGEMENT - PROJECTS - Master Set
- 0980.01 RECORDS MANAGEMENT - PROJECTS - Copy Sets
- 0985 RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Master Set
- 0985.01 RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Copy Sets

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
<b>0800</b>	<b>INFORMATION - GENERAL</b>  Material relating to the organization, management and delivery of information services not shown elsewhere in this block.	4 Y	Destroy
<b>0805</b>	<b>INFORMATION - POLICY AND PROCEDURES - Master Set</b>  Policy documents covering correspondence, publication and reports, Information Technology, FOIP systems, forms, records management and libraries.  Superseded or obsolete	5 Y	Destroy
<b>0805.01</b>	<b>INFORMATION - POLICY AND PROCEDURES - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
<b>0815</b>	<b>CORRESPONDENCE AND REPORTS MANAGEMENT - Master Set</b>  Preparation, management and submission of correspondence, directive and reports, including forms of address, terminology, style, quality and production control systems. Office Services - Mail and Courier - 0280 Public Relations - Publications - 0335  Superseded or obsolete	5 Y	Destroy
<b>0815.01</b>	<b>CORRESPONDENCE AND REPORTS MANAGEMENT - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
<b>0815.02.1</b>	<b>READING OR CHRONOLOGICAL FILES - Executives</b>  Reading or Chronological Files - Convenience (day, diary) files containing correspondence, usually in chronological order. - Assistant Deputy Minister, equivalent and above.  1 Y	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0815.02.2	<p><b>READING OR CHRONOLOGICAL FILES - Copy Sets</b></p> <p>Convenience (day, diary) files containing correspondence, usually in chronological order.</p> <p>Superseded or obsolete</p>	1 Y	Destroy
0830	<p><b>INFORMATION TECHNOLOGY - GENERAL</b></p> <p>The development or consideration of automated or Information Technology systems not shown elsewhere in this block. Monitoring software or hardware products developed in the private sector or used by other department programs.</p> <p>Superseded or obsolete</p>	3 Y	Destroy
0830.01	<p><b>COMPUTER TEST RUNS</b></p> <p>Output generated as a result of a verification of computer programming, processing, or evaluation of hardware; output that cannot be certified as a production item by the user of the computer system. Excludes runs, current systems development or modification or representative test information.</p> <p>When test run data no longer required</p>	0 Y	Destroy
0830.02	<p><b>SYSOUTS - FINANCIAL</b></p> <p>Computer system administrative statistical information relating to the actual operation of the computer system on each job run. Excludes original reconciliation reports, edit routines, and specific operational program reports on computer systems.</p>	30 M	Destroy
0830.03	<p><b>SYSOUTS - NON FINANCIAL</b></p> <p>Computer system administrative statistical information relating to the actual operation of the computer system on each job run. Excludes original reconciliation reports, edit routines, and specific operational program reports on computer systems. * Retention Period = 3 months or until completion of comparison/verification with reports generated by the next production cycle, whichever is longer.</p>	0 *	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0835	<b>INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Master Set</b>  Development, consideration or use of internal electronic systems, including feasibility studies, all phases of project methodologies and reference materials on particular hardware and software. Budgets (IT Plans) - 0655 Information Technology - Word Processing - 0850 Planning, Goals and Objectives - 0300	3 Y	Destroy
0835.01	<b>INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
0845	<b>INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Master Set</b>  Networks set up to communicate between areas or types of machines, such as word processing networks, file sharing by personal computers, microcomputer interfaces, electronic mail systems. Telecommunications - General - 0440	3 Y	Destroy
0845.01	<b>INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
0850	<b>INFORMATION TECHNOLOGY - WORD PROCESSING - Master Set</b>  The development and use of word processing systems, including feasibility studies; configuration, implementation and use of equipment.	3 Y	Destroy
0850.01	<b>INFORMATION TECHNOLOGY - WORD PROCESSING - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0880	<b>FORMS MANAGEMENT - Master Set</b>  Analysis and design of forms, time-motion-unit studies, workflow analysis, cost-benefit analysis, functional analysis or cataloguing of forms, procurement data and numeric/historic files. Requisition - 1070	2 Y	Destroy
0880.01	<b>FORMS MANAGEMENT - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
0885	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Master Set</b>  Records relating to Freedom of Information and Protection of Privacy (FOIP) issues not found elsewhere in the Information block.	2 Y	Destroy
0885.01	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
0886	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Master Set</b>  Records relating to the roles and responsibilities for administering the FOIP legislation; delegating of authority; internal and Government Services' reporting requirements, information from other provinces and general information bulletins from Government Services. Includes information relating to the development, submission and maintenance of Alberta Directory information. Also includes automated or manual tracking and processing systems and testing procedures. FOIP - Administration - Freedom of Information - 0887 FOIP - Administration - Protection of Privacy - 0888	5 Y	Destroy
0886.01	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0887	<p><b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Master Set</b></p> <p>Records relating to the development, implementation and amendment of policies, guidelines and procedures to comply with the provisions of the Act, in regard to right of access to government information by individuals, groups and organizations as specified under the provisions of the Freedom of Information and Protection of Privacy Act - Part 1. FOIP - Administration - General - 0886 FOIP - Administration - Protection of Privacy - 0888</p>	5 Y	Destroy
0887.01	<p><b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Copy Sets</b></p>	0 Y	Destroy
0888	<p><b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Master Set</b></p> <p>Records relating to the development, implementation and amendment of policies, guidelines and procedures; to comply with the provisions of the Freedom of Information and Protection of Privacy Act, Part 2 in regard to the collection, use, disclosure and protection of personal information. Also includes security arrangements, including breeches, violations and administrative or disciplinary sanctions; data sharing agreements; data matching programs; privacy and personal information management guidelines. FOIP - Administration - General - 0886 FOIP - Administration - Freedom of Information - 0887</p>	5 Y	Destroy
0888.01	<p><b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Copy Sets</b></p>	0 Y	Destroy



Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0890	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Master Set</b> Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions; of the Freedom of Information and Protection of Privacy Act, Part 1. Includes original request, notice of change (of scope of request), collection of fees, acknowledgement of receipt of request, follow-up letters and transmittal memorandums, access request review, requests for extension, third party notification, access request review recommendations and summaries, and request response package, including any severed information. If access is denied, notification of a review or complaint request could be received from the Information and Privacy Commissioner. Includes mediation authorization and settlements, representations from parties and reports, recommendations and Orders issued by the Information and Privacy Commissioner or an Adjudicator, and judicial reviews. Also includes Abandoned Requests and Non-FOIP requests. Accounts - Revenue - 0630 FOIP - Requests - Correction of Personal Information - 0891 FOIP - Requests - Personal Information - 0892 NOTE: Personal Information Bank	5 Y	Destroy
0890.01	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Copy Sets</b> Completion of request or issuance of Commissioner's Findings	1 Y	Destroy
0891	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Master Set</b> Records relating to requests for correction of personal information by individuals under the provisions of the Freedom of Information and Protection of Privacy Act, Part 2. Includes original request, response package (notification of correction made or annotation or linkage of correction not made), including any severed information and disclosure to all public bodies and third parties. If correction of personal information is denied, notification of a review or complaint request could be received from Information and Privacy Commissioner. Includes mediation authorization and settlements, representations from parties and reports, recommendations and orders issued by the Information and Privacy Commissioner or an adjudicator, and judicial reviews. FOIP - Requests - General Information - 0890 FOIP - Requests - Personal Information - 0892 NOTE: Personal Information Bank	5 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0891.01	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Copy Sets</b>		
	Completion of request or issuance of Commissioner's Findings	1 Y	Destroy
0892	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Master Set</b>		
	<p>Regular and reformulated, repetitious, systematic or continuing requests by individuals for access to personal information under the provisions of the Freedom of Information and Protection of Privacy Act (S.A. 1994, Chapter F-18.5 Part 1). Includes original request, notice of change (scope of request), acknowledgement of receipt of request, follow-up letters, transmittal memorandums, access request review, request for extensions, access request review recommendations and summaries and request response package, including any severed information. If access to personal information is denied, notification of a review or complaint request could be received from the Information and Privacy Commissioner. Includes mediation, authorization and settlements, representations from parties, and reports, recommendations and orders issued by the Information and Privacy Commissioner or an adjudicator, and judicial reviews.</p> <p>FOIP - Requests - General Information - 0890  FOIP - Requests - Corrections of Personal Information - 0891  NOTE: Personal Information Bank</p>		
	Completion of request or issuance of Commissioner's Findings	5 Y	Destroy
0892.01	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Copy Sets</b>		
	Completion of request or issuance of Commissioner's Findings	1 Y	Destroy
0900	<b>LIBRARIES - GENERAL - Master Set</b>		
	<p>Administration of library services, including cataloguing and acquisitions, subscriptions to newspapers, periodicals, newsletters, acquisition of recordings, slides and filmstrips; resource centres (sub-library) located in other buildings; guidelines for establishment and operation of a resource centre, cost analysis, feasibility studies; search, loan and distribution of books, periodicals and other materials; interlibrary loans, bibliography requests, database information services, reference searches, abstracts and bibliographies.</p>		
		3 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0900.01	<b>LIBRARIES - GENERAL - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0905	<b>LIBRARIES - COLLECTION DEVELOPMENT - Master Set</b>		
	Reviews of needs for acquisition of material that is relative to program development; analysis of catalogue holdings and discussions on the direction of collection growth; plans and preparations for improvement of the collections.		
		5 Y	Destroy
0905.01	<b>LIBRARIES - COLLECTION DEVELOPMENT - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0940	<b>PUBLICATIONS AND MANUALS - GENERAL - Master Set</b>		
	Standards, lists of publications, requests for publications and packing lists, including requests for internally produced publications from outside the department.		
		3 Y	Destroy
0940.01	<b>PUBLICATIONS AND MANUALS - GENERAL - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
0945	<b>PUBLICATIONS AND MANUALS - DEVELOPMENT - Master Set</b>		
	The development and maintenance of internal or technical publications produced by the department, such as manuals, brochures, newsletters, bulletins, posters and articles.		
	Superseded or obsolete	3 Y	Destroy
0945.01	<b>PUBLICATIONS AND MANUALS - DEVELOPMENT - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0965	<b>RECORDS MANAGEMENT - GENERAL - Master Set</b>  Administration of records management functions including planning, generation, maintenance, essential records, access restrictions, and access to public records. Planning, Goals and Objectives - 0300 Reports, Studies and Statistics - 0370	3 Y	Destroy
0965.01	<b>RECORDS MANAGEMENT - GENERAL - Copy Sets</b>	1 Y	Destroy
0970	<b>RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES - Master Set</b>  Approved retention and disposition schedules, including legal opinions, supporting documentation, departmental approvals, amendments, consolidations or cancellations. Records Management - Inventories - 0975 Records Management - Projects - 0980 Records Management - Transfer and Disposition - 0985 NOTE: Item Under Review	0 P	Review
0970.01	<b>RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES - Copy Sets</b>	0 Y	Destroy
0975	<b>RECORDS MANAGEMENT - INVENTORIES - Master Set</b>  Inventory listing and reports of departmental records holdings, department-wide inventory, including branch/section inventories for records system design or disposal. Records Management - Retention and Disposition Schedules- 0970 Records Management - Projects - 0980 Records Management - Transfer and Disposition - 0985	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
<b>0975.01</b>	<b>RECORDS MANAGEMENT - INVENTORIES - Copy Sets</b>		
	Conversion or completion of disposition	1 Y	Destroy
<b>0980</b>	<b>RECORDS MANAGEMENT - PROJECTS - Master Set</b>		
	<p>Records management projects, including records schedule development (not approved schedules), classification system design, media conversions (including micrographics /imaging feasibility studies), electronic records/document management systems acquisition and implementation, records system improvements or upgrades, preliminary evaluations, indexes, terms of reference and work plans.</p> <p>Publications and Manuals - Development - 0945  Records Management - Retention and Disposition Schedules- 0970  Records Management - Inventories - 0975</p>		
	Completion or abandonment of project	10 Y	Destroy
<b>0980.01</b>	<b>RECORDS MANAGEMENT - PROJECTS - Copy Sets</b>		
	Completion or abandonment of project	1 Y	Destroy
<b>0985</b>	<b>RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Master Set</b>		
	<p>Transfer and disposition of records, including lists of records transferred to the Provincial Archives, and Certificates of Destruction. NOTE: Departments must maintain documentation as to final disposition of their records.</p> <p>NOTE: Item Under Review</p>		
		0 P	Review
<b>0985.01</b>	<b>RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Copy Sets</b>		
	When records transferred to Archives	1 Y	Destroy

## **1000 MATERIALS AND EQUIPMENT 1099**

1000	MATERIALS AND EQUIPMENT - GENERAL
1005	MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Master Set
1005.01	MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Copy Sets
1015	ACQUISITION - Master Set
1015.01	ACQUISITION - Copy Sets
1025	DAMAGE AND LOSS - Master Set
1025.01	DAMAGE AND LOSS - Copy Sets
1030	DISPOSAL AND SURPLUS
1035	EQUIPMENT OPERATION
1045	INVENTORIES
1050	MAINTENANCE AND REPAIR
1055	PRODUCT AND SERVICE INFORMATION
1065	REGISTRATION AND LICENSING
1070	REQUISITION - Master Set
1070.01	REQUISITION - Copy Sets
1080	SPECIFICATIONS - Master Set
1080.01	SPECIFICATIONS - Copy Sets
1090	TENDERING - Master Set
1090.01	TENDERING - Copy Sets

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1000	<b>MATERIALS AND EQUIPMENT - GENERAL</b>  Non-financial documentation for materials and equipment procurement not specifically provided for elsewhere in this block.	2 Y	Destroy
1005	<b>MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Master Set</b>  Policy documents covering the acquisition, replacement, disposal, use and maintenance of materials and equipment.  Superseded or obsolete	5 Y	Destroy
1005.01	<b>MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
1015	<b>ACQUISITION - Master Set</b>  Orders for goods or services which do not require requisitions through purchase, rent, lease, lease/purchase, agreement renewals, transfer or interdepartmental loans. Includes acquisition, direct purchase orders, interdepartmental orders, display orders, film orders, and standing offers. Accounts - Payable - Departmental Vendor - 0626 Accounts - Payable - Regular Vendor - 0628 Requisition - 1070	7 Y	Destroy
1015.01	<b>ACQUISITION - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
1025	<b>DAMAGE AND LOSS - Master Set</b>  Reports of loss, theft and damage to government and personal property, including repair estimates, investigations and vehicle accident/loss reports. Occupational Health and Safety - Hazards - 1290 Risk Management and Insurance - 0760  Superseded or obsolete or End of calendar year	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1025.01	<b>DAMAGE AND LOSS - Copy Sets</b>		
	Superseded or obsolete or End of calendar year	1 Y	Destroy
1030	<b>DISPOSAL AND SURPLUS</b>		
	Disposal or write-off of obsolete or surplus fixed assets or supplies, trade-ins, including lists of surplus items, and surplus declarations.		
		3 Y	Destroy
1035	<b>EQUIPMENT OPERATION</b>		
	Equipment operation including operating standards, manuals, warranties, guarantees. *FINAL DISPOSITION: Transfer with equipment upon equipment disposal OR destroy upon expiry of guarantee/warranty, provided there is no outstanding litigation. Contracts - 0685		
	Disposal of equipment or expiry of guarantee/warranty	0 Y	Destroy
1045	<b>INVENTORIES</b>		
	Recording, storage and distribution of equipment and supplies, stocktaking and control procedures, and fixed assets inventories.		
	Superseded or obsolete	1 Y	Destroy
1050	<b>MAINTENANCE AND REPAIR</b>		
	Maintenance and repair of equipment such as typewriters, photocopiers, and service call reports. Excludes services agreements. Contracts - 0685 Telecommunications - General - 0440 Telecommunications - Telephones - 0445		
		2 Y	Destroy



Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1055	<p><b>PRODUCT AND SERVICE INFORMATION</b></p> <p>Equipment and supplies catalogues, price lists, standing offer agreement manuals, prospectives, brochures and requests for information (RFI).</p> <p>Superseded or obsolete</p>	0 Y	Destroy
1065	<p><b>REGISTRATION AND LICENSING</b></p> <p>Registration, licensing and permits required for the operation of equipment such as vehicles.</p> <p>Superseded or obsolete</p>	1 Y	Destroy
1070	<p><b>REQUISITION - Master Set</b></p> <p>Equipment, supplies and consulting services, which must undergo internal requisitioning or request for equipment or services (RES) (versus acquisition) process before an order can be placed. Includes commitment requisitions for data and word processing hardware and software; audio-visual, photographic, photocopying and printing services and micrographics equipment and services.</p> <p>Acquisition - 1015</p>	7 Y	Destroy
1070.01	<p><b>REQUISITION - Copy Sets</b></p> <p>Superseded or obsolete</p>	1 Y	Destroy
1080	<p><b>SPECIFICATIONS - Master Set</b></p> <p>Equipment specifications standards, blue prints and drawings.</p> <p>Design Specifications - 0555</p> <p>Superseded or obsolete</p>	1 Y	Destroy
1080.01	<p><b>SPECIFICATIONS - Copy Sets</b></p> <p>Superseded or obsolete</p>	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
<b>1090</b>	<b>TENDERING - Master Set</b>		
	Tendering or bidding process preceding issuing of a purchase order. Includes invitations to tender, advertising of tenders, request for proposals (RFP), tenders or quotations from bidders, evaluation and awarding of tenders, letters accepting or rejecting tenders and supporting documentation. Excludes successful bidders. Contracts - 0685		
	Award of contract	10 Y	Destroy
<b>1090.01</b>	<b>TENDERING - Copy Sets</b>		
	Award of contract	1 Y	Destroy

## 1100 PERSONNEL 1399

1100	PERSONNEL - GENERAL
1105	PERSONNEL - POLICY AND PROCEDURES - Master Set
1105.01	PERSONNEL - POLICY AND PROCEDURES - Copy Sets
1110	PERSONNEL - EMPLOYEE RECORDS - Master Set
1110.01	PERSONNEL - EMPLOYEE RECORDS - Copy Sets
1115	PERSONNEL - EMPLOYEE RECORDS – SUPPLEMENTAL
1120	PERSONNEL – COMPLAINTS TO LEGISLATED BODIES
1135	ATTENDANCE - GENERAL - Master Set
1135.01	ATTENDANCE - GENERAL - Copy Sets
1140	ATTENDANCE - REPORTING - Master Set
1140.01	ATTENDANCE - REPORTING - Copy Sets
1145	ATTENDANCE - TIME CERTIFICATES
1155	AWARDS AND HONOURS
1170	CLASSIFICATION - GENERAL - Master Set
1170.01	CLASSIFICATION - GENERAL - Copy Sets
1175	CLASSIFICATION - CLASS SERIES - Master Set
1175.01	CLASSIFICATION - CLASS SERIES - Copy Sets
1180	CLASSIFICATION - POSITION DESCRIPTIONS - Master Set
1180.01	CLASSIFICATION - POSITION DESCRIPTIONS - Copy Sets
1195	EMPLOYEE RELATIONS - GENERAL - Master Set
1195.01	EMPLOYEE RELATIONS - GENERAL - Copy Sets
1200	EMPLOYEE RELATIONS - COLLECTIVE BARGAINING
1205	EMPLOYEE RELATIONS - DISCIPLINE - Master Set
1205.01	EMPLOYEE RELATIONS - DISCIPLINE - Copy Sets
1210	EMPLOYEE RELATIONS - GRIEVANCES - Master Set
1210.01	EMPLOYEE RELATIONS - GRIEVANCES - Copy Sets

## 1100 PERSONNEL 1399

- 1212 EMPLOYEE RELATIONS – GRIEVANCES - HEARINGS
- 1215 EMPLOYEE RELATIONS - UNIONS - Master Set
- 1215.01 EMPLOYEE RELATIONS - UNIONS - Copy Sets
- 1230 EMPLOYMENT AND STAFFING - GENERAL - Master Set
- 1230.01 EMPLOYMENT AND STAFFING - GENERAL - Copy Sets
- 1235 EMPLOYMENT AND STAFFING - COMPETITIONS - Master Set
- 1235.01 EMPLOYMENT AND STAFFING - COMPETITIONS - Copy Sets
- 1235.02 EMPLOYMENT AND STAFFING - COMPETITIONS - UNSOLICITED APPLICATIONS
- 1240 EMPLOYMENT AND STAFFING - PROGRAMS - Master Set
- 1240.01 EMPLOYMENT AND STAFFING - PROGRAMS - Copy Sets
- 1260 HUMAN RESOURCES PLANNING - GENERAL - Master Set
- 1260.01 HUMAN RESOURCES PLANNING - GENERAL - Copy Sets
- 1265 HUMAN RESOURCES PLANNING - CAREER PLANNING - Master Set
- 1265.01 HUMAN RESOURCES PLANNING - CAREER PLANNING - Copy Sets
- 1270 HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Master Set
- 1270.01 HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Copy Sets
- 1285 OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Master Set
- 1285.01 OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Copy Sets
- 1290 OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Master Set
- 1290.01 OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Copy Sets
- 1295 OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Master Set
- 1295.01 OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Copy Sets
- 1305 PAY AND BENEFITS - GENERAL - Master Set
- 1305.01 PAY AND BENEFITS - GENERAL - Copy Sets
- 1310 PAY AND BENEFITS - PENSION - Master Set
- 1310.01 PAY AND BENEFITS - PENSION - Copy Sets

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- 1325        REPORTS AND STATISTICS - GENERAL
- 1330.01    REPORTS AND STATISTICS - ABSENCE REPORTING - Leave Entitlements Summary
- 1330.02    REPORTS AND STATISTICS - ABSENCE REPORTING - Processing Reports
- 1330.03    REPORTS AND STATISTICS - ABSENCE REPORTING - Statistical Reports
- 1335.01    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - YEARLY SALARY AND WAGE HISTORIES
- 1335.02.1    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS
- 1335.02.2    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy)
- 1335.02.3    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy) – Copy Sets
- 1335.02.4    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION – MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (Microfiche)
- 1335.03    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - DEDUCTIONS AND WITHHOLDINGS REPORTS
- 1335.04    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION – ACCOMMODATION DEDUCTIONS
- 1335.05    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION – STATISTICAL REPORTS
- 1335.06    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - TAXATION REPORTS
- 1335.07    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION – PROCESSING REPORTS
- 1335.08    REPORTS AND STATISTICS - PAYROLL ADMINISTRATION – CHEQUE DISTRIBUTION REPORTS
- 1340        REPORTS AND STATISTICS - PENSIONS
- 1345        REPORTS AND STATISTICS - PERSONNEL MANAGEMENT
- 1350        REPORTS AND STATISTICS - POSITION REPORTING
- 1360        STUDIES AND SURVEYS - Master Set

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- 1360.01 STUDIES AND SURVEYS - Copy Sets
- 1375 TRAINING AND DEVELOPMENT - GENERAL - Master Set
- 1375.01 TRAINING AND DEVELOPMENT - GENERAL - Copy Sets
- 1380 TRAINING AND DEVELOPMENT - DEPARTMENTAL - Master Set
- 1380.01 TRAINING AND DEVELOPMENT - DEPARTMENTAL - Copy Sets
- 1385 TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS -  
Master Set
- 1385.01 TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS –  
Copy Sets
- 1390 TRAINING AND DEVELOPMENT - PRIVATE SECTOR

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1100	<b>PERSONNEL - GENERAL</b>  Medical boards and general administration of personnel management activities not shown elsewhere in this block. Excludes medical board hearings.	3 Y	Destroy
1105	<b>PERSONNEL - POLICY AND PROCEDURES - Master Set</b>  Policy documents covering the hiring, attendance, pay, discipline, training, job related activities, safety of employees and human resources planning.  Superseded or obsolete	5 Y	Destroy
1105.01	<b>PERSONNEL - POLICY AND PROCEDURES - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy
1110	<b>PERSONNEL - EMPLOYEE RECORDS - Master Set</b>  Letter of offer; commencement notice; official oath; personal information such as age, gender, social insurance number, address and citizenship; education; employment history; passport and firearm permits related to employment; notice of promotion; change in employment or pension status; transfer, assignment, termination or retirement; appraisal, disciplinary actions; notations of decision relating to staffing; attendance records and leave; pay and benefits including LTDI; staff development and training; payroll and tax deductions; occupational health and safety; employee assistance; health and life insurance; bonds; master attendance records; probationary periods; classification; names of pension beneficiaries, and other personal data. NOTE: Purged individual disciplinary papers shall be forwarded to the Secretary of the Alberta Records Management Committee for destruction.  *RETENTION CONDITIONS: a) until employee reaches age 70; or b) 10 years after termination (whichever is greater); or c) 10 years after date of death (if employee deceased while employed).  One year after termination or death of employee	0 *	Destroy
1110.01	<b>PERSONNEL - EMPLOYEE RECORDS - Copy Sets</b>  Superseded or obsolete	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1110.02	<b>PERSONNEL - EMPLOYEE LIFE INSURANCE</b>		
	<p>The original signed insurance forms are required because the wet signatures are required by the insurance company to process claims. These documents are extracted from the hardcopy employee file and added to the collection of original signed life insurance forms which is managed manually in conjunction with the electronic employee files.</p>		
	After termination of employee	1 Y	Destroy
1115	<b>PERSONNEL - EMPLOYEE RECORDS - SUPPLEMENTAL</b>		
	<p>Employee records, created on ^as required^ basis, providing additional information on long term disability insurance (LTDI), occupational health and safety, and grievances. NOTE: These files are not part of the official employee record.</p>		
	Superseded or obsolete	10 Y	Destroy
1120	<b>PERSONNEL - COMPLAINTS TO LEGISLATED BODIES</b>		
	<p>A current or former employee may lodge a complaint against the department with Alberta Human Rights Commission or the Ombudsman. Employment Standards complaints will also be included in this item. Includes a copy of the official complaint, correspondence, responses and final disposition of the complaint including the withdrawal of the complaint.</p>		
	Once a decision is rendered OR the complaint dismissed	5 Y	Destroy
1135	<b>ATTENDANCE - GENERAL - Master Set</b>		
	<p>Information on hours of work, flexible hours, requests for overtime, compressed work week, early closing, vacation, illness, special leave, authorized leave, maternity leave, education leave, paid holidays, time off in lieu, overtime including overtime documentation and sabbatical leave.</p>		
	Superseded or obsolete or End of calendar year	10 Y	Destroy
1135.01	<b>ATTENDANCE - GENERAL - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy



<b>Item #</b>	<b>Item Title Description Closure Criteria</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>1140</b>	<b>ATTENDANCE - REPORTING - Master Set</b>  Individual attendance reports, related attachments, and forms relating to permanent, temporary and wage employees, which include project and contract employees. Employee attendance reports, including timesheets, are considered payroll information because they provide supporting documentation on the appropriate pay for an employee. Attendance - Time Certificates - 1145 Personnel - Employee Records - 1110		
	Expiry of attendance year	7 Y	Destroy
<b>1140.01</b>	<b>ATTENDANCE - REPORTING - Copy Sets</b>		
	Expiry of attendance year	6 M	Destroy
<b>1145</b>	<b>ATTENDANCE - TIME CERTIFICATES</b>  Completed attendance related forms for wage employees completed prior to December 31, 1985, including documents for certification of illness. Attendance - Reporting - 1140		
		70 Y	Destroy
<b>1155</b>	<b>AWARDS AND HONOURS</b>  Programs for Achievement awards, honorary awards and long service recognition. Personnel - Employee Records - 1110		
		1 Y	Destroy
<b>1170</b>	<b>CLASSIFICATION - GENERAL - Master Set</b>  Delegation of classification authority, holding classifications (red circled positions); and audits. Policies and Procedures - 1105		
		5 Y	Destroy
<b>1170.01</b>	<b>CLASSIFICATION - GENERAL - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition
1175	<b>CLASSIFICATION - CLASS SERIES - Master Set</b>	Classification of positions by category and group including classification standards, challenges and conversion.		
	Changes to class series	3	Y	Destroy
1175.01	<b>CLASSIFICATION - CLASS SERIES - Copy Sets</b>			
	Changes to class series	0	Y	Destroy
1180	<b>CLASSIFICATION - POSITION DESCRIPTIONS - Master Set</b>	Record of classification decision, reclassification actions, position transfers, classification appeals, changes in duties correspondence and forms relating to payroll position control. Notice of Vacancy, position class title and working title. Budgets - 0655 Personnel Employee Records - 1110		
	Position abolishment or the description no longer aligns with current business needs	3	Y	Destroy
1180.01	<b>CLASSIFICATION - POSITION DESCRIPTIONS - Copy Sets</b>			
	Superseded or obsolete	0	Y	Destroy
1195	<b>EMPLOYEE RELATIONS - GENERAL - Master Set</b>	The code of ethics for Government employees; counselling and retirement programs, including matters such as conduct, conflict of interest situations and morale.		
		2	Y	Destroy
1195.01	<b>EMPLOYEE RELATIONS - GENERAL - Copy Sets</b>			
	Superseded or obsolete	1	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1200	<b>EMPLOYEE RELATIONS - COLLECTIVE BARGAINING</b>		
	Bargaining and collective agreements, including negotiations, bargaining agent certification, interpretation of terms and conditions of employment, and employees excluded from agreements.		
	Superseded or obsolete	10 Y	Destroy
1205	<b>EMPLOYEE RELATIONS - DISCIPLINE - Master Set</b>		
	Disciplinary methods for misconduct, misuse of Government property, discharges, testimony by witnesses, legal opinions, investigations, analysis reports. Personnel - Employee Records Supplemental - 1115		
		3 Y	Destroy
1205.01	<b>EMPLOYEE RELATIONS - DISCIPLINE - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
1210	<b>EMPLOYEE RELATIONS - GRIEVANCES - Master Set</b>		
	Methods for handling grievances and complaints of employees, also demotion and suspension. Personnel - Employee Records - Supplemental - 1115		
	Superseded or obsolete or End of calendar year	10 Y	Destroy
1210.01	<b>EMPLOYEE RELATIONS - GRIEVANCES - Copy Sets</b>		
	Superseded or obsolete or End of calendar year	1 Y	Destroy
1212	<b>EMPLOYEE RELATIONS – GRIEVANCES – HEARINGS</b>		
	_____ _____ _____ _____ _____ _____		
	Date resolved, withdrawn or denied	3 Y	Destroy

<b>Item #</b>	<b>Item Title Description Closure Criteria</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>1215</b>	<b>EMPLOYEE RELATIONS - UNIONS - Master Set</b>  Relationships between management and employees, unions, groups or associations; use of employers^ facilities and union dues, including union representatives and shop steward lists.	3 Y	Destroy
<b>1215.01</b>	<b>EMPLOYEE RELATIONS - UNIONS - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
<b>1230</b>	<b>EMPLOYMENT AND STAFFING - GENERAL - Master Set</b>  Staffing of positions, delegation of staffing authority, employment of disabled persons, employees request for transfer.	5 Y	Destroy
<b>1230.01</b>	<b>EMPLOYMENT AND STAFFING - GENERAL - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
<b>1235</b>	<b>EMPLOYMENT AND STAFFING - COMPETITIONS - Master Set</b>  Competitions and examinations including requests to fill vacancies, interview ratings, eligibility lists, selection profiles, competition bulletins, unsuccessful candidates applications, lists of candidates, competition, summaries, copies of job descriptions, salary range and related correspondence, application requests for hiring employees into a position without a competition.  Closing date of competition	5 Y	Destroy
<b>1235.01</b>	<b>EMPLOYMENT AND STAFFING - COMPETITIONS - Copy Sets</b>  Closing date of competition	1 Y	Destroy
<b>1235.02</b>	<b>EMPLOYMENT AND STAFFING - COMPETITIONS - UNSOLICITED APPLICATIONS</b>  Applications, resumes and related correspondence.	6 M	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1240	<b>EMPLOYMENT AND STAFFING - PROGRAMS - Master Set</b>  Employment programs, such as cooperative work experience programs (Summer) Student Temporary Employment Programs (STEP), Priority Employment Programs (PEP). Also includes departmental guidelines, applications for employment programs and job sharing.  Employment and Staffing - 1230	3 Y	Destroy
1240.01	<b>EMPLOYMENT AND STAFFING - PROGRAMS - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
1260	<b>HUMAN RESOURCES PLANNING - GENERAL - Master Set</b>  Administration of human resources control and planning, such as downsizing, attrition, and redeployment. Excludes projected man-year requirements. Budgets - 0655  Superseded or obsolete or End of calendar year	10 Y	Destroy
1260.01	<b>HUMAN RESOURCES PLANNING - GENERAL - Copy Sets</b>  Superseded or obsolete or End of calendar year	1 Y	Destroy
1265	<b>HUMAN RESOURCES PLANNING - CAREER PLANNING - Master Set</b>  Career development of employees' capabilities through programs of selection, assignments, self development and programmed training. Training and Development - General - 1375	5 Y	Destroy
1265.01	<b>HUMAN RESOURCES PLANNING - CAREER PLANNING - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy

<b>Item #</b>	<b>Item Title Description Closure Criteria</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>1270</b>	<b>HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Master Set</b>  Employee performance appraisal systems process, application, implementation and evaluation.  Superseded or obsolete	10 Y	Destroy
<b>1270.01</b>	<b>HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
<b>1285</b>	<b>OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Master Set</b>  The administration of a safe and healthy working environment, including factors such as noise levels, lighting and stress; evacuation procedures for fire or bomb threats. Disaster Planning - 0190  Superseded or obsolete	3 Y	Destroy
<b>1285.01</b>	<b>OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Copy Sets</b>  Superseded or obsolete	1 Y	Destroy
<b>1290</b>	<b>OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Master Set</b>  Accidents, dangerous substances, and industrial hazards; includes Workers <sup>A</sup> Compensation Board claim information. Risk Management and Insurance - 0760  Superseded or obsolete or End of calendar year	10 Y	Destroy
<b>1290.01</b>	<b>OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Copy Sets</b>  Superseded or obsolete or End of calendar year	1 Y	Destroy
<b>1295</b>	<b>OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Master Set</b>  Occupational health and safety programs, such as the Hearing Conservation Program, Fibrosis Program, and Alberta Government Safety Programs information.  Superseded or obsolete	3 Y	Destroy

<b>Item #</b>	<b>Item Title Description Closure Criteria</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>1295.01</b>	<b>OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
<b>1305</b>	<b>PAY AND BENEFITS - GENERAL - Master Set</b>		
	Administration of salary and wage matters, forms, rates of pay, employee benefits such as, Long Term Disability Insurance (LTDI), life insurance, Blue Cross, Alberta Health Care (AHC) and dental plan and union dues deductions.		
		3 Y	Destroy
<b>1305.01</b>	<b>PAY AND BENEFITS - GENERAL - Copy Sets</b>		
		3 M	Destroy
<b>1310</b>	<b>PAY AND BENEFITS - PENSION - Master Set</b>		
	General documentation for Canada Pension Plan, Public Service Pension Plan, reciprocal transfer agreements, request for pension information (pensionable service).		
	Superseded or obsolete	3 Y	Destroy
<b>1310.01</b>	<b>PAY AND BENEFITS - PENSION - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
<b>1325</b>	<b>REPORTS AND STATISTICS - GENERAL</b>		
	Correspondence relating to reports generation, enquiries, production and distribution. Excludes actual reports.		
		2 Y	Destroy
<b>1330.01</b>	<b>REPORTS AND STATISTICS - ABSENCE REPORTING - Leave Entitlements Summary</b>		
	Annual summary of employee leave entitlements. *Placed on individual employee files annually.		
	Placed on individual employee file	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1330.02	<b>REPORTS AND STATISTICS - ABSENCE REPORTING - Processing Reports</b>  Reports generated to verify, update and correct ATRS (Absence Time Reporting System)	1 M	Destroy
1330.03	<b>REPORTS AND STATISTICS - ABSENCE REPORTING - Statistical Reports</b>  Statistical Reports outlining absence time averages, trends and profiles including LTDI (Long Term Disability Insurance) absences.	2 Y	Destroy
1335.01	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - YEARLY SALARY AND WAGE HISTORIES</b>  Reports generated to facilitate/support/summaries and maintain a historic/ongoing/cumulative records for salaried, wage and temporary staff service employees.	70 Y	Destroy
1335.02.1	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS</b>  Month payroll registers outlining earnings and deductions for all payments made (before January 1, 1986).	70 Y	Destroy
1335.02.2	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy) - Master Set</b>  NOTE: The archival appraisal for this sub-item was not required because the report type fall under 1335.02.1 which as a final disposition of Destroy.	2 Y	Destroy
1335.02.3	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy) - Copy Sets</b>  NOTE: The archival appraisal for this sub-item was not required because the report type fall under 1335.02.1 which as a final disposition of Destroy.	1 M	Destroy



<b>Item #</b>	<b>Item Title Description Closure Criteria</b>	<b>Retention</b>	<b>Final Disposition</b>
1335.02.4	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (Microfiche)</b> NOTE: The archival appraisal for this sub-item was not required because the report type fall under 1335.02.1 which as a final disposition of Destroy.	2 Y	Destroy
1335.03	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - DEDUCTIONS AND WITHHOLDINGS REPORTS</b> Deductions and withholding reports such as CPP, Employment Insurance, AUPE, Blue Cross, Canada Savings Bonds.	1 Y	Destroy
1335.04	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - ACCOMMODATION DEDUCTIONS</b> Accommodation deductions for rent, laundry, room and board.	1 Y	Destroy
1335.05	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - STATISTICAL REPORTS</b>  Statistical reports such as anniversary, employee or position status, listing of employees on LTDI.  Superseded or obsolete	1 M	Destroy
1335.06	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - TAXATION REPORTS</b>  Taxation reports relating to production and distribution of earning records such as T4's, T4A's.  Superseded or obsolete	1 M	Destroy
1335.07	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - PROCESSING REPORTS</b>  Processing report consisting of transaction and reconciliation reports, used to verify, validate, or summarize information generated, direct deposit, by payroll administration system.	2 Y	Destroy

<b>Item #</b>	<b>Item Title Description Closure Criteria</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>1335.08</b>	<b>REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - CHEQUE DISTRIBUTION REPORTS</b> Cheque Distribution reports generated to facilitate verification and handing out of cheques. NOTE: See Appendix C for sub item details.		
	Superseded or obsolete	1 M	Destroy
<b>1340</b>	<b>REPORTS AND STATISTICS - PENSIONS</b>  Reports relating to additional pension contributions, deductions, advances and employee status. Personnel - Employee Records - 1100		
	Superseded or obsolete	1 M	Destroy
<b>1345</b>	<b>REPORTS AND STATISTICS - PERSONNEL MANAGEMENT</b>  Management information system reports relating to personnel activities. - Employee Information Reporting such as alpha, location, class, position listing. - Management Information Reporting such as alpha, location, class, position listing. - Information Listing of wage employee data such as alpha, statistics, position. - Classification Reporting such as position changes and history. - Position and Employee Statistics such as comparisons, transactions, summaries. - Premium Pay Information reporting detailed pay and benefits such as overtime, shift differential. - Organization Charts outlining the organizational structure, changes, listings, updates.		
	Superseded or obsolete	1 Y	Destroy
<b>1350</b>	<b>REPORTS AND STATISTICS - POSITION REPORTING</b>  Reports providing manpower statistics and costs by position number or input code, vacancy reports and summaries.		
	Superseded or obsolete	1 Y	Destroy
<b>1360</b>	<b>STUDIES AND SURVEYS - Master Set</b>  Background information and correspondence relating to personnel management studies, and surveys such as personnel management evaluation and information systems.		
		5 Y	Destroy

<b>Item #</b>	<b>Item Title Description Closure Criteria</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>1360.01</b>	<b>STUDIES AND SURVEYS - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
<b>1375</b>	<b>TRAINING AND DEVELOPMENT - GENERAL - Master Set</b>		
	General administration of training functions and activities such as the overall programming and scheduling of training and development plans.		
		3 Y	Destroy
<b>1375.01</b>	<b>TRAINING AND DEVELOPMENT - GENERAL - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
<b>1380</b>	<b>TRAINING AND DEVELOPMENT - DEPARTMENTAL - Master Set</b>		
	Calendars, course syllabuses, presentation outlines, attendance records, handout material, evaluation reports and comments, seminars, workshops and conferences offered by the department (In-house).		
	Enhancements to or termination of course	3 Y	Destroy
<b>1380.01</b>	<b>TRAINING AND DEVELOPMENT - DEPARTMENTAL - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy
<b>1385</b>	<b>TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS - Master Set</b>		
	Calendars, course syllabuses, presentation outlines, attendance records, handout material, evaluation reports, and comments, seminars, workshops. Includes other levels of government.		
		3 Y	Destroy
<b>1385.01</b>	<b>TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS - Copy Sets</b>		
	Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1390	<b>TRAINING AND DEVELOPMENT - PRIVATE SECTOR</b>  Calendars, brochures, course syllabuses, presentation outlines, attendance records, handout material, evaluation reports and comments, seminars, workshops and conferences offered by companies, corporations, firms and consultants. Also includes universities, colleges and schools.	1 Y	Destroy
1400	<p data-bbox="318 506 638 531"><b>SOURCE DOCUMENTS</b></p> <p data-bbox="318 583 1568 678">Includes the source documents that have been successfully captured: - electronically by scanning or imaging into an electronic records management repository, and/or - scanned and stored on microfilm, microfiche or aperture cards (microform).</p> <p data-bbox="318 720 1568 1083">The process used to scan, image and microfilm source records comply with an applicable standard as determined through a business risk assessment. Adherence to a standard is determined by the level of risk associated with the records series being scanned. The application of a specific standard (no standard, GoA Standard and or/ CAN/CGSB-72.11-93) is implemented prior to commencement of scanning activities. A pre-determined ratio of scanned/imaged documents will be verified against the original source documents as part of the required quality assurance procedures under the selected standard, to ensure that the image quality and scanning process are correct. The verified electronic or microform image is designated the master version and the original source document constitutes a copy. All processes, including creation, capture, receipt, identification, management and protection of records through their life cycle have been documented in a procedures manual as required by the selected standard.</p> <p data-bbox="318 1125 1568 1182">If applicable, the requirements under the Canadian e-evidence standard CAN/CGSB-72.11-93 have been implemented to ensure the legal admissibility of records in court.</p> <p data-bbox="318 1224 1146 1251">This item applies to source records for all items in this schedule.</p> <p data-bbox="318 1287 649 1314">After verification of image</p>	30 D	Destroy

# APPENDIX A

**Deleted**

# APPENDIX B

## 740 – REPORTS AND STATISTICS – FINANCIAL

NOTE: This appendix has not been updated to reflect reports from the IMAGIS Financial System. It is only applicable to reports from the DFS/CFS systems that are still in existence.

Appendix B has been split into two parts.

1. Appendix B – Part 1 (Active)
2. Appendix B – Part 2 (Inactive)

Part 1 (Active) lists the current reports as identified by Alberta Finance. New reports will be inserted under Part 1 (Active) whenever ARDA is revised.

Part 2 (Inactive) lists reports that have changed or have been deleted from the active list. The inactive list serves two purposes.

1. To identify reports that are no longer active or have changed in some way (reference number, name, etc.) These should be processed by the SRO and staff as soon as the retention periods have elapsed.
2. To recognize the fact that retention periods must elapse before disposition action may take place. This process may take effect several years after the originator has changed, amended or dropped the report. The Part 2 inactive list is simply a temporary cost-effective, report-tracking mechanism to aid records disposal.

## APPENDIX B – PART 1 (ACTIVE)

### 740 REPORTS AND STATISTICS - FINANCIAL

Report Number	Report Name	Subitem	Retention
AP-4210	Update Report – MA Transactions	.08	Destroy when superseded or obsolete
AP-4220	Update Report – System Balancing Summary	.08	Destroy when superseded or obsolete
AP-8801	Vendor Purged Report	.08	Destroy when superseded or obsolete
CFSD1016	Returned Cheques by Department	.09	Destroy after Public Accounts are released
CFSD2140	AFF Account/Centre Records	.09	Destroy after Public Accounts are released
CFSD3090	DFS Rejects Report	.09	Destroy after Public Accounts are released
CFSD3115	Cancelled Invoices Report	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
CFSD3121	Extract Invoices Summary Report	.08	Destroy when superseded or obsolete
CFSD3140	Invoice Review Rejects Report	.09	Destroy when superseded or obsolete
CFSD3150	Invoice Batch Rejects Report	.09	Destroy after Public Accounts are released
CFSD3160	Invoice Accepted Transaction Report, signed by Accounting Officer	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Invoice Accepted Transaction Report, unsigned	.09	Destroy after Public Accounts are released
CFSD3240	Purchase Order Review Rejects Report	.09	Destroy after Public Accounts are released
CFSD3250	Purchase Order Batch Reject Report	.09	Destroy after Public Accounts are released
CFSD3260	Purchase Order Accepted Transaction Report	.09	Destroy after Public Accounts are released
CFSD3340	Requisition Review Rejects Report	.09	Destroy after Public Accounts are released
CFSD3350	Requisition Batch Reject Report	.09	Destroy after Public Accounts are released
CFSD3360	Requisition Accepted Transactions Report	.09	Destroy after Public Accounts are released
CFSD3421	Extract Adjustments Summary Report	.08	Destroy when superseded or obsolete
CFSD3440	Adjustment Review Rejects Report	.08	Destroy when superseded or obsolete
CFSD3450	Adjustment Batch Rejects Report	.09	Destroy after Public Accounts are released
CFSD3460	Adjustment Accepted Transaction Report, signed by Accounting Officer	.02	7 fiscal years, destroy 1 fiscal year (copy) destroy
"	Adjustment Accepted Transaction Report, unsigned	.09	Destroy after Public Accounts are released
CFSD3811	Notice of Delay Log	.07	1 month after superseded or obsolete, destroy
CFSD3990	DFS Control Total	.09	Destroy after Public Accounts are released
CFSD5051	G/L Maintenance Reject Transaction Report	.07	1 month after superseded or obsolete, destroy
CFSD5052	DFS Accepted Maintenance Transaction Report	.09	Destroy after Public Accounts are released

<b>Report Number</b>	<b>Report Name</b>	<b>Subitem</b>	<b>Retention</b>
CFSD6140	Rejected Transactions Reports	.07	1 month after superseded or obsolete, destroy
CFSD6144	Department Vendor Report	.09	Destroy after Public Accounts are released
CFSM2019	AFF Rebuild – Available Funds Alert Report	.08	Destroy when superseded or obsolete
CFSM4910	Holdback Account Transaction Report	.08	Destroy when superseded or obsolete
CFSM9030	Hosting Report	.06	1 fiscal year, destroy
CFSM9040	Interest Report	.06	1 fiscal year, destroy
CFSW0010	Departmental Financial System Terminal Listing	.08	Destroy when superseded or obsolete
CFSW0050	Departmental Financial System Operator Restriction Listing	.08	Destroy when superseded or obsolete
CFSW0080	DFS Online Systems Security File Report	.08	Destroy when superseded or obsolete
CFSW2031	Unexpended Budget Report	.08	Destroy when superseded or obsolete
CFSW6036	Regular Vendor File Changes	.08	Destroy when superseded or obsolete
CFSW6037	Departmental Vendor File Changes	.08	Destroy when superseded or obsolete
CFSW6038	Employee Vendor File Changes	.08	Destroy when superseded or obsolete
CFSW6210	Debit Balance Vendor Report	.08	Destroy when superseded or obsolete
CFSW6290	Cumulative Item Purged Report, Quarterly	.02	7 fiscal years, destroy
"	Cumulative Item Purged Report, all others	.09	1 fiscal year (copy), destroy Destroy after Public Accounts are released
CFSW7111	List of Suspense Account Transactions	.09	Destroy after Public Accounts are released
CFSW7113	Payroll Interface Control Totals	.09	Destroy after Public Accounts are released
CFSW7310	Salary Charge Distribution	.09	Destroy after Public Accounts are released
CFSW7410	Wage Charge Distribution	.09	Destroy after Public Accounts are released
CFSY5092	Budget Structure – Synchronization Report, Preliminary Synchronization (Additions, Changes)	.08	Destroy when superseded or obsolete
CFSY5093	Budget Structure – Final Synchronization (Additions, Changes, Deletions)	.08	Destroy when superseded or obsolete
CFSY5100	Budget Structure for DFS List of De-activated – G3 – Account/Centre Combinations	.06	1 fiscal year, destroy
DFSD1010	Cheque Register by Department	.09	Destroy after Public Accounts are released
DFSD3610	CRR Transaction Report	.09	Destroy after Public Accounts are released
DFSD3620	Interface Input Transactions Report, signed by Accounting Officer	.02	7 fiscal years, destroy, 1 fiscal year (copy), destroy
"	Interface Input Transactions Report, unsigned	.09	Destroy after Public Accounts are released
DFSD3690	DFS Interface Control Totals	.09	Destroy after Public Accounts are released
DFSD3991	Daily G/L Input Reconciliation Report	.08	Destroy when superseded or obsolete
DFSM2013	Outstanding Commitment/Encumbrance Details	.08	Destroy when superseded or obsolete
DFSM2014	Outstanding Commitment/Encumbrance Details	.08	Destroy when superseded or obsolete
DFSM3033	Request/Billing Report	.08	Destroy when superseded or obsolete
DFSM3034	Monthly Billing Report	.08	Destroy when superseded or obsolete
DFSM4012	Fixed Asset Expenditures by Centre	.08	Destroy when superseded or obsolete
DFSM4012S	Fixed Assets – Summary Totals	.08	Destroy when superseded or obsolete



<b>Report Number</b>	<b>Report Name</b>	<b>Subitem</b>	<b>Retention</b>
DFSM4021	Expenditure/Budget Comparison by Centre	.06	1 fiscal year, destroy
DFSM4021S	Expenditure/Budget Comparison by Centre Summary	.08	Destroy when superseded or obsolete
DFSM4022	Expenditure/Budget Comparison by Account	.08	Destroy when superseded or obsolete
DFSM4022S	Expenditure/Budget by Account – Summary	.08	Destroy when superseded or obsolete
DFSM4023	Expenditure/Budget Comparison by Organization	.08	Destroy when superseded or obsolete
DFSM4023S	Expenditure/Budget Comparison by Organization – Summary	.08	Destroy when superseded or obsolete
DFSM4031	Expenditure/Budget Comparison by Centre – Account Payable Period	.09	Destroy after Public Accounts are released
DFSM4031S	Expenditure/Budget Comparison by Centre – Summary – Accounts Payable Period	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
DFSM4032	Expenditure/Budget Comparison by Account – Summary – Accounts Payable Period	.08	Destroy when superseded or obsolete
DFSM4033	Expenditure/Budget Comparison by Organization – Accounts Payable Period	.08	Destroy when superseded or obsolete
DFSM4033S	Expenditure/Budget Comparison by Organization – Summary – Accounts Payable Period	.08	Destroy when superseded or obsolete
DFSM6029	Department Vendors by Vendor Number	.08	Destroy when superseded or obsolete
DFSM6030	Departmental Vendors by Vendor Name	.08	Destroy when superseded or obsolete
DFSM9160	Cumulative Employee Expenses	.07	1 month after superseded or obsolete, destroy
DFSQ6032	Employee Vendors in Name Sequence	.08	Destroy when superseded or obsolete
DFSQ6034	Regular Vendors in Name Sequence	.08	Destroy when superseded or obsolete
DFSW2030	Mandatory Budget Control Report	.08	Destroy when superseded or obsolete
DFSW3992	DFS Weekly G/L Input Reconciliation Report	.08	Destroy when superseded or obsolete
DFSW4010	Expenditure Distribution by Centre	.09	Destroy after Public Accounts are released
DFSW4010S	Expenditure Distribution by Centre Summary Totals	.07	1 month after superseded or obsolete, destroy
DFSW4013	Expenditure Distribution by Organization	.08	Destroy when superseded or obsolete
DFSW4013S	Expenditure Distribution by Organization	.08	Destroy when superseded or obsolete
DFSW4090	DFS General Ledger Trial Balance, yearly final summary	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	DFS General Ledger Trial Balance, all others	.09	Destroy after Public Accounts are released
DFSW4090S	DFS General Ledger Trial Balance – Summary	.09	Destroy after Public Accounts are released
DFSX3030	Report Requests by Ledger	.08	Destroy when superseded or obsolete
DFSX3031	Report Requests on File by Report Number	.08	Destroy when superseded or obsolete
DFSX3032	Report – Request Processing Report	.08	Destroy when superseded or obsolete
DFSX5010	Listing of Accounts	.08	Destroy when superseded or obsolete
DFSX5030	G/L Account/Centre Listing	.08	Destroy when superseded or obsolete
DFSX5031	G/L Centre/Account Listing	.08	Destroy when superseded or obsolete
DFSX5032	G/L Centre/Account Listing by Centre	.08	Destroy when superseded or obsolete
DFSX5033	Listing of Accounts	.08	Destroy when superseded or obsolete
DFSX5034	Listing of Centres and Report Description	.08	Destroy when superseded or obsolete
DFSY9175	Purge of GL Closed Years Segment – GMP21	.01	10 fiscal years, destroy
FICS 10151	Master File Maintenance	.08	Destroy when superseded or obsolete
FICS 10362	Transaction Alert	.08	Destroy when superseded or obsolete
FICS 10363	Centre Alert	.08	Destroy when superseded or obsolete

<b>Report Number</b>	<b>Report Name</b>	<b>Subitem</b>	<b>Retention</b>
FICS 10422	CCF Alpha Description Maintenance Listing	.08	Destroy when superseded or obsolete
FICS 10423	Master Control File Maintenance Listing	.08	Destroy when superseded or obsolete
FICS 11500	Batch Proof List	.08	Destroy when superseded or obsolete
FICS 20317	DFS Ledger Trial Balance	.08	Destroy when superseded or obsolete
GAAP1924	Schedule of Accountable Advances	.08	Destroy when superseded or obsolete
GAAP1926	Notice of Indebtedness	.08	Destroy when superseded or obsolete
GAAP1930	Accountable Advances – Travel Claim Activity	.08	Destroy when superseded or obsolete
MUMS3500	Adjustment Report	.05	2 fiscal years, destroy
MUMS3507	Monthly F.T.E. Utilization	.05	2 fiscal years, destroy
MUMS3508	Cumulative F.T.E. Utilization	.05	2 fiscal years, destroy
MUMS3509	Summary of F.T.E. Utilization	.05	2 fiscal years, destroy
MUMS3518	Year-End Utilization	.03	M – 5 fiscal years, destroy C – 2 years, destroy
RICS101	List of RICS Accounts	.08	Destroy when superseded or obsolete
RICS102	RICS – List of Centres by Department, Sub-Dept.	.08	Destroy when superseded or obsolete
RICS103	RICS – List of RICS Centres and Accounts	.08	Destroy when superseded or obsolete
RICS110	Account Activity Report, yearly final summary	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Account Activity Report, all others	.09	Destroy after Public Accounts are released
RICS120	Centre Activity Report, yearly final summary	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Centre Activity Report, all others	.09	Destroy after Public Accounts are released
RICS121	Centre Activity Summary	.09	Destroy after Public Accounts are released

## APPENDIX B – PART 2 (INACTIVE)

### 740 – REPORTS AND STATISTICS – FINANCIAL

Report Number	Report Name	Subitem	Retention
AP-3410	Transaction Validation	.08	Destroy when superseded or obsolete
AP-7009	Debit Balance Vendor Report	.08	Destroy when superseded or obsolete
CFSD3422	Extract Adjustments Grant Totals	.08	Destroy when superseded or obsolete
CFSD9220	Hosting	.07	1 month after superseded or obsolete, destroy
CFSD9230	Travel	.07	1 month after superseded or obsolete, destroy
CFSM2031	Prior Year Mandatory Budget Control	.08	Destroy when superseded or obsolete
CFSM2033	Prior Year Credits	.08	Destroy when superseded or obsolete
CFSM2060	Advertising	.06	1 fiscal year, destroy
CFSW4091	DFS Cumulative General Ledger Trial Balance	.08	Destroy when superseded or obsolete
DFSM9140	Ledger Services	.06	1 fiscal year, destroy
DFSQ6032	Employee Vendors Reference Listing (Name Change)	.08	Destroy when superseded or obsolete
DFSQ6034	Regular Vendor Reference Listing (Name Change)	.08	Destroy when superseded or obsolete
DFSW2020	Centre Listing of Available Funds File	.08	Destroy when superseded or obsolete

## APPENDIX C – PART 1 (ACTIVE)

### REPORTS AND STATISTICS – PERSONNEL

**NOTE: This appendix has not been updated to reflect reports from the IMAGIS Human Resources System. It is only applicable to reports from previous payroll and personnel information systems that are still in existence.**

Report Number	Report Name	Item and Subitem	Retention
AGP1000	Salary Payroll register	1335.02	Before January 1, 1986, 1 year in department, Records Centre for 69 years, destroy After January 1, 1986, (hardcopy) 2 years, destroy After January 1, 1988, (hardcopy) 1 month, destroy After January 1, 1988, (microfiche) 2 years, destroy
AGP1002	Salary Cheque Distribution Register	1335.08	1 month after superseded or obsolete, destroy
AGP1003	LTDI Cheque Register	1335.08	1 month after superseded or obsolete, destroy
AGP1006	Bank Rejects Report	1335.07	2 years, destroy
AGP1012	Status of Processing – Salary System	1335.07	2 years, destroy
AGP1013	Notice of Return – Salary System	1335.07	2 years, destroy
AGP1097	Tax Exemption Report	1335.07	2 years, destroy
AGP1100	Salary Expenditure Estimates	1335.05	1 month after superseded or obsolete, destroy
AGP1121	Departmental Vacancy Register	1335.05	1 month after superseded or obsolete, destroy
AGP1221	Anniversary Report	1335.05	1 month after superseded or obsolete, destroy
AGP1223	Salary Positions by Class	1335.05	1 month after superseded or obsolete, destroy
AGP1245	Position and Appointment Expires	1335.05	1 month after superseded or obsolete, destroy
AGP1270	Group Life Insurance – Ineligible Deductions	1335.03	1 year, destroy
AGP1280	Position Status Report	1335.05	1 month after superseded or obsolete, destroy
AGP1506	Rent Reductions Report	1335.04	1 year, destroy
AGP1508	Room, Board and Laundry Deductions Report	1335.04	1 year, destroy
AGP1517	Assignment Deductions	1335.08	1 month after superseded or obsolete, destroy
AGP1532	Bondholders with Exceptional Balances Report	1335.03	1 year, destroy
AGP1539	Blue Cross Differences	1335.03	1 year, destroy
AGP1580	Group Insurance Zero Premiums	1335.03	1 year, destroy
AGP1605	Salary Summary of Error Messages	1335.07	2 years, destroy

<b>Report Number</b>	<b>Report Name</b>	<b>Item and Subitem</b>	<b>Retention</b>
AGP1635	Summary of Overtime Payments Exceeding 20% of Earnings	1335.07	2 years, destroy
AGP1637	Acting Pay Report	1335.07	2 years, destroy
AGP1649	Zero Sin/Class Number Report	1335.05	1 month after superseded or obsolete, destroy
AGP1670	Monthly Transaction Report	1335.07	2 years, destroy
AGP1695	Centre/Account Code Validation	1335.07	2 years, destroy
AGP1720	Assigned Employee Number – Salary System	1335.07	2 years, destroy
AGP1743	Salary Employee Status Report	1335.05	1 month after superseded or obsolete, destroy
AGP1744	Salary Employee Status Report	1335.05	1 month after superseded or obsolete, destroy
AGP1800	Non-Salary Payroll Register	1335.02	Before January 1, 1986, 1 year in department, Records Centre for 69 years, destroy After January 1, 1986, (hardcopy) 2 years, destroy After January 1, 1988, (hardcopy) 1 month, destroy After January 1, 1988, (microfiche) 2 years, destroy
AGP1810	Wage Duplicate Payment Report	1335.07	2 years, destroy
AGP1815	Document Processing Report	1335.07	2 years, destroy
AGP1820	Late Payment of Wage Time Certificates Report	1335.05	1 month after superseded or obsolete, destroy
AGP1822	Wage Charge File – Centre Code Validation	1335.07	2 years, destroy
AGP1824	Number and Classification of Wage Employees Report	1335.05	1 month after superseded or obsolete, destroy
AGP1825	Status of Processing – Wage System	1335.07	2 years, destroy
AGP1826	Notice of Return – Wage System	1335.07	2 years, destroy
AGP1827	Daily Garnishee Report – Wage System	1335.07	2 years, destroy
AGP1830	Wage Room, Board and Laundry Deductions Report	1335.04	1 year, destroy
AGP1832	Wage Rent Deductions Report	1335.04	1 year, destroy
AGP1833	Wage Assignment Deductions	1335.08	1 month after superseded or obsolete, destroy
AGP1835	Wage Summary of Error Messages	1335.07	2 years, destroy
AGP1865	Retroactive Pay Rate Information Change Report – Wages	1335.07	2 years, destroy
AGP1866	Retroactive Amounts to be Paid – Wage System	1335.07	2 years, destroy
AGP1897	Wage Employee Exemption	1335.07	2 years, destroy
AGP1950	Salary Payroll History	1335.01	1 year in department, Records Centre for 69 years, destroy
AGP1951	Wage Payroll History	1335.01	1 year in Department, Records Centre for 69 years, destroy
AGP1952	Equipment Rental/Truck Haul Histories	1335.01	1 year in Department, Records Centre for 69 years, destroy
AGP1978	Cumulative LDI Deductions	1335.03	1 year, destroy
AGP2505	AHC Rejected Transaction Details	1335.07	2 years, destroy
AGP2510	AHC Difference Listing	1335.07	2 years, destroy
AGP2515	Pre-Payment Reconciliation	1335.07	2 years, destroy
AGP2516	Pre-Payment Alert Report	1335.07	2 years, destroy
AGP2517	Pre-Payment Rate Change Alert Report	1335.07	2 years, destroy

<b>Report Number</b>	<b>Report Name</b>	<b>Item and Subitem</b>	<b>Retention</b>
GATA0003-1	Monthly Taxable Payments – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0003-2	Monthly Totals by Ledger – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0003-3	Monthly Warnings by Ledger – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-1	Tax Adjustments – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-2	Accepted Transaction – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-3	Rejected Transaction – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-4	YTD Taxable Payments – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-5	YTD Totals by Ledger – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-6	YTD Warnings by Ledger – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0015-1	Transaction Details Report	1335.01	1 year in department, Records Centre for 69 years, destroy
GATA0016-2	Transaction Details Report	1335.01	1 year in department, Records Centre for 69 years, destroy

## APPENDIX C – PART 2 (INACTIVE) REPORTS AND STATISTICS – PERSONNEL

<b>Report Number</b>	<b>Report Name</b>	<b>Item and Subitem</b>	<b>Retention</b>
DPC 625	Anniversary Report	1335.05	1 month after superseded or obsolete, destroy
DPC 635A	Department Vacancy Report	1350	1 month after superseded or obsolete, destroy
DPC 647	Salary Positions by Class	1350	1 month after superseded or obsolete, destroy