

## Managing Government Records - Final Quiz - Questions

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1. Which of the following is a transitory record?
  - a. Rough notes that have been used to create a final document
  - b. Photographs
  - c. Treasury Board Submission
  - d. An email documenting a decision
2. If a file had the retention schedule CY+2Y 3Y DE, how long is the active stage?
  - a. 6 years.
  - b. 5 years.
  - c. year of creation plus 2 years
  - d. 1 calendar year
3. You receive an invoice from a courier company. What classification do you use? What is the retention period if you are the OPR?
4. You have some procedures for travel expenses. What classification do you use?
5. You sent an email to your boss requesting a meeting. The meeting is long over. Should you print it out and file it?
6. Pretend you work for the Ministry of Forests and you have some procedures relating to tree harvesting, would you classify them in *ARCS* or *ORCS*?
7. Is it okay to leave your emails in an Outlook folder?
8. What is the schedule number of the Special Schedule for Executive Records? Can any office use it?
9. What does A, SA and FD stand for?
10. Do you need formal written approval from the ministry records management team to destroy transitory records?
11. Can you box DE records with SR records?
12. What is the most obvious difference between *ARCS* and *ORCS*?