

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
<b>This table includes changes to ARCS classifications, retentions and final dispositions made since 1987. It does not include administrative changes (i.e., wording changes, removal of qualifiers, addition of cross-references).</b>				
All non-OPR secondaries		2007-11-22	A standardized non-OPR retention and disposition of SO/nil/DE	
Sections 1-5		1987-12-17	ARCS first approved, encompassed sections 1 to 5	
Section 6		1993-06-16	Added section 6 to ARCS	
Section 5		2007-11-22	<a href="#">See 2007 Section 5 Amendment Summary</a>	
Sections 1, 2, 3, 4 and 6		2011-05-19	<a href="#">See 2011 Edition Amendment Summary of Changes</a>	
Sections 1, 6		2014-04-10	Amendments to sections 1 (100, 340, 358, 432) and 6 (6450).	
<b>SECTION 1</b>				
100	Administration - General	1998-07-29	Changed final disposition from SR to DE.	CY+2y/nil/DE
100-00	Administration - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
100-00	Administration - general - policy and procedures	2011-05-19	Reduced retention period from SO 5y DE	SO/nil/DE
100-01	Administration - General	2003-05-29	Reduced retention period from CY+2y/nil/DE	CY+1y/nil/DE
100-01	Administration - General	2011-05-19	Changed retention period from CY+1y/nil//DE	CY+2y/nil/DE
100-05	Lists, spreadsheets, and registers	2014-04-10	New secondary	SO/nil/DE
100-20	Convenience files	1997-07-29	Changed retention period from 2y/nil/SR	6m/nil/SR
100-20	Convenience files	1998-07-29	Changed final disposition from SR to DE.	6m/nil/DE
100-20	Convenience files	2007-11-22	Changed retention period from 6m/nil/DE.	SO+6m/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
100-20	Convenience files created on or after 1 January 1980	2011-05-19	Title changed to Correspondence convenience files (since 1980/01) Reduced retention period from SO+6m/nil/DE	3m/nil/DE
100-25	Convenience files created prior to 1 January 1980	1998-07-29	New secondary.	NA/NA/SR
100-25	Convenience files created prior to 1 January 1980	2011-05-19	Title changed to Correspondence convenience files (pre-1980/01)	
100-30	Appointment books, calendars, diaries (non-executive)	1998-07-29	Changed final disposition from SR to DE.	SO/nil/DE
100-30	Appointment books, calendars, diaries (non-executive)	2011-05-19	Title changed to Appointment and meeting scheduling records	
102	Administration – Meetings	2011-05-19	Title changed to Administration – Staff Meetings	
102-00	Administration - meetings - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
102-00	Administration - meetings - policy and procedures	2011-05-19	Reduced retention period from SO 5y DE	SO/nil/DE
102-20	Ministry meetings	2011-05-19	Title changed to Staff meetings Changed retention period and final disposition from CY+1y/2y/SR	CY+2y/nil/DE
105	Administration – Organization	2011-05-19	Title changed to Administration – Ministry/Agency organization	
105-00	Administration - organization - policy and procedures	2003-05-29	Changed retention period and final disposition from CY+1y/2y/SR	
105-00	Administration - organization - policy and procedures	2011-05-19	Title changed to Ministry/Agency organization - Policy and procedures Reduced retention period from SO 5y DE	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
105-01	Administration - organization - General	2011-05-19	Title changed to Ministry/Agency organization - General Changed retention period SO+01y/nil/DE	CY+2y/nil/DE
105-02	Ministry organization	2011-05-19	Title changed to Organization charts and organization histories Changed retention period and final disposition from SO+1y/nil/SR	SO/nil/FR
105-03	Branch, region and district organization and responsibilities	1997-07-29	Deleted. Superseded by secondary 105- 20.	
105-04	Ministry administrative history	2011-05-19	Deleted. Superseded by 105-02	
105-05	Reorganization	2011-05-19	Deleted. Superseded by 105-20	
105-06	Regionalization	2011-05-19	Deleted. Superseded by 105-20	
150-05	Reorganization (general information)	1990-07-25	New secondary.	
150-06	Regionalization	1990-07-25	New secondary.	
105-20	Branch, region and district organization and responsibilities	1997-07-29	New secondary.	SO+1y/nil/SR
105-20	Branch, region and district organization and responsibilities	1998-07-29	Added SO note. SO = when organization and/or responsibilities change	
105-20	Branch, region and district organization and responsibilities	2011-05-19	Title changed to Ministry/agency organization files Changed retention period and final disposition from SO+1y/nil/SR	SO/nil/DE
105-30	Organization/re-organization projects	1998-07-29	New secondary.	SO+1y/nil/SR
105-30	Organization/reorganization projects	2011-05-19	Deleted. Superseded by 400-40	
110	Accidents	2011-05-19	Title changed to Equipment-related accident/incident investigations	
110-00	Policy and procedures	2011-05-19	Changed retention period and final disposition from SO/05Y/DE	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
110-20	Specific incidents	2011-05-19	Title changed to Equipment-related accident/incident investigations Increased retention period from SO+6m/2y/DE	SO+1y/2y/DE
116	Accidents - Motor vehicle	1998-07-29	Deleted. Superseded by primary 110.	
120	Legislation - General	2011-05-19	Deleted. Superseded by primary 125	
120-02	Throne speech	1990-07-25	Deleted.	
120-03	Bylaws	1990-07-25	Deleted.	
120-04	Debates	1990-07-25	Deleted.	
125	Legislation – British Columbia	2011-05-19	Title changed to Legislation – General	
125-00	Policy and procedures	2011-05-19	Changed retention period and final disposition from SO/05Y/DE	SO/nil/DE
125-01	General	2011-05-19	Changed retention period and final disposition from SO+1y/nil/DE	CY+2y/nil/DE
125-02	Orders in council (general information)	2011-05-19	Deleted. Superseded by 125-20	
125-03	Comparative studies	2011-05-19	New. Supersedes 120-20 Reduced retention period from SO+1y/nil/SR	SO/nil/DE
125-04	OICs for board appointments	2011-05-19	New secondary	SO+1y/nil/DE
125-20	B.C. government legislation	2011-05-19	Reduced retention period from SO+1y/nil/DE	SO/nil/DE
125-25	Draft legislation and regulations	1993-06-16	New secondary.	SO/nil/DE
125-25	Draft legislation and regulations	2011-05-19	Deleted. Superseded by 125-20	
125-30	Orders in council	2011-05-19	Deleted. Superseded by 125-20	
125-35	B.C. local government bylaws	2011-05-19	New secondary. Reduced retention period from SO+1y/nil/DE	SO/nil/DE
125-40	Canadian provinces' and territories' legislation	2011-05-19	New secondary.	SO/nil/DE
125-50	Federal legislation	2011-05-19	New secondary. Reduced retention period and final disposition from SO+1y/nil/SR	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
125-60	First Nation-enacted legislation	2011-05-19	New secondary. Reduced retention period and final disposition from SO+1y/nil/DE (127-01, -03, 04, 132-20) and changed retention from CY+2y/nil/DE (355-06)	SO/nil/DE
125-70	Foreign legislation	2011-05-19	New secondary. Reduced retention period from SO+1y/nil/DE	SO/nil/DE
127	Legislation - First Nations	2007-11-22	New primary.	
127	Legislation - First Nations	2011-05-19	Deleted. Superseded by primary 125	
130	Legislation – Federal	2011-05-19	Deleted. Superseded by primary 125	
130-00	Legislation - Federal - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
130-25	Approved federal legislation	2003-05-29	Changed final disposition from SR to DE.	
130-35	Approved federal regulations	2003-05-29	Changed final disposition from SR to DE.	
132	Legislation – Foreign	2011-05-19	Deleted. Superseded by primary 125	
134	Legislation – Local Government	2011-05-19	Deleted. Superseded by primary 125	
135	Legislation - Ministerial	2011-05-19	Deleted. Superseded by primary 140.	
135-00	Legislation - ministerial - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
135-01	Legislation - Ministerial - general	2003-05-29	Changed final disposition from SR to DE.	
135-02	Drafting procedures for proposed changes to legislation	2003-05-29	Deleted. Superseded by primary 140.	
135-03	Instructions and forms for preparation of orders in council	2003-05-29	Changed final disposition from SR to DE.	
135-03	Instructions and forms for preparation of orders in council	2011-05-19	Deleted. Superseded by secondary 195-45 Reduced retention period from SO+1y/nil/DE	SO/nil/DE
135-25	Approved ministry/agency regulations	2003-05-29	Changed final disposition from SR to DE.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
135-35	Approved ministry/agency orders in council	2003-05-29	Changed final disposition from SR to DE.	
135-40	Ministry legislation projects	2003-05-29	Deleted. Superseded by primary 140.	
135-45	Approved ministry/agency legislation	2003-05-29	Changed final disposition from SR to DE.	
135-60	Ministerial orders	1990-07-25	New secondary.	
140	Legislation - Development	2003-05-29	New primary.	
140	Legislation – Development	2011-05-19	Title changed to Legislation – Ministry/Agency	
140-00	Policy and procedures	2011-05-19	Reduced retention period from SO/5y/SR	SO/nil/DE
140-01	General	2011-05-19	Changed retention period from SO/nil/DE	CY+2y/nil/DE
140-02	Legislative project register	2011-05-19	Title changed to Legislative project status tracking	
140-03	Legislative program	2011-05-19	New secondary Changed final disposition from SO+1y/nil/SR	SO/nil/FR
140-04	Cabinet legislative decision register	2011-05-19	Deleted. Superseded by 140-02	
140-20	Legislative proposal case files	2011-05-19	Title changed to Legislation development case files Reduced retention period and final disposition from SO+1y/6y/FR	SO/nil/DE
140-30	Request for legislative case files	2011-05-19	Deleted. Superseded by 140-20	
140-40	Draft legislation case files	2011-05-19	Deleted. Superseded by 140-20	
140-50	Subordinate legislation development files	2011-05-19	New secondary Reduced retention period from SO+1y/nil/DE for Emergency orders and SO+1y/5y/SR for all the rest	SO/nil/DE
140-60	Approved ministry/agency-administered legislation	2011-05-19	New secondary Changed retention period and final disposition from SO+1y/nil/DE	SO/nil/FR
145	Legislation – Other provinces	2011-05-19	Deleted. Superseded by primary 125	
145-13	Legislation - Other Provinces - Nunavut	2001-03-19	New secondary.	SO+1y/nil/DE
146	Agreements - General	1990-07-25	New primary.	
146	Agreements - General	1998-07-29	Deleted default SO statement. New SO notes with specifics as to the expiry or approval of agreements.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
146	Agreements – General	2011-05-19	Title changed to Agreement negotiation and management	
146-00	Policy and procedures	2011-05-19	Reduced retention period from SO/5y/SR	SO/nil/DE
146-02	Agreements register	2011-05-19	Changed retention period and disposition from SO+1y/5y/SR	SO/7y/DE
146-20	Draft foreign agreements (other than USA)	2011-05-19	Title changed to Agreement development files Supersedes and merges 146-20, 146-30, 146-40, 148-20, 150-20, 151-20, 152-20, 152-30, 152-40, 152-50, 152-60 and 154-20 Changed retention period and disposition from: <ul style="list-style-type: none"> <li>• SO+1y/5y/SR for 146-20, 146-30, 146-40, 148-20, 150-20, and 154-20</li> <li>• SO+1y/5y/DE for all the rest</li> </ul>	SO/7y/DE
146-25	Approved foreign agreements (other than USA)	2011-05-19	Title changed to Approved extra-provincial agreements (i.e., OIC'd) Changed retention period and disposition from SO+1y/5y/SR SO = upon expiry of agreement and when information is no longer required	SO/7y/DE SO = upon expiry or termination of the agreement, and if applicable, upon completion of audit
146-30	Draft multi-party agreements	2011-05-19	Deleted. Superseded by 146-20	
146-35	Approved multi-party agreements	2011-05-19	Deleted. Superseded by 146-45	
146-40	Other draft agreements	2011-05-19	Deleted. Superseded by 146-20	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
146-45	Other approved agreements	2011-05-19	Title changed to Approved internal and local agreement files (i.e., not OIC'd) Supersedes and merges 146-35, 146-45, 151-25, 152-25, 152-35, 152-45, 152-55, and 152-65 Changed retention period and disposition from: • SO+1y/5/FR for 151-25 • SO+1y/5y/SR for all the rest Change to SO statement	SO/7y/SR SO = upon expiry or termination of the agreement, and if applicable, upon completion of audit
148	Agreements - Federal	1990-07-25	New primary.	
148	Agreements - Federal	1998-07-29	Deleted default SO statement. New SO notes with specifics as to the expiry or approval of agreements.	
148	Agreements – Federal	2011-05-19	Deleted. Superseded by primary 146	
150	Agreements	1990-07-25	Deleted primary and superseded by primary block of primaries 146, 148, 150, 151, 152, and 154.	
150	Agreements - Inter-provincial	1990-07-25	New primary.	
150	Agreements - Inter-provincial	1998-07-29	Deleted default SO statement. New SO notes with specifics as to the expiry or approval of agreements.	
150	Agreements – Inter-provincial	2011-05-19	Deleted. Superseded by primary 146	
151	Agreements - Inter-Ministry	1990-07-25	New primary.	
151	Agreements - Inter-Ministry	1998-07-29	Deleted default SO statement. New SO notes with specifics as to the expiry or approval of agreements.	
151	Agreements – Inter-ministry and inter-agency	2011-05-19	Deleted. Superseded by primary 146	
151-01	Agreements - Inter-Ministry - general	2001-03-19	Changed retention period and disposition of OPR from SO+1y/5y/SR and non-OPR from SO/nil/DE.	CY+2y/nil/DE [non-OPR: CY+1y/nil/DE]



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
151-20	Draft inter-ministry agreements	2001-03-19	Changed final disposition from SR to DE.	
151-25	Approved inter-ministry agreements	2001-03-19	Changed final disposition from SR to FR.	
152	Agreements - Local government	1990-07-25	New primary.	
152	Agreements - Local government	1998-07-29	Deleted default SO statement. New SO notes with specifics as to the expiry or approval of agreements.	
152	Agreements – Local government	2011-05-19	Deleted. Superseded by primary 146	
152-20	Draft municipal agreements(includes negotiations, studies and all other records involved in the development of the agreement)	2003-05-29	Changed final disposition from SR to DE.	
152-30	Draft regional district agreements	2003-05-29	Changed final disposition from SR to DE.	
152-40	Draft improvement district agreements	2003-05-29	Changed final disposition from SR to DE.	
152-50	Draft school district agreements	2003-05-29	Changed final disposition from SR to DE.	
152-60	Other draft local government agreements	2003-05-29	Changed final disposition from SR to DE.	
154	Agreements - U.S.A.	1990-07-25	New primary.	
154	Agreements - United States	1998-07-29	Deleted default SO statement. New SO notes with specifics as to the expiry or approval of agreements.	
154	Agreements – United States	2011-05-19	Deleted. Superseded by primary 146	
155	Appreciation, Complaints, Invitations	1997-07-29	Changed default OPR retention period from CY+1y/nil/DE.	SO/nil/DE
155	Appreciation, Complaints, Invitations	2001-03-19	Changed default non-OPR retention period from CY+1y/nil/DE.	SO/nil/DE
155	Appreciation, complaints, apologies, invitations	2011-05-19	Title changed to Appreciation, complaints, invitations	
155-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/FR	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
155-01	General	2011-05-19	Changed retention period from SO/nil/DE	CY+2y/nil/DE
155-03	Greetings, messages, and cards	2011-05-19	Deleted. Superseded by 155-08	
155-04	Letters of appreciation/thanks	2011-05-19	Title changed to Acknowledgements and regrets	
155-05	Letters of complaint or criticism	2011-05-19	Title changed to Complaints or criticism	
155-06	Letters of condolence or apology	2011-05-19	Deleted. Superseded by 155-04	
155-07	Letters of congratulation	2011-05-19	Deleted. Superseded by 155-04	
155-08	Invitations	2011-05-19	Title changed to Invitations and greetings	
155-09	Letters of Thanks	1990-07-25	Deleted.	
155-10	Letters of introduction	2011-05-19	Deleted. Superseded by 155-08	
155-20	Ombudsperson's investigations	2011-05-19	Changed disposition from SO/2y/SR	SO/2y/FR
155-30	Complaint case files	2011-05-19	New secondary	
160	Associations, clubs, societies	1998-07-29	Added SR note. SR criteria: some pre 1 January 1997 records selectively retained if they reflect operational functions. Post 1 January 1997 will be destroyed	
160	Associations, clubs, societies	2011-05-19	Title changed to Association, club, society voluntary participation	
160-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/DE	SO/nil/DE
160-20	Associations, clubs, societies, etc.	1997-07-29	Changed retention period from CY+2y/nil/SR.	SO/nil/SR SO=when association, club, society, etc. is no longer active and/or file/volume has been closed for one year
160-20	Association, club, and society files	2011-05-19	Title changed to Associations, clubs, societies - since 1997	
160-25	Association, club, and society files – pre-1997	2011-05-19	Title changed to Associations, clubs, societies - pre-1997	
182	Badges, emblems, flags	2011-05-19	Title changed to Badges, emblems, and other visual identifiers	
182-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/DE	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
182-02	Flags/pennants	2011-05-19	Deleted. Superseded by 182-20	
182-03	Emblems/badges	2011-05-19	Deleted. Superseded by 182-20	
182-04	Visual identify program	2011-05-19	Deleted. Superseded by 182-20	
182-20	Ministry/agency visual identity files	2011-05-19	New secondary Changed retention period and disposition from CY+2y/nil/DE	SO+1y/nil/SR
185	Cafeterias and eating facilities	1998-07-29	Re-numbered as primary 520.	
188	Campaigns and canvassing	2011-05-19	Titled changed to Charitable campaigns	
188 (non-OPR)	Campaigns and Canvassing	1993-06-16	Changed non-OPR retention period.	SO/nil/DE
188-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/DE	SO/nil/DE
188-01	General	2011-05-19	Changed retention period from CY+1y/nil/DE	CY+2y/nil/DE
188-02	Savings bond payroll purchase campaigns	2011-05-19	Deleted. Superseded by 188-20	
188-03	Provincial Employees Community Services Fund	2011-05-19	Deleted. Superseded by 188-20	
188-04	Red Cross blood donor clinic	2011-05-19	Deleted. Superseded by 188-20	
188-05	United Way Campaign	2011-05-19	Deleted. Superseded by 188-20	
188-20	Campaign case files	2011-05-19	Title changed to Charitable campaign files Increased retention period from CY+1y/nil/DE	FY+1y/6y/DE
192	Ceremonies and celebrations	2011-05-19	Deleted. Superseded by primary 220	
192-00	Ceremonies and celebrations - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
192-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
195	Circulars, Directives, Orders, Manuals	1993-06-16	Changed default OPR retention period.	SO/nil/DE
195	Circulars, directives, orders, manuals	2011-05-19	Title changed to Circular, directive, and manual development	
195-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
195-01	General	2011-05-19	Changed retention period from SO/nil/DE	CY+2y/nil/DE
195-03	Treasury Board directives	2011-05-19	Deleted. Superseded by 195-45	
195-04	Order in council resumes	2011-05-19	Deleted. Superseded by 125-20	
195-05	Manuals	1993-06-16	New secondary.	SO/nil/DE
195-05	Manuals	2011-05-19	Deleted. Superseded by 195-25	
195-20	Internal ministry circulars, bulletins and directives	2011-05-19	Title changed to Internal circulars, bulletins, and directives	
195-25	Ministry administrative manuals	1993-06-16	New secondary.	SO+1y/2y/SR
195-25	Ministry administrative manuals	2011-05-19	Title changed to Administrative manuals Reduced retention period and disposition from: • SO+1y/2y/SR for the official file copy • SO+1y/2y/DE for development files	SO/2y/DE
195-27	Development files for ministry administrative manuals	1993-06-16	New secondary.	SO+1y/2y/SR
195-27	Development files for ministry administrative manuals	2003-05-29	Changed final disposition from SR to DE.	
195-27	Development files for ministry administrative manuals	2011-05-19	Deleted. Superseded by 195-25	
195-30	Ministry operational manuals	2011-05-19	Title changed to Pre-2009 operational manuals - final Reduced retention period from SO+1y/2y/SR	SO/2y/SR
195-35	Development files for ministry operational manuals	2003-05-29	Changed final disposition from SR to DE.	
195-35	Development files for ministry operational manuals	2011-05-19	Title changed to Pre-2009 operational manual development files Reduced retention period from SO+1y/2y/DE	SO/2y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
195-40	External (to Government of B.C.) circulars, bulletins and directives	2011-05-19	Title changed to External (to B.C. government) circulars/ directives Reduced retention period and disposition from SO+1y/2y/SR	SO/nil/DE
195-45	Central agency (Government of BC) circulars, bulletins and directives	1993-06-16	New secondary.	SO/nil/DE
195-45	Central agency (Government of B.C.) circulars, bulletins and directives	2011-05-19	Title changed to B.C. central agency circulars/directives/ manuals Retention period changed from FY+1y/nil/DE	SO/nil/DE
195-50	Central agency (Government of BC) administrative and operational manuals	1993-06-16	New secondary.	SO/nil/DE
195-50	Central agency (Government of B.C.) administrative and operational manuals	2011-05-19	Deleted. Superseded by 195-45	
200	Committee and Commissions - General	1993-06-16	Changed default OPR and non-OPR retention period.	SO/7y/SR SO = when committee is no longer active and/or file/volume has been closed for one year [non-OPR: SO+1y/nil/DE]
200	Committees and commissions – general	2011-05-19	Title changed to Committees – general	
200-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
200-01	General	2011-05-19	Changed retention period and disposition from SO/5y/SR	CY+2y/nil/DE
200-20	General committees	2011-05-19	Title changed to Committee files	
201	Committees and Commissions - Cabinet	1993-06-16	Changed default OPR retention period and disposition.	3y/12y/FR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
201	Committees and commissions – Cabinet	2011-05-19	Title changed to Committees – Cabinet	
201 (non-OPR)	Committees and Commissions - Cabinet	2003-05-29	Changed non-OPR retention period from CY+1y/nil/DE.	SO/nil/DE
201-00 (non-OPR)	Committees and Commissions - Cabinet - Policy and procedures	1998-07-29	Changed non-OPR retention period from CY+1y/nil/DE.	SO/nil/DE
201-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/FR	SO/nil/FR
201-01	General	2003-05-29	Changed retention period from 3y/12y/FR.	CY+3y/12y/FR
201-01	General	2007-11-22	Changed retention period from 3y/12y/FR and final disposition from FR to DE.	CY+3y/12y/DE
201-20	Cabinet committees	2003-05-29	Changed retention period from 3y/12y/FR.	CY+3y/12y/FR
201-20	Cabinet committees	2007-11-22	Changed final disposition from FR to DE.	CY+3y/12y/DE
201-30	Deputy ministers' committees	2003-05-29	Changed retention period from 3y/12y/FR.	CY+3y/12y/FR
201-30	Deputy ministers' committees	2007-11-22	Changed final disposition from FR to DE.	CY+3y/12y/DE
201-30	Deputy minister Cabinet-related committees	2012-05-31	Changed final disposition from DE to SR	CY+3y/12y/SR SR = The government archives will selectively retain Deputy minister Cabinet-related committee records because they document the provision of advice to Cabinet on major corporate issues. To assist in the selection process, ministries will identify if they are the chair of the committee when they transfer these records to offsite storage.
201-30	Deputy ministers' committees	2011-05-19	Title changed to Deputy minister Cabinet-related committees	
201-40	Ministry cabinet submissions	1993-06-16	Changed retention period.	3y/12y/FR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
201-40	Ministry cabinet submissions	2003-05-29	Changed retention period from 3y/12y/FR.	CY+3y/12y/FR
201-40	Ministry cabinet submissions	2007-11-22	Added FR note: The government archives will fully retain Ministry Cabinet submissions because they document the development of information that goes before Cabinet or its committees or that is incorporated into a Cabinet submission or used as the basis for developing a Cabinet submission. The records have significant evidential value.	
201-40	Ministry cabinet submissions	2011-05-19	Title changed to Ministry/agency cabinet submissions	
202	Committee and Commissions - Ministerial	1993-06-16	Changed default OPR and non-OPR retention period.	SO/7y/SR SO = when committee is no longer active and/or file/volume has been closed for one year [non-OPR: SO+1y/nil/DE]
202	Committees and commissions – Ministerial	2011-05-19	Deleted. Superseded by primary 200	
204	Committee and Commissions - Inter-Ministerial	1993-06-16	Changed default OPR and non-OPR retention period.	SO/7y/SR SO = when committee is no longer active and/or file/volume has been closed for one year [non-OPR: SO+1y/nil/DE]
204	Committees and commissions – Inter-ministerial	2011-05-19	Deleted. Superseded by primary 200	
205	Committee and Commissions - International	1993-06-16	Changed default OPR and non-OPR retention period.	SO/7y/SR SO = when committee is no longer active and/or file/volume has been closed for one year [non-OPR: SO+1y/nil/DE]
205	Committees and commissions – International	2011-05-19	Deleted. Superseded by primary 200	
206	Committee and Commissions - Inter-Provincial/Federal	1993-06-16	Changed default OPR and non-OPR retention period.	SO/7y/SR SO = when committee is no longer active and/or file/volume has been closed for one year [non-OPR: SO+1y/nil/DE]

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
206	Committees and commissions – Inter-provincial/federal	2011-05-19	Deleted. Superseded by primary 200	
210	Communications - General	1993-06-16	Deleted primary. Superseded by primaries 858, and 6860 to 6900.	
212	Communications - Facsimile	1993-06-16	Deleted primary. Superseded by primaries 858, and 6860 to 6900.	
212-30	FAX monthly reports	1990-07-25	New secondary.	
215	Communications - Radio/Telephone	1993-06-16	Deleted primary. Superseded by primaries 858, and 6860 to 6900.	
215-12	Paging systems	1990-07-25	New secondary.	
218	Communications - Teletype/Telex	1993-06-16	Deleted primary. Superseded by primaries 858, and 6860 to 6900.	
220	Conferences, seminars, symposia	2011-05-19	Titled changed to Conferences and events	
220-00	Conferences, seminars, symposia - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
220-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
220-20	Conferences, seminars, symposia	2011-05-19	Title changed to Conference and event files Supersedes and merges 192-20, 220-20, 316-02, 316-20, 336-03, 336-04, and 336-30 Changed final disposition of 192-20, 220-20, 316-20, 336-03, and 336-04 from SR. Changed retention and final disposition of 336-30 from SO+1y,2y, SR	CY+2y/nil/DE
230	Cooperation and Liaison - General	1990-07-25	Changed OPR retention period from CY+2y/2y/DE.	CY+2y/nil/DE
230	Cooperation and liaison – general	2011-05-19	Title changed to Cooperation and liaison	
230-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
230-20	Cooperation and liaison – case files	2011-05-19	Title change to Cooperation and liaison files	
232	Cooperation and Liaison - British Columbia Government	1990-07-25	Changed OPR retention period from CY+2y/2y/DE.	CY+2y/nil/DE
232	Cooperation and Liaison – British Columbia government	2011-05-19	Deleted. Superseded by primary 230	
233	Cooperation and Liaison - Crown Corporations	1990-07-25	Changed OPR retention period from CY+2y/2y/DE.	CY+2y/nil/DE
233	Cooperation and Liaison – Crown Corporations	2011-05-19	Deleted. Superseded by primary 230	
235	Cooperation and Liaison - Federal	1990-07-25	Changed OPR retention period from CY+2y/2y/DE.	CY+2y/nil/DE
235	Cooperation and Liaison – Federal	2011-05-19	Deleted. Superseded by primary 230	
238	Cooperation and Liaison - International	1990-07-25	Changed OPR retention period from CY+2y/2y/DE.	CY+2y/nil/DE
238	Cooperation and Liaison – International	2011-05-19	Deleted. Superseded by primary 230	
240	Cooperation and Liaison - Local government	1990-07-25	Changed OPR retention period from CY+2y/2y/DE.	CY+2y/nil/DE
240	Cooperation and Liaison – Local government	2011-05-19	Deleted. Superseded by primary 230	
242	Cooperation and Liaison - Provincial	1990-07-25	Changed OPR retention period from CY+2y/2y/DE.	CY+2y/nil/DE
242	Cooperation and Liaison – Provincial	2011-05-19	Deleted. Superseded by primary 230	
242-13	Cooperation and Liaison - Provincial - Nunavut	2001-03-19	New secondary.	CY+2y/nil/DE
245	Cooperation and Liaison - Education institutions	1990-07-25	Changed OPR retention period from CY+2y/2y/DE.	CY+2y/nil/DE
245	Cooperation and Liaison – Educational institutions	2011-05-19	Deleted. Superseded by primary 230	
245-30	School districts	1993-06-16	Deleted. Superseded by secondary 240-50.	
250	Corporations, companies, firms	2011-05-19	Deleted. Superseded by Unsolicited Records (schedule 112913) and secondaries 320-30 and 1070-02	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
255-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/FR	SO/nil/DE
255-01	Correspondence Management - general	2003-05-29	Changed retention period from SO+1y/nil/DE.	CY+2y/nil/DE
255-02	Ministry secretarial manuals	1990-07-25	Deleted.	
255-03	Form letter manual	1990-07-25	Deleted.	
255-04	Correspondence guidelines	2011-05-19	Deleted. Superseded by 255-20	
255-05	External standards	1993-06-16	New secondary.	SO+1y/nil/DE
255-05	External standards	2011-05-19	Deleted. Superseded by 255-20	
255-06	Plain language	1993-06-16	New secondary.	SO+1y/nil/DE
255-06	Plain language	2011-05-19	Deleted. Superseded by 255-20	
255-07	Gender inclusive language	1993-06-16	New secondary.	SO+1y/nil/DE
255-07	Gender inclusive language	2011-05-19	Deleted. Superseded by 255-20	
255-20	Correspondence and communication projects	1993-06-16	New secondary.	SO+1y/3y/DE
255-20	Correspondence projects	2003-05-29	Reduced retention period and final disposition from SO+1y/3y/SR	SO+1y/nil/DE SO = when project is complete
255-20	Correspondence projects	2011-05-19	Title changed to Correspondence management files	
255-30	Correspondence tracking	2003-05-29	New secondary.	CY+6y/nil/DE
255-30	Correspondence tracking	2007-11-22	Changed retention period from CY+6y/nil/DE.	CY+9y/nil/DE
265	Delegation of Authority	1990-07-25	New primary.	
265	Delegation of authority	2011-05-19	Scope note updated	
265-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
265-01	General	2011-05-19	Changed retention period and disposition from FY+1y/6y/DE	FY+2y/nil/DE
265-02	Cancelled authorities	2011-05-19	Deleted. Superseded by 265-20	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
265-04	Signature sample cards	1993-06-16	Changed retention period.	SO+1y/6y/DE
265-04	Signature sample cards	2011-05-19	Deleted. Superseded by 265-20	
265-20	Authorizations/matrices	2011-05-19	Title changed to Delegation of authority authorization records	
275	Disaster/emergency measures	2011-05-19	Title changed to Disaster/emergency response planning	
275-00	Disaster/emergency measures - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
275-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
275-01	General	2011-05-19	Changed retention period from SO+1y/nil/DE.	CY+2y/nil/DE
275-02	Emergency evacuation procedures	2003-05-29	Changed final disposition from SR to DE.	
275-02	Emergency evacuation procedures	2011-05-19	Title changed to Emergency, disaster, and fire evacuation planning Reduced retention period from SO+1y/nil/DE	SO/nil/DE
275-03	Civil defence	2003-05-29	Changed final disposition from SR to DE.	
275-03	Civil defence	2011-05-19	Deleted. Superseded by 275-02	
275-04	Disaster planning	2003-05-29	Changed final disposition from SR to DE.	
275-04	Disaster planning	2011-05-19	Deleted. Superseded by 275-02	
275-05	Disaster/emergency response contact list	2011-05-19	Deleted. Superseded by 275-02	
275-20	Disaster/emergency recovery plans	1993-06-16	New secondary.	SO+1y/5y/SR
275-20	Disaster/emergency recovery plans	2011-05-19	Deleted. Superseded by 275-30	
275-25	Disaster/emergency incidents	1993-06-16	New secondary.	SO+1y/5y/SR
275-25	Disaster/emergency incidents	2011-05-19	Title changed to Disaster/emergency incident case files	
275-30	Business continuity plans	1993-06-16	New secondary.	SO+1y/5y/SR
275-30	Business continuity plans	2011-05-19	Changed final disposition from SO+1y/5y/SR	SO+1y/5y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
280	Executive Services - General	1990-07-25	Changed default retention period from CY+2y/nil/SR.	CY+2y/5y/SR
280 (non-OPR)	Executive Services - General	2003-05-29	Changed non-OPR retention period from CY+1y/nil/DE.	SO/nil/DE
280-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
280-01	General	2003-05-29	Reduced retention period and final disposition from CY+1y/5y/SR.	CY+2y/nil/DE
280-20	Executive briefing notes	2003-05-29	Changed retention period from CY+1y/5y/SR.	CY+1y/9y/SR
280-30	Executive correspondence referral replies	2003-05-29	Changed retention period from CY+1y/5y/SR.	CY+1y/9y/SR
280-40	Executive issues	2003-05-29	Changed retention period from SO/nil/SR.	SO/10y/SR
280-40	Executive issues	2011-05-19	Title changed to Executive issues records Changed retention period from SO/10y/SR	SO+1y/9y/SR
282	Executive services – Reporting boards, agencies and crown corporations	2011-05-19	Title changed to Executive services – reporting boards and agencies	
282-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
282-01	General	2011-05-19	Changed retention period from SO/nil/DE	CY+2y/nil/DE
282-20	Boards, agencies, commissions and Crown corporations	2011-05-19	Title changed to Reporting board and agency files Changed final disposition from SO/nil/SR	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
285	Forms management	2013-05-08 (admin amend)	Removed OPR designation of "records officer offices"	
285	Forms management	2011-05-19	Scope note updated; cross-references updated	
285-02	Forms register	1990-07-25	New secondary.	
285-02	Forms register	2003-05-29	Changed final disposition from SR to DE.	
285-20	Ministry forms design	1990-07-25	Changed retention period and final disposition from SO+1y/nil/DE.	SO+1y/nil/SR
285-20	Ministry form design and history files	1998-07-29	Changed final disposition from SR to DE.	SO+1y/nil/DE
285-20	Ministry form design and history files	2011-05-19	Title changed to Forms management files	
285-30	Ministry forms function files	1990-07-25	New secondary.	
285-30	Ministry form function files	2011-05-19	Deleted. Superseded by 285-20	
290	Information and privacy - General	1993-06-16	New primary.	SO/5y/SR [non-OPR: CY+1y/nil/DE]
290-00	Policy and procedures	1993-06-16	New secondary.	SO/5y/SR
290-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
290-01	General	1993-06-16	New secondary.	SO/5y/SR
290-01	Information and privacy - General - general	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
290-01	General	2011-05-19	Changed retention period from CY+1y/nil/DE	CY+2y/nil/DE
290-02	Directory of records	1993-06-16	New secondary.	SO/5y/SR
290-02	Freedom of information directory of records	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
290-02	Freedom of information directory of records	2011-05-19	Title changed to FOI and personal information directories Changed retention period from CY+1y/nil/DE	SO+1y/nil/DE
290-03	Information and privacy - other jurisdictions	1993-06-16	New secondary.	SO/5y/SR
290-03	Information and privacy - other jurisdictions	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
290-03	Information and privacy - Other jurisdictions	2011-05-19	Deleted. Superseded by 290-04	
290-04	Information and privacy - other public bodies	2001-03-19	New secondary.	CY+1y/nil/DE
290-04	Information and privacy - Other public bodies	2011-05-19	Title changed to FOI and privacy matters of other entities	
290-20	Information and privacy investigations	1993-06-16	New secondary.	SO+1y/4y/SR
290-20	Information and privacy investigations	2001-03-19	Changed retention period from SO+1y/4y/FR and added SO note.	SO/5y/FR SO=when not required for reference
290-20	Information and privacy investigations	2011-05-19	Title changed to Information/Privacy Commissioner investigations	
290-30	Information and privacy reviews	1993-06-16	New secondary.	SO+1y/4y/SR
290-30	Information and privacy reviews	2001-03-19	Deleted. Superseded by relevant corresponding request under 292-30 or 292-40.	
290-40	Judicial reviews	1993-06-16	New secondary.	SO+1y/4y/SR
290-40	Judicial reviews	2001-03-19	Deleted. Superseded by relevant corresponding request under 292-30 or 292-40.	
292	Information and privacy - Freedom of information	1993-06-16	New primary.	SO/5y/SR [non-OPR: SO/nil/DE]
292-00	Policy and procedures	1993-06-16	New secondary.	SO/5y/SR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
292-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
292-01	General	1993-06-16	New secondary.	SO/5y/SR
292-01	Information and Privacy - Freedom of Information - general	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
292-01	General	2011-05-19	Changed retention period from CY+1y/nil/DE.	CY+2y/nil/DE
292-02	Request tracking	1993-06-16	New secondary.	SO/5y/SR
292-02	Request tracking	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
292-03	Release of information	1993-06-16	New secondary.	SO/5y/SR
292-03	Release of information	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
292-03	Release of information	2011-05-19	Deleted. Superseded by 292-50	
292-04	Exceptions to disclosure	1993-06-16	New secondary.	SO/5y/SR
292-04	Exceptions to disclosure	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
292-04	Exceptions to disclosure	2011-05-19	Deleted. Superseded by 292-50	
292-05	<i>Public Record Index</i>	1993-06-16	New secondary.	SO/5y/SR
292-05	<i>Public Record Index</i>	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
292-20	Public use records	1993-06-16	New secondary.	SO+2y/nil/DE
292-20	Public use records	2001-03-19	Changed retention period from SO+2y/nil/DE.	SO+1y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
292-20	Public use records	2011-05-19	Title changed to Public use records case files Changed SO statement from: SO = upon publication of the directory of records	SO = when not required for reference
292-25	<i>Public Record Index</i> case files	1993-06-16	New secondary.	SO+1y/nil/DE
292-25	<i>Public Record Index</i> case files	2001-03-19	Provided SO note. SO=upon publication of the Index	
292-27	Information and Privacy - Freedom of Information - Routine release review files	2007-11-22	New secondary.	SO+1y/nil/DE
292-30	FOI requests for general information	1993-06-16	New secondary.	CY+2y/nil/SR



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
292-30	FOI requests for general information	2001-03-19	<p>Changed retention period from CY+2y/nil/SR. SR = The government archives will retain significant &amp; representative FOI request case files. These records provide evidence of the way in which FOI requests are responded to throughout government.</p> <p>A representative sample will be preserved by retaining the files of different public bodies on a rotating basis, that is, by retaining all files sent off-site by a particular public body in a given year.</p> <p>A selection of significant files will also be retained, &amp; boxed separately from other files covered by this secondary. Each time files covered by this secondary are being boxed to send off-site, the relevant DMIP will identify significant files. Significant files include all files that document Commissioner's or judicial reviews. Significant files also include all files relating to requests which the DMIP &amp;/or BC Archives (as the agency with central responsibility for FOI) identify as being important to the history of corporate &amp; ministry FOI requests &amp; responses to them.</p> <p>All files covered by this secondary that are not selected will be destroyed.</p>	SO+1y/5y/SR SO=when request is closed, all avenues of appeal are exhausted, and the information is no longer needed for reference

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
292-30	FOI requests for general information	2011-05-19	Title changed to FOI requests and related complaints Reduced retention period from SO+1y/5y/SR	SO/5y/SR
292-40	FOI request for personal information	1993-06-16	New secondary.	CY+2y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
292-40	FOI request for personal information	2001-03-19	<p>Changed retention period from CY+2y/nil/DE. SR = The government archives will retain significant and representative FOI request case files. These records provide evidence of the way in which FOI requests are responded to throughout government.</p> <p>A representative sample will be preserved by retaining the files of different public bodies on a rotating basis, that is, by retaining all files sent off-site by a particular public body in a given year.</p> <p>A selection of significant files will also be retained, and boxed separately from other files covered by this secondary. Each time files covered by this secondary are being boxed to send off-site, the relevant Director/Manager of Information and Privacy (DMIP) will identify significant files. Significant files include all files that document Commissioner's or judicial reviews. Significant files also include all files relating to requests which the DMIP and/or BC Archives (as the agency with central responsibility for FOI) identify as being important to the history of corporate and ministry FOI requests and responses to them.</p> <p>All files covered by this secondary that are not selected will be destroyed.</p>	SO+1y/2y/SR SO=when request is closed, all avenues of appeal are exhausted, and the information is no longer needed for reference
292-40	FOI requests for personal information	2011-05-19	Increased retention period from SO+1y/2y/SR	SO/5y/SR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
292-45	FOI consultation requests	2001-03-19	New secondary. SR = The government archives will selectively retain FOI consultation request case files because they document the manner in which the Act and related legislation and policies are applied to records held by other jurisdictions. A representative sample will be preserved by retaining the files of different public bodies on a rotating basis, that is, by retaining all files sent off-site by a particular ministry or agency in a given year. All files covered by this secondary that are not selected will be destroyed	SO+1y/5y/SR SO=when request is closed, all avenues of appeal are exhausted, and the information is no longer needed for reference
292-45	FOI consultation requests	2011-05-19	Reduced retention period and changed SO statement from SO+1y/5y/SR SO = when request is closed, all avenues of appeal are exhausted, and the information is no longer needed for reference	SO/5y/DE SO = when request is closed
292-50	Freedom of information issues	1993-06-16	New secondary.	SO/5y/SR
292-50	Freedom of information issues	2001-03-19	Changed retention period from SO/5y/SR. SR = The government archives will retain freedom of information issues case files that document the identification and resolution of significant issues over time. Files kept purely for reference purposes (that is, convenience copies of issues dealt with by other jurisdictions) should be removed and destroyed, upon authorization of the Records Officer, when files are being boxed for transfer to off-site storage.	SO+1y/5y/SR SO=when issue has been resolved, the information is no longer current, and/or the information is no longer required for reference purposes

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
292-50	Freedom of information issues	2011-05-19	Increased retention period from SO+1y/2y/SR SO = when issue has been resolved, the information is no longer current, and/or the information is no longer required for reference purposes	SO/5y/DE
293	Information and privacy - Protection of privacy	1993-06-16	New primary.	SO/5y/SR [non-OPR: SO/nil/DE]
293-00	Policy and procedures	1993-06-16	New secondary.	SO/5y/SR
293-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
293-01	Information and Privacy - Protection of Privacy - general	1993-06-16	New secondary.	SO/5y/SR
293-01	Information and Privacy - Protection of Privacy - general	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
293-01	General	2011-05-19	Changed retention period from CY+1y/nil/DE.	CY+2y/nil/DE
293-02	Release of personal information	1993-06-16	New secondary.	SO/5y/SR
293-02	Release of personal information	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
293-03	Use of personal information	1993-06-16	New secondary.	SO/5y/SR
293-03	Use of personal information	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
293-04	Correction of personal information	1993-06-16	New secondary.	SO/5y/SR
293-04	Correction of personal information	2001-03-19	Changed retention period and disposition of OPR from SO/5y/SR and non-OPR from CY+1y/nil/DE.	CY+1y/nil/DE [non-OPR: SO/nil/DE]
293-05	Collection of personal information	2001-03-19	New secondary.	Cy+1y/nil/DE
293-20	Personal information banks	1993-06-16	New secondary.	SO+1y/4y/SR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
293-20	Personal information banks	2001-03-19	Changed retention period from SO/5y/SR.	SO+1y/5y/DE
293-20	Personal information banks	2011-05-19	Reduced retention period from SO+1y/5y/DE	SO/5y/DE
293-30	Requests to correct personal information	1993-06-16	New secondary.	SO+1y/nil/DE
293-30	Requests to correct personal information	2001-03-19	Changed retention period from SO+1y/nil/DE.	SO+1y/2y/DE
293-30	Requests to correct personal information	2011-05-19	Increased retention period from SO+1y/2y/DE	SO/5y/DE
293-50	Protection of privacy issues	1993-06-16	New secondary.	SO/5y/SR
293-50	Protection of privacy issues	2001-03-19	Changed retention period from SO/5y/SR. SR = The government archives will retain protection of privacy issue case files which document the identification and resolution of significant issues over time. Files kept purely for reference purposes (that is, convenience copies of issues dealt with by other jurisdictions) should be removed and destroyed, upon authorization of the Records Officer, when files are being boxed for transfer to off-site storage.	SO+1y/5y/SR SO=When issue has been resolved, the information is no longer current, and/or the information is no longer required for reference purposes.
293-50	Protection of privacy issues	2011-05-19	Reduced retention period from SO+1y/5y/SR	SO/5y/DE
293-60	Information and Privacy - Protection of Privacy	2007-11-22	New secondary.	SO+1y/nil/DE
295	Information services – General	2011-05-19	Title changed to Communications – General	
295-00	Information services - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
295-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
295-01	General	2011-05-19	Changed retention period from CY+1y/nil/DE	CY+2y/nil/DE
295-02	Government information services	2011-05-19	Deleted. Superseded by the records of the Public Affairs Bureau (Government Communications ORCS)	
295-03	Communications plan	1998-07-29	Changed retention period from CY+2y/nil/SR.	SO+1y/nil/SR SO = upon end of planning cycle
295-04	Newspaper clippings	1998-07-29	Changed retention period from CY+1y/nil/SR.	SO+1y/nil/SR
295-04	Newspaper clippings	2003-05-29	Changed final disposition from SR to DE.	
295-04	Newspaper clippings	2011-05-19	Title changed to News clippings Reduced retention period from SO+1y/nil/DE	SO/nil/DE
295-05	Biographical sketches (or biographies)	2011-05-19	Title changed to Staff biographical sketches and profiles	
295-06	Telephone/contact lists	2011-05-19	New secondary	SO/nil/DE
295-20	Ministry current issues and projects	2011-05-19	Title changed to Current issues files Changed final disposition from CY+2y/nil/SR	CY+2y/nil/DE
295-30	Marketing and advertising files	2011-05-19	New secondary Changed final disposition and SO statement from SO/2y/SR SO = upon completion of the project including post-project review and evaluation	SO/2y/DE SO = upon project completion or cancellation, resolution of issue, or provision of information, whichever is relevant
298	Information Services - Advertising	1997-07-29	Amended SO note. SO = upon completion of the project including post-project review and evaluation	
298	Information services – Advertising	2011-05-19	Deleted. Superseded by primary 295	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
298-20	Advertising projects	2011-05-19	Deleted. Title changed to Marketing and advertising files. Superseded by secondary 295-30. Changed final disposition from SO/2y/SR	SO/2y/DE SO = upon project completion or cancellation, resolution of issue, or provision of information, whichever is relevant.
304	Information services – Articles and manuscripts	2011-05-19	Deleted. Superseded by primary 312	
304-00	Information services - articles and manuscripts - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
304-20	Articles	2011-05-19	Deleted. Superseded by 312-20 Changed retention and final disposition from CY+2y/nil/SR	SO+1y/5y/DE
306	Information Services - Audio-visual aids	1997-07-29	Amended SO note. SO = upon completion of the project including post-project review and evaluation	
306	Information services – Audio-visual aids	2011-05-19	Title changed to Communications – Audio-visual/graphics management	
306-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
306-02	Motion pictures	2011-05-19	Deleted. Superseded by 306-20	
306-03	Slide shows	2011-05-19	Deleted. Superseded by 306-20	
306-04	Videotapes	2011-05-19	Deleted. Superseded by 306-20	
306-20	Audio-visual production project files	2011-05-19	Title changed to Audio-visual and graphics management Changed final disposition from SO/nil/SR	SO/nil/DE
308	Information services – Books and publications - General	2011-05-19	Title changed to Communications – Publications – General	
308-00	Information services - books and publications - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
308-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/FR	SO/nil/DE
308-02	Requests to commit funds	2003-05-29	Changed final disposition from SR to DE.	
308-02	Requests to commit funds (STOB40 planning)	2011-05-19	Deleted. Superseded by 308-40	
308-03	Publication distribution summaries	2003-05-29	Changed final disposition from SR to DE.	
308-03	Publication distribution summaries	2007-11-22	Changed retention period from 10y/nil/DE.	SO+10y/nil/DE
308-03	Publication distribution summaries	2011-05-19	Deleted. Superseded by 308-07	
308-04	Publication initiation forms	2003-05-29	Changed final disposition from SR to DE.	
308-04	Publication initiation forms	2011-05-19	Deleted. Superseded by 308-40	
308-05	Publication inventory	2003-05-29	Changed final disposition from SR to DE.	
308-05	Publication inventory	2011-05-19	Deleted. Superseded by 308-40	
308-06	Publication pricing	2003-05-29	Changed final disposition from SR to DE.	
308-06	Publication pricing	2011-05-19	Deleted. Superseded by 308-40	
308-07	Distribution lists	2003-05-29	Changed final disposition from SR to DE.	
308-07	Distribution lists	2011-05-19	Title changed to Publication distribution lists and summaries Reduced retention period (for 308-03) from SO+10y/nil/DE	SO/nil/DE
308-08	Ministry publication listing	2011-05-19	Deleted. Superseded by 308-40	
308-20	Chargeable publication requests	2003-05-29	Changed final disposition from SR to DE.	FY+2y/nil/DE
308-20	Chargeable publication requests	2007-11-22	Changed retention period from CY+2y/nil/DE.	FY+2y/nil/DE
308-20	Chargeable publication requests	2011-05-19	Increased retention period from FY+2y/nil/DE	FY+1y/6y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
308-40	Publication control and pricing files	2011-05-19	New secondary Changed retention period from CY+2y/nil/DE	FY+2y/nil/DE
312	Information services - books and publications - Individual	1993-06-16	Changed OPR default final disposition.	CY+2y/nil/DE
312	Information services – Books and publications – Individual	2011-05-19	Title changed to Communications – Publications – Individual	
312-00	Information services - books and publications - individual - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
312-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
312-02	Originals used for publications	2011-05-19	Title changed to Originals used for publication Changed final disposition from SO+1y/5y/SR	SO+1y/5y/DE
312-03	Telephone directories	1993-06-16	New secondary.	CY+2y/nil/DE
312-03	Telephone directories	2011-05-19	Deleted. Superseded by 312-20	
312-04	Program directoriesq	1993-06-16	New secondary.	CY+2y/nil/DE
312-04	Program directories (e.g., B.C. Guide)	2011-05-19	Deleted. Superseded by 312-20	
312-05	Completed publications (not covered elsewhere)	2011-05-19	New secondary	
312-20	Ministry publicaion development files	1993-06-16	Changed final disposition.	SO+3y/nil/SR
312-20	Ministry publication development files	2011-05-19	Title changed to Ministry/agency publication development files Changed retention period and disposition from SO+2y/nil/SR (304-20); CY+2y/nil/DE (312-03, 312-04); SO+3y/nil/SR (312-20); and SO/nil/DE (312-25)	SO+1y/5y/DE
312-25	Publication review files	1998-07-29	New secondary.	SO/nil/DE
312-25	Publication review files	2011-05-19	Deleted. Superseded by 312-20	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
316	Information services – Exhibits, fairs, exhibitions	2011-05-19	Deleted. Superseded by primary 220 or 30 When 316-20 superseded by 306-20, changed retention from SO+1y/nil/DE	SO/nil/DE Reduced for 316-20 when superseded by 306-20 SO = upon project completion or cancellation, resolution of issue, or provision of information (whichever is relevant), and when no longer required
316-00	Information services - exhibits, fairs, exhibitions - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
316-02	Distribution records	2003-05-29	Changed final disposition from SR to DE.	
320	Information services – Inquiries	2011-05-19	Title changed to Communications – Inquiries	
320-00	Information services - inquiries - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
320-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
320-02	Inquiry logs and statistics	2011-05-19	New secondary	SO/nil/DE
320-20	Inquiries - telephone conversation notes and responses	1998-07-29	Changed retention period from CY+2y/nil/SR	CY+1y/nil/SR
320-20	Inquiries - telephone conversation notes and responses	2003-05-29	Changed final disposition from SR to DE.	
320-20	Inquiries - Telephone conversation notes and responses	2011-05-19	Deleted. Superseded by 320-30	
320-30	Inquiries - written requests and responses	1998-07-29	Changed retention period from CY+2y/nil/SR	CY+1y/nil/SR
320-30	Inquiries - written requests and responses	2003-05-29	Changed final disposition from SR to DE.	
320-30	Inquiries - Written requests and responses	2011-05-19	Title changed to General inquiries	
320-40	Ministry information resource and reference files (for routine inquiries)	2011-05-19	Title changed to Inquiry response management materials	
324	Information Services – Lectures and speeches	2011-05-19	Title changed to Communications – Speeches and presentations	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
324-00	Information services - lectures and speeches - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
324-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
324-02	Arrangements for speaking engagements	2003-05-29	Changed final disposition from SR to DE.	
324-20	Minister's speeches - individual	2003-05-29	Changed final disposition from SR to DE.	
324-20	Minister's speeches - Individual	2011-05-19	Title changed to Minister's speeches	
324-30	Minister's speeches - Compilation	2011-05-19	Deleted. Superseded by 324-20	
324-40	Ministry staff lectures and speeches	2011-05-19	Title changed to Staff speeches and presentations	
324-45	Speeches - other	1997-07-29	New secondary.	SO/nil/DE
324-45	Speeches - other	2011-05-19	Title changed to Other speeches and presentations	
330	Information services – Media relations	2011-05-19	Title changed to Communications – Media relations	
330-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/FR	SO/nil/DE
330-02	External media releases	2011-05-19	Deleted. Superseded by 330-25	
330-03	Media lists	2003-05-29	Changed final disposition from SR to DE.	
330-03	Media lists	2007-11-22	Changed retention period from CY+2y/nil/DE.	SO/nil/DE
330-03	Media contact lists	2011-05-19	Deleted. Superseded by 295-06	
330-04	Contacts with media	2003-05-29	Changed final disposition from SR to DE.	
330-04	Contacts with media	2011-05-19	Deleted. Superseded by 330-25	
330-20	Media release projects - individual	2003-05-29	Changed final disposition from SR to DE.	
330-20	Media release projects - Individual	2011-05-19	Deleted. Superseded by 330-25	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
330-25	Media relations files	2011-05-19	New secondary Reduced retention period from CY+2y/nil/SR	SO/nil/DE
330-30	Media release projects - Compilation	2011-05-19	Deleted. Superseded by 330-25	
330-40	News conferences	2011-05-19	Deleted. Superseded by 330-25	
330-50	Radio and television interviews	2011-05-19	Deleted. Superseded by 330-25	
334	Information services – Photographs	2011-05-19	Deleted. Superseded by primary 306	
334-00	Information services - photographs - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
334-06	Photographic slides	1993-06-16	New secondary.	CY+2y/nil/SR
336	Information Services - Public programs	1997-07-29	Amended SO note. SO = upon completion of the project including post-project review and evaluation	
336	Information services – Public programs	2011-05-19	Deleted. Superseded by primary 220	
336-20	Public relations projects	2011-05-19	Deleted. Superseded by 400-40 Changed retention and disposition from SO+1y/2y/SR	SO/2y/DE
338	Information services – Research and surveys	2011-05-19	Title changed to Communication – Polls and surveys	
338-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
338-02	Final formal statistical survey summary reports	2011-05-19	New secondary.	SO/nil/FR
338-20	Research issues	2011-05-19	Deleted. Superseded by 295-20	
338-30	Polls and surveys	2011-05-19	Title changed to Polling and surveying records Reduced retention period from CY+2y/nil/SR	SO/nil/DE
340	Information Services - World Wide Web and Internet Sites	2003-05-29	New primary.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
340	Information services – World wide web and internet sites	2011-05-19	Title changed to Communications – Web site management	
340-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
340-01	General	2011-05-19	Changed retention period from CY+1y/nil/DE.	CY+2y/nil/DE
340-02	Computer log files	2011-05-19	Title changed to Web site usage reports	
340-03	On-line search pages and forms	2011-05-19	Deleted. Superseded by secondary -40 Web site management files	
340-04	Webmaster e-mail queries	2011-05-19	Title changed to Web site e-mail queries	
340-30	Simple web site pages	2014-04-10	Revised secondary title (formerly "Simple web sites"), 'covers' qualifier, and SO note, and added a new NOTE	
340-40	Web site management files	2011-05-19	New secondary.	SO/nil/DE
345 (non-OPR)	Intellectual Property	2003-05-29	Changed non-OPR retention period from CY+1y/nil/DE.	SO/nil/DE
345-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
345-03	Patents	2003-05-29	Deleted. Superseded by secondary 345-40.	
345-20	Industrial design registration files	2003-05-29	Changed final disposition from SR to DE.	
345-30	Trade-mark registration files	2003-05-29	Changed final disposition from SR to DE.	
345-35	Offical mark registration files	2003-05-29	New secondary.	SO+2y/nil/DE
345-40	Patent registration files	2003-05-29	Changed retention period and final disposition from SO/17y/SR.	SO/20y/DE
345-50	Copyright files	2003-05-29	Changed final disposition from SR to DE.	
350-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
350-01	General	2011-05-19	Changed retention period from SO+1y/nil/DE	CY+2y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
350-02	Legal opinions register	1993-06-16	New secondary.	SO+1y/nil/SR
350-02	Legal opinions register	2011-05-19	Title changed to Legal document register	
350-03	Subpoenas	1993-06-16	New secondary.	SO+1y/nil/SR
350-03	Subpoenas	2011-05-19	Changed final disposition and SO statement from SO+1y/nil/SR	SO+1y/nil/DE SO = when no longer required to protect the legal interests, rights, and obligations of the government
350-04	Oaths of office	1997-07-29	New secondary.	SO/nil/DE
350-20	Legal issues	2011-05-19	Title changed to Legal files Refined SO statement.	SO = when no longer required to document precedents and protect the legal interests, rights, and obligations of the
350-25	Legal opinions	1993-06-16	New secondary.	SO+1y/nil/SR
350-25	Legal opinions	2011-05-19	Deleted. Superseded by 350-20	
350-30	Judicial decisions	2011-05-19	Deleted. Superseded by 350-20	
350-40	Legal challenges	2011-05-19	Deleted. Superseded by 350-20	
352	Legal Requests for Records	2003-05-29	New primary.	
352-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
355-02	Reports and resolutions	2003-05-29	Changed final disposition from SR to DE.	
355-02	Reports and resolutions	2011-05-19	Deleted. Superseded by 355-07	
355-03	Questions in the house	2011-05-19	Deleted. Superseded by 355-04	
355-04	House briefing notes	2011-05-19	Title changed from House briefing materials and questions Changed retention period from CY+2y/nil/SR	SO/nil/SR SO = upon conclusion of legislative session, and when no longer required for reference purposes
355-05	Throne speech	1990-07-25	New secondary.	
355-05	Throne speech	2003-05-29	Changed final disposition from SR to DE.	
355-05	Throne speech	2011-05-19	Deleted. Superseded by 355-07	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
355-06	Bylaws	1990-07-25	New secondary.	
355-06	Bylaws	2003-05-29	Changed final disposition from SR to DE.	
355-06	Bylaws	2011-05-19	Deleted. Superseded by 125-35 and 125-60	
355-07	Proceedings of the House	1990-07-25	New secondary.	
355-07	Proceedings of the house	2011-05-19	Title changed to House documents	
358	Library and Topical Reference Materials	2014-04-10	Revised primary title (formerly Library/Reference Materials) and scope note	
358-00	Library/reference materials - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
358-20	Library/topical reference materials	2014-04-10	Revised secondary title (formerly "library/reference materials"), new 'covers' and 'does not cover' qualifiers, removed supersedes qualifier, new SO note and new explanatory note.	
358-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
358-20	Library materials	2011-05-19	Title changed to Library/reference materials	
358-30	Manuscripts	2011-05-19	Deleted. Superseded by 358-20	
358-40	Newsletters	2011-05-19	Deleted. Superseded by 358-20	
358-50	Newsletters	2011-05-19	Deleted. Superseded by 358-20	
358-60	Bibliographies	2011-05-19	Deleted. Superseded by 358-20	
358-70	Bulletins	2011-05-19	Deleted. Superseded by 358-20	
360	Library services - general	2011-05-19	Title changed to Library services	
360-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
360-01	General	2011-05-19	Changed retention period from SO+1y/nil/DE	SO/nil/DE
360-02	Data libraries	2011-05-19	Deleted. Superseded by 358-20	
360-20	Acquisition and cataloguing records	2011-05-19	New secondary.	SO/nil/DE
360-30	Circulation and reference records	2011-05-19	New secondary. Increased retention period from SO/nil/DE	SO+1y/nil/DE



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
362	Library services – Accessioning and cataloguing	2011-05-19	Deleted. Superseded by primary 360	
364	Library services – Acquisition	2011-05-19	Deleted. Superseded by primary 360	
364-07	Library purchase order forms	2011-05-19	Deleted. Superseded by secondary 825-02 Increased retention from FY+1y/2y/DE	
366	Library services – Circulation	2011-05-19	Deleted. Superseded by primary 360	
368	Library services - Reference	2011-05-19	Deleted. Superseded by primary 360	
370-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
370-20	Licence and permit files	2011-05-19	Increased retention period from SO/nil/DE SO = upon expiry of the licence	SO/7y/DE SO = upon expiry of the licence or permit
375	Mail, postal, courier and freight services	2011-05-19	Title changed to Postal, courier, and freight services	
375-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
375-01	General	2011-05-19	Changed retention period from SO/nil/DE	CY+2y/nil/DE
375-02	Canada Post	2011-05-19	Title changed to Postal, courier, and freight services	
375-03	Ministry mail delivery system	2011-05-19	Deleted. Superseded by 375-02	
375-04	Government postal services	2011-05-19	Deleted. Superseded by 375-02	
375-05	Private courier services	2011-05-19	Deleted. Superseded by 375-02	
375-06	Mail logbooks (incoming and outgoing)	1998-07-29	Removed SO definition. Ministries to determine own criteria.	
375-06	Mail logbooks (incoming and outgoing)	2011-05-19	Title changed to Postal delivery/courier logs	
375-07	Mailing lists	1990-07-25	Changed OPR retention period from CY+2y/nil/DE and non-OPR from CY+1y/nil/DE.	SO/nil/DE [non-OPR: SO/nil/DE]
375-07	Mailing lists	2011-05-19	Title changed to Postal mailing lists	
375-08	Electronic mail	1998-07-29	Deleted. To be superseded in Section 6.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
375-09	Mail/courier slips	2011-05-19	Title changed to Postal/courier delivery slips	
375-10	Shipment of dangerous goods	1993-06-16	New secondary.	SO/nil/DE
375-10	Shipment of dangerous goods	2011-05-19	Title changed to Dangerous good shipping documents and permits Increased retention period from SO/nil/DE	SO/2y/DE SO = upon delivery of shipment and, if applicable, upon expiry of permit
375-20	Shipment permits	1993-06-16	New secondary.	SO/nil/DE
375-20	Shipment permits	2011-05-19	Deleted. Superseded by 370-20	
380	Management services	2011-05-19	Deleted. Superseded by primary 400	
380-02	Financial	2011-05-19	Deleted. Superseded by secondary 400-01	
380-03	Personnel	2011-05-19	Deleted. Superseded by secondary 400-01	
380-20	Project files	2011-05-19	Deleted. Superseded by secondary 400-40 Reduced retention from SO/5y	SO/2y/DE
390	Office support services – general	2011-05-19	Title changed to Office support services	
390-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
390-02	Office support services	2011-05-19	New secondary.	
390-04	Office procedures manual	1990-07-25	Deleted.	
390-05	Translation services	2011-05-19	Deleted. Superseded by 390-02	
390-06	Duplication and reproduction services	2011-05-19	Deleted. Superseded by 390-02	
390-07	Telephone/switchboard support services	1993-06-16	New secondary.	CY+2y/nil/DE
390-07	Telephone/switchboard support services	2011-05-19	Deleted. Superseded by 390-02	
393	Office support services – Data entry	2011-05-19	Deleted. Superseded by primary 390	
393-00	Office support services - data entry - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
400	Plans and programs - General	1993-06-16	Changed default OPR retention period.	FY+1y/6y/SR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
400	Plans and programs - General	1997-07-29	Changed retention period from FY+1y/6y/SR.	SO+1y/6y/SR
400	Plans and programs – General	2011-05-19	Title changed to Planning, performance, and projects Changed retention from CY+2y/nil/DE	SO/2y/DE (400-20, 40, 50) SO = when no longer required for planning or performance evaluation and reporting (400-20) SO = upon project completion or cancellation (400-40) SO= upon completion of review or evaluation and when corrective action is taken (400-50)
400-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
400-01	General	2011-05-19	Retention reduced from SO+1y/6y/DE	CY+2y/nil/DE
400-02	Privatization	1993-06-16	Deleted.	
400-02	Final annual reports (not covered in an ORCS)	2011-05-19	New secondary. Changed retention period and final disposition from CY+2y/5y/SR	SO/nil/FR
400-03	Standards development	1993-06-16	New secondary.	FY+1y/6y/SR
400-03	Standards development	2011-05-19	Deleted. Superseded by 400-20	
400-04	Modelling	1993-06-16	New secondary.	FY+1y/6y/SR
400-04	Modelling	2011-05-19	Deleted. Superseded by 400-20	
400-05	Goal-setting (objectives)	1993-06-16	New secondary.	FY+1y/6y/SR
400-05	Goal-setting (objectives)	2011-05-19	Deleted. Superseded by 400-20	
400-06	Joint planning strategies	1993-06-16	New secondary.	FY+1y/6y/SR
400-06	Joint planning strategies (inter-agency)	2011-05-19	Deleted. Superseded by 400-20	
400-07	Strategic planning	1993-06-16	New secondary.	FY+1y/6y/SR
400-07	Strategic planning	2011-05-19	Deleted. Superseded by 400-20	
400-08	Business planning	1993-06-16	New secondary.	FY+1y/6y/SR
400-08	Business planning	2011-05-19	Deleted. Superseded by 400-20	
400-09	Mission statements	1993-06-16	New secondary.	SO+1y/6y/SR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
400-09	Mission statements	2011-05-19	Deleted. Superseded by 400-20	
400-10	Final internal strategic and business plans	2011-05-19	New secondary.	SO/nil/FR
400-20	Program planning files	2011-05-19	Title changed to Ministry/agency planning and performance files Supersedes and merges 400-03, 400-04, 400-05, 400-06, 400-07, 400-08, 400-09, 400-20, 400-30, 410-02, 410-03, annual, monthly, quarterly, trimester and weekly planning and performance reports classified under former primaries 440, 442, 444, 446 and 448, 875-02, and 6600 Reduced retention period from SO+1y/6y/SR, FY+3y/nil/DE (875-02)	SO/2y/DE
400-30	Program implementation files	2011-05-19	Deleted. Superseded by 400-20	
400-40	Cross-government and administrative project files	2011-05-19	New secondary. Supersedes and merges 105-30, 295-20, 336-20, 380-20, and 736-05 Reduced retention period from: SO+1y/nil/SR (105-30) SO+1y/2y/SR (336-20); SO/5y/DE (380-20), CY+2y/nil/SR (295-20); FY+1y/nil/DE (736-05)	SO/2y/DE SO = upon project completion or cancellation
400-50	Management review/evaluation of internal programs	2011-05-19	Reduced retention period from FY+1y/5y/SR	SO/2y/DE Reduced SO = upon completion of review or evaluation and when corrective action is taken
405	Project management support	2011-05-19	New primary.	
405-00	Policy and procedures	2011-05-19	New secondary	SO/nil/DE
405-01	General	2011-05-19	New secondary.	CY+2y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
405-02	Project performance reporting to senior management	2011-05-19	New secondary.	SO/nil/DE
405-20	Project performance material development files	2011-05-19	New secondary.	SO/2y/DE SO = upon development and release, or when cancelled
405-30	Project performance practice evaluation files	2011-05-19	New secondary.	SO/2y/DE
410	Plans and programs - Management evaluation	1993-06-16	Changed default OPR retention period.	FY+1y/5y/SR
410	Plans and programs – Management evaluation	2011-05-19	Deleted. Superseded by primary 400	
410-02	Quality assurance	1993-06-16	New secondary.	FY+1y/5y/SR
410-03	Service standards	1993-06-16	New secondary.	FY+1y/5y/SR
410-30	Technical reviews	1990-06-16	New secondary.	
410-30	Technical reviews	1993-06-16	Deleted. Superseded by primary 975.	
415	Protocol	1990-07-25	New primary.	
415-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
415-02	Canadian awards and honours	2011-05-19	Title changed to Canadian awards and honours information	
415-03	Consular Corps	2011-05-19	Title changed to Consular Corps information	
415-04	Provincial precedence lists	2011-05-19	Title changed to Precedence lists	
415-05	Federal precedence lists	2011-05-19	Deleted. Superseded by 415-04	
415-06	Consular precedence lists	2011-05-19	Deleted. Superseded by 415-04	
420	Records Management - General	2014-04-10	Deleted. Superseded by primary 432.	
420-02	Operational standards	1993-06-16	Deleted.	
420-03	ELF (Eliminate Legal Files)	1990-07-25	New secondary.	
420-03	ELF (Eliminate Legal Files)	2011-05-19	Deleted. Superseded by 420-25	
420-04	Vital records	1993-06-16	New secondary.	SO/nil/DE
420-04	Vital records	2011-05-19	Deleted. Superseded by 420-25	
420-05	Records preservation/conservation	1993-06-16	New secondary.	CY+2y/nil/DE
420-05	Records preservation/conservation	2011-05-19	Deleted. Superseded by 420-25	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
420-06	Records management service requests	1993-06-16	New secondary.	SO/nil/DE
420-06	Records management service requests	2014-04-10	Deleted. Superseded by secondary 432-15.	
420-20	Ministry implementation projects	1993-06-16	Deleted. Superseded by primary 428.	
420-25	Records management issues	1993-06-16	New secondary.	SO+2y/nil/SR SO = when the issue has been resolved {non-OPR: SO/nil/DE}
420-25	Records management issues	2011-05-19	Changed retention period and disposition from SO+2y/nil/SR (420-25), CY+2y/nil/DE (420-03, 420-05, 427-04, 427-05),	SO/2y/DE
420-25	Records management issues	2014-04-10	Deleted. Superseded by secondary 432-50.	
420-30	Ministry ORCS design and development projects	1993-06-16	Deleted. Superseded by primary 730.	
420-35	Records management plans	1993-06-16	New secondary.	CY+2y/5y/SR
420-35	Records management plans	2011-05-19	Reduced retention period from SO/5y/DE	SO/2y/DE
420-35	Records management plans	2014-04-10	Deleted. Superseded by secondary 432-60.	
420-40	Records management projects	2011-05-19	New secondary.	SO/2y/DE
420-40	Records management projects	2014-04-10	Deleted. Superseded by secondary 432-60.	SO 2y DE (same)
423	Records management – File control	2011-05-19	Title changed to Records management – File Systems	
423	Records Management - File Systems	2014-04-10	Deleted. Superseded by primary 432.	
423-02	File operations	2003-05-29	Changed final disposition from SR to DE.	
423-02	File operations	2011-05-19	Deleted. Superseded by 423-00	
423-03	Current file lists	1998-07-29	Changed retention period and final disposition from SO/NA/NA (FD=reclassify to 423-04)	SO/nil/DE
423-03	Current file lists	2014-04-10	Deleted. Superseded by secondary 432-10.	SO nil DE (same)

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
423-04	Superseded file lists	1998-07-29	Deleted. Superseded by secondaries 432-20 and 432-30.	
423-05	File retrieval and indexing systems	2007-11-22	Amended SO note. SO = upon expiry of the semi-active period for the records to which the systems refer	
423-05	File retrieval and indexing systems	2011-05-19	Title changed to File retrieval indexes Changed final disposition from SO/nil/SR	SO/nil/DE
423-05	File retrieval indexes	2014-04-10	Deleted. Superseded by secondary 432-10.	SO nil DE (same)
423-06	Records transferred to other jurisdictions	1990-07-25	New secondary.	
423-06	Transfer of legal custody	1993-06-16	New secondary.	CY+2y/5y/SR
423-06	Transfer of legal custody	2007-11-22	Changed retention period from CY+2y/5y/DE.	CY+2y/nil/DE
423-06	Transfer of legal custody	2011-05-19	Deleted. Superseded by 423-20	
423-07	Classification issues and requests	1993-06-16	New secondary.	CY+2y/nil/DE
423-07	Classification issues and requests	2011-05-19	Deleted. Superseded by 420-06	
423-20	Custody management case files	2007-11-22	New secondary.	SO/nil/DE
423-20	Custody management case files	2011-05-19	Title changed to Custody management files	SO/nil/DE
423-20	Custody management files	2014-04-10	Deleted. Superseded by secondary 432-25.	SO/nil/DE (same)
423-30	Records inventories and retention studies	2011-05-19	New secondary.	SO/nil/DE
423-30	Records inventories and retention studies	2014-04-10	Deleted. Superseded by secondary 432-60.	SO/2y/DE (was SO/nil/DE)
425	Records management - inventories	2011-05-19	Deleted. Superseded by primary 423.	
425-00	Records management - inventories - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
425-20	Ministry/agency inventories	2011-05-19	Deleted. Superseded by 423-30 Changed retention and disposition from SO/2y/SR	SO/nil/DE
425-30	Retention studies	2011-05-19	Deleted. Superseded by 423-30 Changed retention from SO/2y/DE	SO/nil/DE
427	Records management – imaging projects	2011-05-19	Deleted. Superseded by secondary 420.	
427-02	Micrographic service requests	2011-05-19	Deleted. Superseded by 420-06. Changed retention from SO+1y/nil/DE	SO/nil/DE
427-03	Technical guidelines	2011-05-19	Deleted. Superseded by 420-40	
427-04	Computer output microfilm (COM)	2011-05-19	Deleted. Superseded by 420-25	
427-05	Digital imaging	1998-07-29	New secondary.	CY+2y/nil/DE
427-05	Digital imaging	2011-05-19	Deleted. Superseded by 420-25	
427-20	Project specifications	2011-05-19	Deleted. Superseded by 420-40	
428	Records management - Projects	1993-06-16	New primary.	SO+2y/nil/DE [non-OPR: SO/nil/DE]
428-00	Records management - projects - policy and procedures	1993-06-16	New secondary.	SO/5y/SR
428-00	Records management - projects - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
428-01	General	1993-06-16	New secondary.	SO+2y/nil/DE
428-02	Ministry/agency proejct registry	1993-06-16	New secondary.	SO+2y/nil/DE
428-02	Ministry/agency project registry	2011-05-19	Deleted. Superseded by secondary 430- 50	
428-20	ARCS implementation projects	1993-06-16	New secondary.	SO+2y/nil/DE
428-20	ARCS implementation projects	2011-05-19	Deleted. Superseded by secondary 430- 50	
428-30	ORCS implementation projects	1993-06-16	New secondary.	SO+2y/nil/DE
428-30	ORCS implementation projects	2011-05-19	Deleted. Superseded by 430-50	
428-35	Other projects	1993-06-16	New secondary.	SO+2y/nil/DE
428-35	Other projects	2011-05-19	Deleted. Superseded by secondary 420- 40	
430	Records management – Retention and disposition schedules	2011-05-19	Title changed to Records management – Schedule management	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
430	Records Management - Schedule Management	2014-04-10	Deleted. Superseded by primary 432.	
430 (non-OPR)	Records management - retention and disposition schedules	1993-06-16	Change default non-OPR retention period.	CY+1y/nil/DE
430 (non-OPR)	Records management - retention and disposition schedules	1997-07-29	Changed non-OPR retention period from CY+1y/nil/DE.	SO/nil/DE
430-00	Records management - retention and disposition schedules - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
430-02	Disposition and schedule applications and corresponding approvals	1993-06-16	Deleted. Superseded by secondary 430-40.	
430-03	Amendment and review correspondence (ARCS)	1993-06-16	Deleted. Superseded by secondary 430-20.	
430-04	Amendment and review correspondence (ORCS)	1993-06-16	Deleted. Superseded by secondary 430-30.	
430-05	Application register	1993-06-16	New secondary.	SO/nil/DE
430-05	Application/schedule tracking	2011-05-19	Title changed to Application/schedule status tracking	
430-05	Application/schedule status tracking	2014-04-10	Deleted. Superseded by 100-05.	SO/nil/DE (same)
430-20	ARCS review and amendment files	1993-06-16	Changed retention period.	SO+1y/nil/DE SO = when ARCS or sections have been approved by the Legislative Assembly and distributed [non-OPR: SO/nil/DE]
430-20	ARCS review and amendment files	2011-05-19	Title changed to Other schedule consultation files	
430-20	Other schedule consultation files	2014-04-10	Deleted. Superseded by secondary 432-45.	
430-25	Government-wide records schedule review and amendment files	1993-06-16	New secondary	SO+1y/nil/DE SO = when schedule has been withdrawn, revised or superseded by another approved schedule {non-OPR: So/nil/DE]
430-25	Government-wide records schedule review and amendment files	2011-05-19	Deleted. Superseded by 430-20	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
430-30	ORCS development, review and amendment files	1993-06-16	Changed retention period.	SO+1y/5y/DE SO = when ORCS or sections have been approved by the Legislative Assembly and distributed [non-OPR: SO/nil/DE]
430-30	ORCS development, review and amendment files	2011-05-19	Title changed to Operational records schedule development/ amendment	
430-30	Operational records schedule development/amendment	2014-04-10	Deleted. Superseded by secondary 432-40.	
430-35	Ongoing records schedule development, review and amendment files	1993-06-16	New secondary.	SO+1y/5y/DE [non-OPR: SO/nil/DE]
430-35	Ongoing records schedule development, review and amendment files	2001-03-19	Added SO note. SO = When ongoing schedule is formally approved or superseded by another schedule, or project is abandoned.	
430-35	Ongoing records schedule development, review and amendment files	2011-05-19	Deleted. Superseded by 430-30	
430-40	Records services applications	1993-06-16	New secondary.	SO+1y/5y/DE [non-OPR: SO+1y/nil/DE]
430-40	Records services applications	1998-07-29	Deleted. Redundant, records retained in 432-20.	
430-40	approved records schedules	2001-03-19	New secondary.	SO+1y/nil/DE
430-40	approved records schedules	2014-04-10	Deleted. Superseded by secondary 432-00	SO/nil/DE (was SO+1y/nilDE)
430-45	OPR designations/matrices	1997-07-29	New secondary.	SO/nil/DE
430-45	OPR designations/matrices	2014-04-10	Deleted. Superseded by secondary 432-12	SO/nil/DE (same)
430-50	Records schedule implementation files	2011-05-19	New secondary. Change in retention period from SO+2y/nil/DE	SO/2y/DE
430-50	Records schedule implementation files	2014-04-10	Deleted. Superseded by secondary 432-60.	SO/2y/DE (same)
432	Records management – Storage, retrieval and final disposition	2011-05-19	Title changed to Records management – Storage and final disposition	
432	Records Management (RM)	2014-04-10	Title changed.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
432-00	Policy and procedures	2014-04-10	Added qualifier. Supersedes secondary 430-40.	SO/nil/DE (same)
423-01	General	2014-04-10	Changed retention period form CY+2y/nil/DE	CY+1y/nil/DE
432-02	Records transfers	1993-06-16	SO definition deleted	
432-02	Records transfers	2011-05-19	Title changed to Records storage, retrieval, disposition reports	
432-02	Records storage, retrieval, disposition records	2014-04-10	Deleted. Superseded by 432-20, 432-30, or 432-35	SO/nil/DE (432-20), CY+30y/nil/DE (432-30), SO+1y/nil/DE (432-35)
432-03	Records retrievals	1993-06-16	New secondary.	CY+2y/nil/DE
432-03	Records retrievals	2011-05-19	Deleted. Superseded by 432-02	
432-04	Access authorizations/restrictions	1993-06-16	New secondary.	CY+2y/nil/DE
432-04	Access authorizations/restrictions	2011-05-19	Deleted. Superseded by 432-02	
432-05	Records dispositions	1993-06-16	Deleted.	
432-06	Records destruction	1993-06-16	New secondary.	CY+2y/nil/DE
432-06	Records destruction	2011-05-19	Deleted. Superseded by 432-02	
432-07	Archival custody	1993-06-16	New secondary.	CY+2y/nil/DE
432-07	Archival custody	2011-05-19	Deleted. Superseded by 432-02	
432-08	Special disposition	1993-06-16	New secondary.	CY+2y/nil/DE
432-08	Special disposition	2011-05-19	Deleted. Superseded by 432-02	
432-09	Accession register	1993-06-16	New secondary.	SO/nil/DE SO = when the ministry or agency no longer requires the information
432-09	Accession register	2014-04-10	Deleted. Superseded by secondary 100-05.	SO/nil/DE (same)
432-10	File lists and indexes	2014-04-10	New secondary. Supersedes 423-03 and 423-05.	SO/nil/DE (same)
432-12	OPR designations/matrices	2014-04-10	New secondary. Supersedes 430-45.	SO/nil/DE (same)
432-15	RM support service requests and responses	2014-04-10	New secondary. Supersedes 420-06 (SO/nil/DE)	CY+1y/nil/DE
432-20	Accession case files	1990-07-25	New secondary.	
432-20	Accession case files	1993-06-16	Changed retention period.	SO+6y/nil/DE [SO+1y/nil/DE]
432-20	Accession case files	1998-07-29	Changed retention period from SO/10y/DE.	SO/nil/DE
432-20	Accession case files	2014-04-10	Revised qualifiers and explanatory notes	SO/nil/DE (same)

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
432-25	Custody management case files	2014-04-10	New secondary. Supersedes 423-20	SO/nil/DE (same)
432-30	Disposal case files	1990-07-25	New secondary.	
432-30	Disposition case files	1993-06-16	Changed retention period.	SO+6y/nil/FR [SO+1y/nil/FR]
432-30	Disposition case files	1998-07-29	Changed retention period of OPR from SO+6y/nil/FR and non-OPR from SO+1y/nil/FR.	SO/6y/FR [non-OPR: SO+1y/nil/DE]
432-30	Disposition case files	2011-05-19	Title changed to Destruction case files Changed retention period from SO/6y/FR	SO+1y/5y/FR
432-30	Destruction case files - authorized internally	2014-04-10	Revised title, retention schedule (SO+1y/5y/FR), qualifiers, and explanatory notes.	CY+30y/nil/DE
432-35	Destruction case files - authorized by central agency	2014-04-10	New secondary.	SO+1y/nil/DE
432-40	Operational records schedule development/amendment files	2014-04-10	New secondary. Supersedes 430-30 (SO+1y/5y/DE).	SO+5y/nil/DE
432-45	Other schedule consultation files	2014-04-10	New secondary. Supersedes 430-20 (SO+1y/nil/DE).	SO/nil/DE
432-50	RM advisory issues case files	2014-04-10	New secondary. Supersedes 420-25 (SO/2y/DE).	SO+5y/nil/DE
432-60	RM projects and plans	2014-04-10	New secondary. Supersedes 420-35 (SO/2y/DE).	SO+2y/nil/DE
440	Reports and Statistics – General	2011-05-19	Title changed to Reporting and Statistical Analysis	
440-00	Reports and statistics - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
440-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
440-02	Reports register	2003-05-29	Changed final disposition from SR to DE.	
440-20	General reports/statistics (special or one-time)	2011-05-19	Title changed to Reports and statistics (not covered elsewhere) Reduced retention period from CY+2y/nil/SR (440-20)	CY+1y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
440-25	Ad hoc reports	1993-06-16	New secondary.	SO/nil/DE
440-25	Ad hoc reports	2011-05-19	Deleted. Superseded by 440-20	
442	Reports and statistics – Annual	2011-05-19	Deleted. Superseded by 400-02 and 400-20	
442-00	Reports and statistics - annual - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
444	Reports and statistics - Monthly	2011-05-19	Deleted. Superseded by secondary 400-20 and primary 440 Changed retention period from CY+1y/nil/DE	SO/2y/DE (400-20) SO = when no longer required for planning or performance evaluation and reporting (400-20)
446	Reports and statistics – Quarterly and trimester	2011-05-19	Deleted. Superseded by secondary 400-20 primary 440 Changed retention period from CY+1y/nil/DE	SO/2y/DE (400-20) SO = when no longer required for planning or performance evaluation and reporting (400-20)
448	Reports and statistics - Weekly	2011-05-19	Deleted. Superseded by secondary 400-20 primary 440 Changed retention period from CY+1y/nil/DE	SO/2y/DE (400-20) SO = when no longer required for planning or performance evaluation and reporting (400-20)
450 (non-OPR)	Risk Management and Insurance	2003-05-29	Changed non-OPR retention period from CY+1y/nil/DE.	SO/nil/DE
450-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
450-02	Insurance coverage requests	2003-05-29	New secondary.	SO+1y/nil/DE
450-02	Insurance coverage requests	2011-05-19	Title changed to Insurance coverage Increased retention period from SO+1y/nil/DE SO = upon renewal or cancellation of insurance coverage	SO+1y/2y/DE Increased SO = when the insurance is replaced with a new policy, or not renewed, or the exposure does not exist anymore
450-20	Insurance claim files	2003-05-29	Changed retention period and final disposition from SO+2y/5y/SR.	SO+3y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
450-20	Insurance claim files	2011-05-19	Title changed to Claims for injury or damage Change in retention period and SO statement from SO+3y/nil/DE SO = when claim is resolved	SO+1y/2y/DE SO = when claim is resolved and closed, and if applicable, when minors named in the claim reach the age of majority (i.e., 19 years)
450-30	Project files	1993-06-16	New secondary.	SO+2y/5y/SR SO = when final complete
450-30	Risk management project files	2003-05-29	Changed retention period and final disposition from SO+2y/5y/SR.	SO+1y/nil/DE
450-30	Risk management project files	2011-05-19	Title changed to Risk management files	
460	Security – General	2011-05-19	Deleted. Superseded by primary 470	
460-02	Release of information	1990-07-25	Deleted.	
460-03	Guidelines from outside agencies	1993-06-16	New secondary. Replaces secondary 462-03.	CY+2y/nil/SR
460-03	Guidelines from outside agencies	2003-05-29	Changed final disposition from SR to DE.	
460-04	Security awareness measures	1993-06-16	New secondary.	CY+2y/nil/SR
460-04	Security awareness measures	2003-05-29	Changed final disposition from SR to DE.	
460-20	Complaint case files	2007-11-22	New secondary.	SO+1y/nil/DE
460-20	Complaint case files	2011-05-19	Deleted. Superseded by 155-30	
462	Security - Information	1990-07-25	New primary.	
462	Security - information technology	1993-06-16	Changed OPR final disposition.	SO/nil/SR
462	Security – Information Technology	2011-05-19	Deleted. Superseded by primary 470	
462-00	Security - information technology - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
462-02	Release of information	1993-06-16	Deleted. Superseded by secondary 292-03.	
462-03	Guidelines from outside agencies	1993-06-16	Deleted. Superseded by secondary 460-03.	
462-04	Personal information banks	1993-06-16	Deleted. Superseded by primary 290.	
462-05	Register of information security incidents	2003-05-29	Changed final disposition from SR to DE.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
462-20	Security incidents/investigations	2003-05-29	Changed final disposition from SR to DE.	
465	Security – Personnel	2011-05-19	Deleted. Superseded by primary 470	
465-02	Identification tags	2011-05-19	Deleted. Superseded by 470-03 Change retention from SO+1y/nil/DE	CY+1y/nil/DE
465-04	Individual access to computer systems	1993-06-16	New secondary.	SO+1y/nil/DE
465-04	Individual access to computer systems	2011-05-19	Deleted. Superseded by 470-40 Change retention from SO+1y/nil/DE	CY+2y/nil/DE
465-25	Security investigations	1993-06-16	New secondary.	SO/5y/DE
465-30	USERIDs - authorizations	1993-06-16	New secondary.	SO/nil/DE SO = when USERID is deleted
465-30	USERIDs and access authorities	2011-05-19	Deleted. Superseded by 470-40 Change retention from SO+3y/nil/DE	CY+2y/nil/DE
465-40	USERIDs - deletions	1993-06-16	New secondary.	CY+2y/nil/DE
470	Security - Physical	2001-03-19	Changed default final disposition from SR to DE.	
470	Security - Physical	2011-05-19	Title changed to Security management	
470-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
470-02	Security distribution and control list	1993-06-16	Changed OPR and non-OPR retention period.	SO/nil/DE [non-OPR: SO/nil/DE]
470-02	Security distribution and control list	2001-03-19	Added SO note. SO= when list is superseded or obsolete	
470-02	Security distribution and control list	2011-05-19	Deleted. Superseded by 470-03	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
470-03	Building security	2011-05-19	Title changed to Security activity and control reports Change retention period from SO+1y/nil/DE (465-02) and SO/nil/DE (470-02) and CY+2y/nil/DE (470-03)	CY+1y/nil/DE
470-04	Intrusion detection systems	2011-05-19	Title changed to Intrusion detection records Changed retention period from CY+2y/nil/DE	SO/nil/DE SO = when reviewed, and if relevant, when action is taken
470-05	Computer protection systems	2011-05-19	Deleted. Superseded by 470-04	
470-06	Threats to security	1990-07-25	New secondary.	
470-06	Threats to security	2011-05-19	Title changed to Security assessments Changed retention period from CY+1y/nil/DE	SO/nil/DE SO = when replaced by new assessment or test and corrective action is taken; or when related computer system, manual process, or activity is obsolete
470-07	Security bulletins	2011-05-19	New secondary.	CY+1y/nil/DE
470-08	Security incident and loss reporting	2011-05-19	New secondary.	CY+2y/nil/DE
470-09	Security-monitored logs	2011-05-19	New secondary.	CY+2y/nil/DE
470-11	Systems security control documentation	2011-05-19	New secondary.	CY+5y/nil/DE
470-20	Security incidents/ investigation	2001-03-19	SR note. SR=The government archives will retain security incidents/investigations case files which cover incidents resulting in significant damage or threat to persons or property. All other files covered by this secondary will be boxed separately and destroyed	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
470-20	Security incidents/investigations	2011-05-19	Title changed to Security incident investigation files Changed retention period and final disposition from SO/2y/DE (462-20), SO/5y/DE (465-25), SO/2y/SR (470-20)	SO+1y/2y/DE
470-25	Security clearance files	2011-05-19	New secondary. Reduced retention period from SO/5y/DE	SO+1y/nil/DE
470-30	Security site files	2011-05-19	New secondary.	
470-40	User IDs and access authority files	2011-05-19	New secondary. Changed retention period from SO+3y/nil/DE (465-30) and SO+1y/nil/DE (465-04)	CY+2y/nil/DE
490	Visits, tours and travel	2011-05-19	Title changed to Visit and trip planning	
490-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
490-20	Dignitary visit case files	2011-05-19	Deleted. Superseded by 490-30	
490-30	Travel case files	2011-05-19	Title changed to Trip planning files	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
<b>This table includes changes to ARCS classifications, retentions and final dispositions made since 1987. It does not include administrative changes (i.e., wording changes, removal of qualifiers, addition of cross-references).</b>				
All non-OPR secondaries		2007-11-22	A standardized non-OPR retention and disposition of SO/nil/DE	
Sections 1-5		1987-12-17	ARCS first approved, encompassed	
Section 6		1993-06-16	Added section 6 to ARCS	
Section 5		2007-11-22	<a href="#">See 2007 Section 5 Amendment Summary</a>	
Sections 1, 2, 3, 4 and 6		2011-05-19	<a href="#">See 2011 Edition Amendment Summary of Changes</a>	
Sections 1, 6		2014-04-10	Amendments to sections 1 (100, 340, 358, 432) and 6 (6450).	
<b>SECTION 2</b>				
500-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
500-01	General	2011-05-19	Changed retention period from CY+2y/nil/DE	FY+1y/nil/DE [non-OPR: SO/nil/DE]
500-02	Accommodation requests and proposals	2011-05-19	New secondary. Increased retention period from CY+2y/3y/DE	FY+1y/6y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
500-03	Building and property subject files	2011-05-19	New secondary. Supersedes and merges 510-08, 525-02, 525-03, 525-05, 525-20, 540-02, 545-02, 545-03, 545-04, 575-02, 575-03, 575-04, 590-02, 590-03, 600-02, 600-03, 600-04, 600-05, 600-06, 600-07, 655-02, 655-03, 655-04, 660-02, and 740-06 Changed retention period and final disposition from: <ul style="list-style-type: none"> <li>• SO/nil/DE (525-02, -03, -05, and -20, 540-02)</li> <li>• CY+2y/nil/SR (590-02)</li> <li>• CY+2y/3y/DE (510-08)</li> <li>• FY+1y/nil/DE (736-06)</li> <li>• CY+2y/nil/DE (all the rest)</li> </ul>	SO/nil/DE
505	Buildings and properties - charges	1998-07-29	Changed retention period of OPR from CY+2y/3y/DE and non-OPR from CY+1y/nil/DE.	FY+1y/nil/DE [non-OPR: SO/nil/DE]
505	Buildings and properties – Charges	2011-05-19	Deleted. Superseded by secondary 925-01	
505-00	Buildings and properties - charges - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
510	Accommodation - General	2011-05-19	Title changed to Accommodation planning	
510-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
510-01	General	2011-05-19	Changed retention period from CY+2y/3y/DE	FY+1y/nil/DE
510-02	As-built drawings - not centrally managed property	2011-05-19	New secondary.	SO/nil/FR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
510-03	Building floor plans	2011-05-19	Title changed to Building floor plans and drawings Changed final disposition from SO/nil/SR	SO/nil/DE
510-04	Ministry consolidation	2011-05-19	Deleted. Superseded by 105-20	
510-05	Space allocation	2011-05-19	Deleted. Superseded by 510-06	
510-06	Space inventory	2011-05-19	Title changed to Space inventory and allocation Changed retention period from CY+2y/3y/DE (510-05). And same for 510-06.	SO/nil/DE
510-07	Tenancy expiry advice	2011-05-19	Deleted. Superseded by 525-30	
510-08	Warehousing	2011-05-19	Deleted. Superseded by 500-03	
510-09	Government employee housing	2011-05-19	Title changed to Government employee residential accommodation units Changed retention period from CY+2y/3y/DE	SO/2y/DE SO = when ministry/agency vacates the property
510-20	Organizational moves	2011-05-19	Title changed to Organizational moves and space transfers Increased retention period from SO/nil/DE	SO/2y/DE
515	Accommodation – Reports and statistics	2011-05-19	Deleted. Superseded by primary 525	
515-00	Accommodation - reports and statistics - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
515-02	Accommodation manual (occupancy charge summary)	2011-05-19	Deleted. Superseded by secondary 195-45.	
520	Cafeterias and eating facilities	2011-05-19	Deleted. Superseded by primary 525	
520-02	Vending machines	2011-05-19	Deleted. Superseded by secondary 525-01	
520-03	Mobile vendors	2011-05-19	Deleted. Superseded by secondary 525-01	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
520-04	Price lists, menus, etc.	2011-05-19	Deleted. Superseded by secondary 525-01	
525	Buildings – General	2011-05-19	Title changed to Building and land management	
525-00	Policy and procedure	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
525-01	General	2011-05-19	Changed retention period from CY+2y/nil/DE	FY+1y/nil/DE
525-02	Building directories	2003-05-29	Changed final disposition from SR to DE.	
525-02	Building directories	2011-05-19	Deleted. Superseded by 500-03	
525-03	Addresses and locations	2003-05-29	Changed final disposition from SR to DE.	
525-03	Addresses and locations	2011-05-19	Deleted. Superseded by 500-03	
525-04	Building standards	2011-05-19	Title changed to Building and space standards	
525-05	Signs	1990-07-25	New secondary.	
525-05	Signs	2011-05-19	Deleted. Superseded by 500-03	
525-06	Design/specification manuals - not centrally created	2011-05-19	New secondary.	SO/nil/FR
525-07	Property management work orders	2011-05-19	New secondary.	FY+2y/nil/DE
525-20	Types of facilities	2011-05-19	Deleted. Superseded by 500-03	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
525-30	Facilities management case files (BCBC)	2011-05-19	Title changed to Building and land case files - centrally managed Changed retention periods and final dispositions from: <ul style="list-style-type: none"> <li>• CY+2y/7y/SR - case files</li> <li>• SO+2y/nil/SR - development, maintenance, and flood control project files, rights-of-way and easements, acquisition and disposal files</li> <li>• SO+2y/3y/DE - parking area project files</li> <li>• SO+2y/nil/DE - repair, fire prevention systems, utility systems, garbage disposal systems, gas systems, electrical systems, and plumbing systems case files</li> <li>• SO+1y/nil/DE - client project status reports</li> <li>• SO/nil/DE - elevator inspection reports and designated parking</li> <li>• CY+2y/3y/DE - accommodation reports</li> <li>• CY+2y/nil/SR – appraisals</li> <li>• CY+2y/nil/DE - inspection reports and disposal of hazardous material</li> </ul>	SO/2y/DE SO = when ministry/agency vacates the property
525-40	Facilities management case files (non-BCBC)	1993-06-16	New secondary.	SO+2y/7y/SR [non-OPR: So/nil/DE]

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
525-40	Facilities management case files (non-BCBC)	2011-05-19	Title changed to Building and land case files - not centrally managed Changed retention periods and final dispositions from: <ul style="list-style-type: none"> <li>• SO+2y/7y/SR - case files</li> <li>• SO+2y/nil/SR - development, maintenance, and flood control project files, and rights-of-way and easements</li> <li>• SO+2y/3y/DE - parking area project files</li> <li>• SO+2y/nil/DE - repair, fire prevention systems, utility systems, garbage disposal systems, gas systems, electrical systems, and plumbing systems case files</li> <li>• SO/nil/DE - elevator inspection reports and designated parking</li> <li>• CY+2y/nil/SR – appraisals</li> <li>• CY+2y/nil/DE - inspection reports</li> </ul>	SO/2y/DE SO = when property is sold or lease is terminated and property vacated
525-45	Contaminant files - not centrally owned properties	2011-05-19	New secondary.	SO/2y/FR SO = when property is sold
525-50	Leases - not centrally managed	2011-05-19	New secondary. Changed retention periods and final dispositions from SO+2y/nil/SR	SO/7y/DE SO = upon termination of lease or upon expiry of indemnity granted to the Province, whichever is later
525-60	Real estate projects - not centrally managed	2011-05-19	New secondary. Increased retention period and final disposition from SO+2y/nil/SR	SO/7y/FR Increased SO = when property is sold, or upon abandonment of acquisition project
530	Buildings – Acquisition	2011-05-19	Deleted. Superseded by primary 525	
535	Buildings – Alterations and repairs	2011-05-19	Deleted. Superseded by primary 525	
535-02	Billing advice – tenant improvements	2011-05-19	Deleted. Superseded by 500-02	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
535-03	Client requests to BCBC	2011-05-19	Deleted. Superseded by 500-02	
540-00	Buildings – Construction – General – Policy and procedures	2011-05-19	Deleted. Superseded by secondary 545- 00 Changed retention and disposition from SO/5y/SR	SO/nil/DE
540-01	Buildings – Construction – General	2011-05-19	Deleted. Superseded by primary 545-01	
540-02	Building codes	2011-05-19	Deleted. Superseded by 500-03	
540-03	Construction of new structures	2011-05-19	Deleted. Superseded by 545-20 and 545- 40	
540-04	Major expansion of existing structures	2011-05-19	Deleted. Superseded by 545-20 and 545- 40	
540-05	Major renovations of existing structures	2011-05-19	Deleted. Superseded by 545-20 and 545- 40	
540-20	Expansion /renovation project files	2011-05-19	Deleted. Superseded by 545-20 and 545- 40	
545	Buildings – Construction – Design and planning	2011-05-19		
545-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
545-02	Architects	2003-05-29	Changed final disposition from SR to DE.	
545-02	Architects	2011-05-19	Deleted. Superseded by 500-03	
545-03	Consultants	2003-05-29	Changed final disposition from SR to DE.	
545-03	Consultants	2011-05-19	Deleted. Superseded by 500-03	
545-04	Contractors	2003-05-29	Changed final disposition from SR to DE.	
545-04	Contractors	2011-05-19	Deleted. Superseded by 500-03	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
545-20	Construction project files (BCBC)	2011-05-19	Title changed to Construction projects - centrally managed Changed retention periods and final dispositions from: <ul style="list-style-type: none"> <li>• SO+2y/3y/SR - construction project files</li> <li>• SO+2y/nil/SR - expansion/renovation project files</li> <li>• SO+2y/nil/DE - cancelled construction project files</li> <li>• CY+2y/nil/SR - construction of new structures and major expansion/renovation of existing structures</li> </ul>	SO/2y/DE SO = upon project completion or cancellation, and when ministry/agency vacates the property
545-30	Cancelled construction project files	2003-05-29	Deleted. Superseded by primary 140.	
545-30	Cancelled construction project files	2011-05-19	Deleted. Superseded by 545-20 and 545-40	
545-40	Construction project files (non-BCBC)	1993-06-16	New secondary.	SO+2y/3y/SR SO = when building is sold or transferred to another government body

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
545-40	Construction project files (non-BCBC)	2011-05-19	Title changed to Construction projects - not centrally managed Changed retention periods and final dispositions from: <ul style="list-style-type: none"> <li>• SO+2y/3y/SR - construction project files</li> <li>• SO+2y/nil/SR - expansion/renovation project files</li> <li>• SO+2y/nil/DE - cancelled construction project files</li> <li>• CY+2y/nil/SR - construction of new structures and major expansion/renovation of existing structures</li> </ul>	SO/7y/DE SO = when property is sold or lease is terminated and property vacated, and upon expiry of applicable warranties
550	Buildings – Damages	2011-05-19	Deleted. Superseded by primary 470-08	
550 (non-OPR)	Buildings - Damages	2003-05-29	Changed non-OPR retention period from CY+1y/nil/DE.	SO/nil/DE
550-02	Vandalism and theft	2003-05-29	Changed final disposition from SR to DE.	
550-02	Vandalism and theft	2011-05-19	Deleted. Superseded by 470-08	
550-03	Flooding	2011-05-19	Deleted. Superseded by 470-06	
550-20	Investigation case files	2003-05-29	Deleted. Superseded by primary 450.	
555	Buildings – Disposal	2011-05-19	Deleted. Superseded by primary 525	
560	Buildings – Fires – General	2011-05-19	Deleted. Superseded by primary 275	
560-02	Fire evacuation planning	2011-05-19	Deleted. Superseded by secondary 275-02	
560-20	Fire report files	2011-05-19	Deleted. Superseded by secondary 275-25 Changed retention from SO+2y/nil/SR	SO+1y/5y/SR
565	Buildings – Fires – Automatic sprinklers and alarm systems	2011-05-19	Deleted. Superseded by primary 525	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
565-00	Buildings - fires - automatic sprinklers and alarm systems - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
575	Buildings – Maintenance	2011-05-19	Deleted. Superseded by primary 525	
575-00	Buildings - maintenance - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
575-02	Janitorial services	2011-05-19	Deleted. Superseded by 500-03	
575-03	Painting	2011-05-19	Deleted. Superseded by 500-03	
575-04	Elevators	2011-05-19	Deleted. Superseded by 500-03	
575-20	Elevator inspection reports	2011-05-19	Deleted. Superseded by 525-40 Changed retention period from SO/nil/DE	SO/2y/DE
575-30	Inspection reports	2011-05-19	Changed retention period from CY+2y/nil/DE	
590	Lands – General	2011-05-19	Deleted. Superseded by primary 500	
590-02	Inventory	1990-07-25	New secondary.	
590-03	Zoning	1990-07-25	New secondary.	
590-03	Zoning	2003-05-29	Changed final disposition from SR to DE.	
595	Lands – Acquisition	2011-05-19	Deleted. Superseded by primary 525	
595-02	Appraisals	1990-07-25	New secondary.	
600	Lands – Development and maintenance	2011-05-19	Deleted. Superseded by primary 525	
600-02	Fencing	2003-05-29	Changed final disposition from SR to DE.	
600-02	Fencing	2011-05-19	Deleted. Superseded by 500-03	
600-03	Grounds maintenance	2003-05-29	Changed final disposition from SR to DE.	
600-03	Grounds maintenance	2011-05-19	Deleted. Superseded by 500-03	
600-04	Landscaping	2003-05-29	Changed final disposition from SR to DE.	
600-04	Landscaping	2011-05-19	Deleted. Superseded by 500-03	
600-05	Snow removal	2003-05-29	Changed final disposition from SR to DE.	
600-05	Snow removal	2011-05-19	Deleted. Superseded by 500-03	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
600-06	Walkways (sidewalks etc.)	2003-05-29	Changed final disposition from SR to DE.	
600-06	Walkways (sidewalks, etc.)	2011-05-19	Deleted. Superseded by 500-03	
600-07	Signs	1990-07-25	New secondary.	
600-07	Signs	2003-05-29	Changed final disposition from SR to DE.	
600-07	Signs	2011-05-19	Deleted. Superseded by 500-03	
605	Lands – Disposal	2011-05-19	Deleted. Superseded by primary 525	
610	Lands – Disposition	2011-05-19	Deleted. Superseded by primary 525	
620	Lands – Flood control	2011-05-19	Deleted. Superseded by primary 525	
630	Lands – Parking areas	2011-05-19	Lands – Parking areas	
630-00	Lands - parking areas - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
630-02	Designated parking (master plan)	2003-05-29	Changed final disposition from SR to DE.	
630-20	Parking area project files	2003-05-29	Changed final disposition from SR to DE.	
650	Utilities – General	2011-05-19	Deleted. Superseded by primary 500	
650-00	Utilities - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
650-02	Energy conservation	1993-06-16	New secondary.	CY+2y/nil/DE
655	Utilities – Environmental control	2011-05-19	Deleted. Superseded by primary 525	
655-00	Utilities - environmental control - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
655-02	Heating systems	2011-05-19	Deleted. Superseded by 500-03	
655-03	Air conditioning/ventilation	2011-05-19	Deleted. Superseded by 500-03	
655-04	Humidity control	2011-05-19	Deleted. Superseded by 500-03	
660	Utilities – Garbage disposal	2011-05-19	Deleted. Superseded by primary 525	
660-00	Utilities - garbage disposal - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
660-02	Disposal of hazardous materials	2011-05-19	Deleted. Superseded by 500-03 and 525-30	
665	Utilities – Gas	2011-05-19	Deleted. Superseded by primary 525	
665-00	Utilities - gas	2003-05-29	Changed final disposition from SR to DE.	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
675	Utilities – Lighting and electrical	2011-05-19	Deleted. Superseded by primary 525	
675-00	Utilities - lighting and electrical - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
680	Utilities – Water and plumbing	2011-05-19	Deleted. Superseded by primary 525	
680-00	Utilities - water and plumbing	2003-05-29	Changed final disposition from SR to DE.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
<b>This table includes changes to ARCS classifications, retentions and final dispositions made since 1987. It does not include administrative changes (i.e., wording changes, removal of qualifiers, addition of cross-references).</b>				
All non-OPR secondaries		2007-11-22	A standardized non-OPR retention and disposition of SO/nil/DE	
Sections 1-5		1987-12-17	ARCS first approved, encompassed	
Section 6		1993-06-16	Added section 6 to ARCS	
Section 5		2007-11-22	<a href="#">See 2007 Section 5 Amendment Summary</a>	
Sections 1, 2, 3, 4 and 6		2011-05-19	<a href="#">See 2011 Edition Amendment Summary of Changes</a>	
Sections 1, 6		2014-04-10	Amendments to sections 1 (100, 340, 358, 432) and 6 (6450).	
<b>SECTION 3</b>				
700-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
700-01	General	2011-05-19	Changed retention period from SO+1y/nil/DE.	FY+1Y/nil/DE
700-02	Photographic equipment	1990-07-25	Deleted.	
700-02	Equipment and supplies subject files	2011-05-19	New secondary. Supersedes and merges 700-07, 703-02, 703-03, 703-80, 710-02, 710-03, 710-04, 710-05, 710-06, 725-02, 725-03, 735-02, 735-03, 735-04, 735-05, 736-03, 760-02, 760-03, 760-04, 765-02, 765-03, 770-02, 770-03, 770-04, 770-05, 795-03, 795-04, 855-03, 855-05, 855-06, 855-07, 875-03, 875-05, 875-06, 875-07, 875-08, 875-09, 877-02, and 890-03 Changed retention period from: • SO+1y/nil/DE (3 secondaries: 700-07, 703-02, 703-03) • FY+1y/nil/DE (for all the rest)	SO/nil/DE
700-04	Guarantees and warranties	2011-05-19	Deleted. Superseded by 700-20, 737-25, 747-20, 847-20 877-20 and 877-50	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
700-05	Badges, emblems, crests, and flags	2003-05-29	Changed final disposition from SR to DE.	
700-05	Badges, emblems, crests, and flags	2011-05-19	Deleted. Superseded by 182-20	
700-06	Equipment loans	2011-05-19	Deleted. Superseded by 700-20, 737-25, 747-20, 847-20, 877-20 and 877-50	
700-07	Ergonomics standards	2011-05-19	Deleted. Superseded by 700-02	
700-20	Equipment history files	2011-05-19	Title changed to Equipment and supplies history files Increased retention period from SO+1y/nil/DE	SO+1y/2y/DE SO = upon replacement or disposal of equipment
700-30	Supplies history files	2011-05-19	Deleted. Superseded by 700-20	
703	Equipment and supplies - types	1990-07-25	New primary.	
703	Equipment and supplies - types	2011-05-19	Deleted. Superseded by primary 700	
703-02	Lists of equipment available	2011-05-19	Deleted. Superseded by 700-02 Changed retention from SO+1y/nil/DE	SO/nil/DE
703-03	Rental rates	2011-05-19	Deleted. Superseded by 700-02 Changed retention from SO+1y/nil/DE	SO/nil/DE
703-04	Technical and operating manuals	2011-05-19	Deleted. Superseded by 700-20, 737-25, 747-20, 847-20, 877-20, and 877-50 Increased retention from SO+1y/nil/DE	SO+1y/2y/DE (700-20); Increased SO/7y/DE (737-25, 747-20, 877-20 & -50)
703-20	Light equipment	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO+1y/nil/DE	SO+1y/2y/DE
703-40	Heavy equipment	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO+1y/nil/DE	SO+1y/2y/DE
703-60	Supplies	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO+1y/nil/DE	SO+1y/2y/DE
703-80	Suppliers – general	2011-05-19	Deleted. Superseded by 700-20	
705	Asset control and inventories	2011-05-19	Title changed to Asset management	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
705-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/DE	SO/nil/DE
705-02	Asset loss investigation reports	2011-05-19	Deleted. Superseded by 470-08	
705-03	Warehouse inventory	2011-05-19	Deleted. Superseded by 705-20	
705-04	Insurance on inventory	2007-11-22	Changed retention period from 5y/2y/DE	CY+5y/2y/DE
705-04	Insurance on inventory	2011-05-19	Deleted. Superseded by 705-20	
705-05	Inventory control system update	2011-05-19	Deleted. Superseded by 705-20	
705-06	Technical service inventory forms	1990-07-25	Deleted.	
705-20	Ministry asset control case files	2011-05-19	Title changed to Asset inventory records Changed SO definition from SO = upon verification of asset control list and turnover of inventory	SO+3ynil/DE SO = upon verification of data entry and replacement or disposal of asset
705-30	Ministry stock control (supplies) inventory	2011-05-19	Deleted. Superseded by 705-20	
705-40	Surplus asset review and transfer records	2011-05-19	New secondary. Increased retention period, for 740-02, from CY+2y/nil/DE	SO+3y/nil/DE SO = upon asset replacement or disposal
710	Audiovisual and photographic equipment	2011-05-19	Deleted. Superseded by primary 700	
710-02	Projectors	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
710-03	Tape recorders	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
710-04	Televisions	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
710-05	Videocassette recorders	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
710-06	Photographic equipment	1990-07-25	New secondary.	
710-06	Photographic equipment	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
710-20	Audiovisual and photographic equipment history files	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO+1y/nil/DE	SO+1y/2y/DE
725	Building materials, signs and fencing	2011-05-19	Deleted. Superseded by primary 700	
725-02	Signs	1993-06-16	New secondary.	FY+1y/nil/DE
725-02	Signs	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
725-03	Fencing	1993-06-16	New secondary.	FY+1y/nil/DE
725-03	Fencing	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
725-20	Material/supply history files	1993-06-16	New secondary.	FY+1y/nil/DE
725-20	Material/supply history files	2011-05-19	Deleted. Superseded by 700-20 Increased retention from FY+1y/nil/DE	SO+1y/2y/DE
730	Catalogues, manuals, price lists	1990-07-25	Deleted primary. Superseded by primary 703 and other appropriate primaries.	
735	Clothing	2011-05-19	Deleted. Superseded by primary 700	
735-02	Cleaning services	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
735-03	Dress regulations	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
735-04	Uniforms	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
735-05	Protective Clothing	1990-07-25	New secondary.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
735-05	Protective clothing	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
735-20	Clothing issued to employees	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO+6m/nil/DE	SO+1y/2y/DE
736	Computers - General	2011-05-19	Deleted. Superseded by primary 737 Changed retention period for 736-00 from SO/5y/DE Changed retention period for 736-04 from FY+1y/nil/DE Changed retention period for 736-20 from SO/nil/DE Changed retention period for 736-25 from SO+1y/nil/DE	SO/7y/DE
736-00	Computers - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
736-02	Procurement procedures	1998-07-29	Deleted. Superseded by secondary 736- 00.	
736-03	Maintenance issues	2011-05-19	Deleted. Superseded by secondary 700- 02 Changed retention period from FY+1y/nil/DE	SO/nil/DE
736-04	Electronic storage media – care and handling	2011-05-19	Deleted. Superseded by 737-25 Increased retention from FY+1y/nil/DE	SO/7y/DE
736-05	Program status and needs	2011-05-19	Deleted. Superseded by 400-40 Changed retention period from FY+1y/nil/DE	SO/2y/DE
736-20	Electronic storage media – research files	2011-05-19	Deleted. Superseded by 737-25 Increased retention from SO/nil/DE	SO/7y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
736-25	Electronic storage media – history files	2011-05-19	Deleted. Superseded by 737-25 Increased retention from SO+1y/nil/DE	SO/7y/DE
737	Computers – Hardware	2011-05-19	Title changed to Computer hardware and software	
737-00	Computers - hardware - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	SO/7y/DE
737-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/DE	SO/nil/DE
737-02	Inter-ministerial hardware transfers	2011-05-19	Deleted. Superseded by primary 140.	SO/7y/DE
737-20	Hardware research files	2011-05-19	Deleted. Superseded by 737-25 Increased retention from SO/nil/DE	SO/7y/DE
737-25	Hardware history files	2011-05-19	Title changed to Computer hardware and software history files Increased retention period from SO+1y/nil/DE	SO/7y/DE
737-30	Hardware problems and maintenance	2011-05-19	Deleted. Superseded by 737-25 Increased retention from FY+1y/nil/DE	SO/7y/DE
738	Computers – Software	2011-05-19	Deleted. Superseded by primary 737	
738-00	Computers - software - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
738-20	Software research files	2011-05-19	Deleted. Superseded by 737-25 Increased retention from SO/nil/DE	SO/7y/DE
738-25	Software history files	2011-05-19	Deleted. Superseded by 737-25 Increased retention from SO+1y/nil/DE	SO/7y/DE
738-30	Software problems and maintenance	2011-05-19	Deleted. Superseded by 737-25 Increased retention from FY+1y/nil/DE	SO/7y/DE
740	Disposal and surplus	2011-05-19	Deleted. Superseded by primary 705	
740-02	Asset investment recovery/surplus sales	2007-11-22	Changed retention period from 2y/nil/DE.	CY+2y/nil/DE
740-02	Asset Investment	2011-05-19	Deleted. Superseded by 705-40	
740-03	Recovery/Surplus Sales	2011-05-19	Deleted. Superseded by 705-40	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
740-04	Condemnation and destruction	2011-05-19	Deleted. Superseded by 705-40	
740-05	Write-offs Asset transfer and disposal reports	2011-05-19	Deleted. Superseded by 705-40	
740-06	Recycling programs	2011-05-19	Deleted. Superseded by 500-03 Changed retention period from FY+1y/nil/DE	SO/nil/DE
745	Drawings and specifications	1990-07-25	Deleted primary. Superseded by primary 847 and other appropriate primaries.	
747-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
747-01	General	2011-05-19	Changed retention period from FY 5y DE	FY+1y/nil/DE
747-02	Firearm types	2011-05-19	Deleted. Superseded by 747-20 Increased retention from FY/5y/DE	SO/7y/DE
747-03	Firearms distribution list	2011-05-19	Deleted. Superseded by 747-20 Increased retention from FY/5y/DE	SO/7y/DE
747-04	Record of shipment	2011-05-19	Deleted. Superseded by 747-20 Increased retention from FY/5y/DE	SO/7y/DE
747-20	Firearm permits	2007-11-22	Changed retention period from 1y/5y/DE.	CY+1y/5y/DE
747-20	Firearm permits	2011-05-19	Title changed to Firearm history and issuance files Increased retention period from CY+1y/5y/DE	SO/7y/DE
747-30	Firearm history files	2011-05-19	Deleted. Superseded by 747-20 Increased retention from SO/5y/DE	SO/7y/DE
750	Foods	2011-05-19	Deleted. Superseded by primary 700	
755	Forms procurement and distribution	2011-05-19	Deleted. Superseded by primary 285	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
755-00	Forms - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
755-04	Blank forms supply	1997-07-29	Deleted. Superseded by Transitory Records Schedule (special schedule 102901).	
755-20	Procurement issue case files	1997-07-29	New secondary.	FY+1y/nil/DE
760	Fuels – General	2011-05-19	Deleted. Superseded by primary 700	
760-02	Fuel procurement	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
760-03	Fuel performance	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
760-04	Fuel supply	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
765	Fuels – Heating	2011-05-19	Deleted. Superseded by primary 700	
765-02	Natural gas	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
765-03	Oil	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
770	Fuels – Motor	2011-05-19	Deleted. Superseded by primary 700	
770-02	Gasoline	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
770-03	Oils and lubricants	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
770-04	Aviation fuel	1993-06-16	New secondary.	FY+1y/nil/DE
770-04	Aviation fuel	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
770-05	Alternate fuels (propane, etc.)	1993-06-16	New secondary.	FY+1y/nil/DE

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
770-05	Alternate fuels	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
775	Furniture and furnishings	2011-05-19	Deleted. Superseded by primary 700	
775-02	Purchasing furniture justification reports	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+1y/2y/DE	SO+1y/2y/DE
785	Laboratory equipment and supplies	2011-05-19	Deleted. Superseded by primary 700	
785-02	Procurement procedures	1998-07-29	Deleted. Superseded by secondary 785-00.	
785-20	Laboratory equipment history files	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO+1y/nil/DE	SO+1y/2y/DE
795	Medical equipment and supplies	2011-05-19	Deleted. Superseded by primary 700	
795-02	Procurement procedures	1998-07-29	Deleted. Superseded by secondary 795-00.	
795-03	Survival kits	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
795-04	First aid kits	2011-05-19	Deleted. Superseded by 700-02 Changed retention from FY+1y/nil/DE	SO/nil/DE
795-20	Medical equipment history files	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO+1y/nil/DE	SO+1y/2y/DE
805	Imaging equipment and supplies	2011-05-19	Deleted. Superseded by primary 700	
805-02	Procurement procedures	1998-07-29	Deleted. Superseded by secondary 805-00.	
815	Office machines	2011-05-19	Deleted. Superseded by primary 700	
815-02	Technical service repairs	2011-05-19	Deleted. Superseded by 700-20 Increased retention from FY+2y/nil/DE	SO+1y/2y/DE
815-03	Photocopier maintenance	2011-05-19	Deleted. Superseded by 700-20 Increased retention from FY+2y/nil/DE	SO+1y/2y/DE
815-04	Photocopier requests/renewals	1990-07-25	Changed retention period from FY+1y/nil/DE.	FY+2y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
815-04	Photocopier requests/renewals	1998-07-29	Changed retention period from FY+2y/nil/DE	SO/nil/DE SO=upon renewal or expiry of current agreement
815-04	Photocopier requests/renewals	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO/nil/DE	SO+1y/2y/DE
815-20	Office machine history files	2011-05-19	Deleted. Superseded by 700-20 Increased retention from SO+1y/nil/DE	SO+1y/2y/DE
825	Procurement - General	2011-05-19	Title changed to Procurement of equipment and supplies	
825-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/DE	SO/nil/DE
825-02	Internal ministry order forms	2011-05-19	Title changed to purchase requisitions and purchase orders	FY+1y/6y/DE
825-03	External ministry order forms	2011-05-19	Deleted. Superseded by 825-02 Increased retention from FY+1y/2y/DE	FY+1y/6y/DE
825-04	Delegation of purchasing authority	1990-07-25	Deleted.	
825-04	Packing slips	2011-05-19	New secondary	SO/nil/DE
825-05	Procurement instruments	1998-07-29	New secondary.	FY+1y/2y/DE [non-OPR: FY+1y/nil/DE]
825-05	Procurement instruments	2011-05-19	Deleted. Superseded by 825-02 Increased retention from FY+1y/2y/DE	FY+1y/6y/DE
825-06	Warehouse shipment receipts	2011-05-19	New secondary.	
830	Procurement – Emergency purchase orders (EPO)	2011-05-19	Deleted. Superseded by primary 825	
832	Procurement – Local minor purchase orders (LMPO)	2011-05-19	Deleted. Superseded by primary 825	
835	Procurement – Corporate procurement solutions requisitions	2011-05-19	Deleted. Superseded by primary 825	
840	Procurement – Queen’s Printer printing requisitions	2011-05-19	Deleted. Superseded by primary 825	
840-02	Queen’s Printer printing requisitions	2011-05-19	Deleted. Superseded by 825-02 Increased retention from FY+1y/2y/DE	FY+1y/6y/DE
840-03	Queen’s Printer packing slips	2011-05-19	Deleted. Superseded by 825-04	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
840-04	Information bulletins - QP printing	1990-07-25	Deleted.	
845	Procurement – Queen’s Printer publications and stationery requisitions	2011-05-19	Deleted. Superseded by primary 825	
845-02	Queen’s Printer publications and stationery requisitions	2011-05-19	Deleted. Superseded by 825-02 Increased retention from FY+1y/2y/DE	FY+1y/6y/DE
845-03	Queen’s printer packing slips	2011-05-19	Deleted. Superseded by 825-04	
845-04	Information bulletins	1990-07-25	Deleted.	
845-20	Queen’s Printer publication correspondence	2011-05-19	Deleted. Superseded by 825-02 Increased retention from SO+1y/nil/DE	FY+1y/6y/DE
847	Special items	1990-07-25	Changed OPR retention period and final disposition from FY+1y/nil/DE.	FY+1y/nil/SR
847-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
847-20	Commercially developed special item history file	1990-07-25	Changed final disposition from DE to SR.	SO+1y/nilSR
847-20	Commercially developed special item history files	2011-05-19	Commercially developed special item history files Increased retention period from SO+1y/nil/SR	SO+1y/2y/SR
847-30	Government developed special item history files	2011-05-19	Deleted. Superseded by 847-20	
850	Standing offer agreements	2011-05-19	Deleted. Superseded by primary 825	
850-02	Master standing offers (government-wide)	2011-05-19	Deleted. Superseded by secondary 825-01	
850-03	Standing offers (ministry specific)	2011-05-19	Deleted. Superseded by secondary 825-01	
850-04	Purchase order on a standing offer (POSO)	1993-06-16	Deleted secondary and tertiaries -02 and -03. Superseded by secondaries 850-20 and 850-30.	
850-20	Government master standing offer POSO	1993-06-16	New secondary.	FY+1y/2y/DE
850-30	Ministry standing offer POSO	1993-06-16	New secondary.	FY+1y/2y/DE
855	Stationery	2011-05-19	Deleted. Superseded by primary 825	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
855-03	Computer supply report	2011-05-19	Deleted. Superseded by secondary 700-02 Reduced retention period from FY+1y/nil/DE	SO/nil/DE
855-04	Special stationery orders	2011-05-19	Deleted. Superseded by 825-02 Changed retention from FY+1y/2y/DE	FY+1y/6y/DE
855-05	Stationary supply report	2011-05-19	Deleted. Superseded by secondary 700-02 Reduced retention period from FY+1y/nil/DE	SO/nil/DE
855-06	Ministry supply services	2011-05-19	Deleted. Superseded by secondary 700-02 Reduced retention period from FY+1y/nil/DE	SO/nil/DE
855-07	Dated products (calendars, diaries, etc.)	2011-05-19	Deleted. Superseded by secondary 700-02 Reduced retention period from FY+1y/nil/DE	SO/nil/DE
855-08	Queen's Printer information bulletins	1990-07-25	New secondary.	
855-08	Queen's Printer information bulletins	2011-05-19	Deleted. Superseded by secondary 195-45 Changed retention period from FY+1y/nil/DE	SO/nil/DE
858	Telecommunication equipment	1993-06-16	New primary.	FY+2y/nil/DE [non-OPR: FY+1y/nil/DE]
858	Telecommunication equipment	2011-05-19	Deleted. Superseded by primary 700 Changed retention period from FY+2y/nil/DE	SO+1y/2y/DE
858-00	Policy and procedures	1993-06-16	New secondary.	SO/5y/SR [non-OPR: SO/nil/DE]

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
858-01	General	1993-06-16	New secondary.	FY+2y/nil/DE
858-02	Base stations	1993-06-16	New secondary.	FY+2y/nil/DE
858-02	Base stations	2011-05-19	Deleted. Superseded by 6890-50 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-03	Cellular phones	1993-06-16	New secondary.	FY+2y/nil/DE
858-03	Cellular phones	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-04	Facsimilies	1993-06-16	New secondary.	FY+2y/nil/DE
858-04	Facsimiles	2011-15-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-05	Modems	1993-06-16	New secondary.	FY+2y/nil/DE
858-05	Modums	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-06	Portables	1993-06-16	New secondary.	FY+2y/nil/DE
858-06	Portables	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-07	Radios	1993-06-16	New secondary.	FY+2y/nil/DE
858-07	Radios	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-08	Radiotelephones	1993-06-16	New secondary.	FY+2y/nil/DE
858-08	Radiotelephones	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-09	Repeaters	1993-06-16	New secondary.	FY+2y/nil/DE
858-09	Repeaters	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-10	Telephone calling cards	1993-06-16	New secondary.	FY+2y/nil/DE
858-10	Telephone calling cards	2011-05-19	Deleted. Superseded by secondary 1105-20 Changed retention period from FY+2y/nil/DE	
858-11	Telephones	1993-06-16	New secondary.	FY+2y/nil/DE
858-11	Telephones	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-12	Voice messaging systems	1993-06-16	New secondary.	FY+2y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
858-12	Voice messaging systems	2011-05-19	Deleted. Superseded by 700-20 Changed retention from FY+2y/nil/DE	SO+1y/2y/DE
858-13	Telephone/contact lists	1993-06-16	New secondary.	FY+2y/nil/DE
858-13	Telephone/contact lists	1998-07-29	Changed retention period from FY+2y/nil/DE	SO/nil/DE
858-13	Telephone/contact lists	2011-05-19	Deleted. Superseded by secondary 295- 06	
858-20	Telecommunication equipment history files	1993-06-16	New secondary.	SO+1y/nil/DE
858-20	Telecommunication equipment history files	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
858-25	Facsimilie equipment history files	1993-06-16	New secondary.	SO+1y/nil/DE
858-25	Facsimilie equipment history files	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
858-30	Telephone equipment history files	1993-06-16	New secondary.	SO+1y/nil/DE
858-30	Telephone equipment history files	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
858-35	Radiotelephone equipment history files	1993-06-16	New secondary.	SO+1y/nil/DE
858-35	Radiotelephone equipment history files	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
858-40	Voice messaging system equipment history files	1993-06-16	New secondary.	SO+1y/nil/DE
858-40	Voice messaging system equipment history files	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
858-45	Radio equipment history files	1993-06-16	New secondary.	SO+1y/nil/DE SO = upon disposal of equipment
858-45	Radio equipment history files	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
858-50	Telecommunication equipment research files	1993-06-16	New secondary.	SO+1y/nil/DE SO = when information is no longer current or equipment and supplies have been purchased or leased
858-50	Telecommunication equipment research files	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
860	Vehicles – General	2011-05-19	Deleted. Superseded by primary 877	SO+1y/2y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
865	Vehicles – Air	2011-05-19	Deleted. Superseded by secondary 700-20	SO+1y/2y/DE
865-02	Aircraft procurement	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from FY+1y/nil/DE	SO+1y/2y/DE
865-03	Aircraft insurance	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from SO+1y/nil/DE	SO+1y/2y/DE
865-04	Engineering and inspection procedures	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from SO/nil/DE	SO+1y/2y/DE
865-05	Air navigation orders procedures	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from SO/nil/DE	SO+1y/2y/DE
865-06	Air regulations procedures	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from SO/nil/DE	SO+1y/2y/DE
865-07	Certificates of airworthiness	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from SO+1y/nil/DE	SO+1y/2y/DE
865-08	Certificate of registration	1998-07-29	Deleted. Superseded by secondary 865-20.	SO+1y/2y/DE
865-09	Air vehicle lease/rental	1993-06-16	New secondary.	FY+1y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
865-09	Air vehicle lease/rental	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from FY+1y/nil/DE	SO+1y/2y/DE
865-20	Aircraft history files	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from SO/2y/DE	SO+1y/2y/DE
865-25	Aircraft journey log	2003-05-29	Changed final disposition from SR to DE.	
865-25	Aircraft journey log	2011-05-19	Deleted. Superseded by secondary 700-20 Changed retention period from SO/2y/DE	SO+1y/2y/DE
865-30	Aircraft technical logs - current logbooks (No. T52-2373)	1993-06-16	Changed retention period.	SO+2y/nil/SR
865-30	Aircraft technical logs - current logbooks (No. T52-2373)	2003-05-29	Changed final disposition from SR to DE.	
865-30	Aircraft technical logs - current logbooks (No. T52-2373)	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
865-31	Airframe logs (No. T52-2365/1)	1993-06-16	Changed retention period.	SO+2y/nil/SR SO = when the aircraft, engine or propellor is sold, destroyed or permanenety withdrawn from service
865-31	Airframe logs (No. T52-2365/1)	2003-05-29	Changed final disposition from SR to DE.	
865-31	Airframe logs (No. T52-2365/1)	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
865-32	Records of installations and modifications to aircraft log (No. T52-2365/2)	1993-06-16	Changed retention period.	SO+2y/nil/SR SO = when the aircraft, engine or propellor is sold, destroyed or permanenety withdrawn from service
865-32	Records of installations and modifications to aircraft log (No. T52-2365/2)	2003-05-29	Changed final disposition from SR to DE.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
865-32	Records of installations and modifications to aircraft log (No. T52-2365/2)	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
865-33	Engine logs (No. T52-2365/3)	1993-06-16	Changed retention period.	SO+2y/nil/SR SO = when the aircraft, engine or propellor is sold, destroyed or permanenetly withdrawn from service
865-33	Engine logs (No. T52-2365/3)	2003-05-29	Changed final disposition from SR to DE.	
865-33	Engine logs (No. T52-2365/3)	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
865-34	Propeller logs (No. T52-2365/4)	1993-06-16	Changed retention period.	SO+2y/nil/SR SO = when the aircraft, engine or propellor is sold, destroyed or permanenetly withdrawn from service
865-34	Propeller logs (No. T52-2365/4)	2003-05-29	Changed final disposition from SR to DE.	
865-34	Propeller logs (No. T52-2365/4)	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
865-35	Helicopter and gyro plane component logs (No. T52-2365/5)	1993-06-16	Changed retention period.	SO+2y/nil/SR SO = when the aircraft, engine or propellor is sold, destroyed or permanenetly withdrawn from service
865-35	Helicopter and gyro plane component logs (No. T52-2365/5)	2003-05-29	Changed final disposition from SR to DE.	
865-35	Helicopter and gyro plane component logs (No. T52-2365/5)	2011-05-19	Deleted. Superseded by 700-20 Changed retention from SO+2y/nil/DE	SO+1y/2y/DE
867	Vehicles - Air - Logbooks	1998-07-29	Deleted. Superseded by primary 865.	
869	Vehicles - Air - Maintenance and repair	1998-07-29	Deleted. Superseded by primary 865.	
872	Vehicles – All-terrain, construction, and off-road	2011-05-19	Deleted. Superseded by primary 877	
872-20	All-terrain/off-road vehicle history files	2011-05-19	Deleted. Superseded by 877-20 Increased retention from SO+1y/nil/DE	SO/7y/DE
872-30	Construction vehicle history files	2011-05-19	Deleted. Superseded by 877-20 Increased retention from SO+1y/nil/DE	SO/7y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
875-00	Policy and procedures	2011-05-19	Deleted. Superseded by secondary 877-00 Changed retention period from SO/5y/DE	SO/7y/DE
875-01	General	2011-05-19	Deleted. Superseded by secondary 877-01	
875-02	Ministry fleet plan targets (annual)	2011-05-19	Deleted. Superseded by secondary 400-20 Changed retention period from FY+3y/nil/DE	SO/2y/DE
875-03	Vehicle master list	2011-05-19	Deleted. Superseded by secondary 700-02	
875-04	Vehicle budget	2011-05-19	Deleted. Superseded by 1000-20 Increased retention from FY+1y/nil/DE	FY+1y/6y/DE
875-05	Buses (general information)	2011-05-19	Deleted. Superseded by secondary 700-02 Changed retention period from FY+1y/nil/DE	SO/nil/DE
875-06	Cars (general information)	2011-05-19	Deleted. Superseded by secondary 700-02 Changed retention period from FY+1y/nil/DE	SO/nil/DE
875-07	Motorcycles (general information)	2011-05-19	Deleted. Superseded by secondary 700-02 Changed retention period from FY+1y/nil/DE	SO/nil/DE
875-08	Trailers (general information)	2011-05-19	Deleted. Superseded by secondary 700-02 Changed retention period from FY+1y/nil/DE	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
875-09	Trucks (general information)	2011-05-19	Deleted. Superseded by secondary 700-02 Changed retention period from FY+1y/nil/DE	SO/nil/DE
877	Vehicles – Road – Vehicle administration	2011-05-19	Title changed to Transportation	
877-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO 7y DE
877-01	General	2011-05-19	Changed retention period from FY+1y/2y/DE	FY+1Y/nil/DE
877-02	Alternate fuel conversions	2011-05-19	Deleted. Superseded by 700-02 Changed retention period from FY+1y/2y/DE	SO/nil/DE
877-03	Insurance, registration, and licensing	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-04	Operator abuse	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-05	Private use of government vehicles	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-06	Universal credit cards	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-07	Vehicle assignment and loan	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
877-08	Vehicle disposal	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-09	Vehicle lease/rental	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-10	Vehicle purchase	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-11	Vehicle replacement and acquisition specifications	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-12	Use of private vehicles	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-13	Non-employee use of government vehicles	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-14	Vandalism and theft	1990-07-25	New secondary.	
877-14	Vandalism and theft	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from FY+1y/2y/DE	SO/7y/DE
877-20	Vehicle unit history files	1997-07-29	Changed retention period from SO+1y/nil/DE.	SO/nil/DE
877-20	Vehicle unit history files	2001-03-19	Amended SO note. SO= when vehicle is no longer owned or leased by government and all outstanding issues have been addressed	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
877-20	Vehicle unit history files	2011-05-19	Title changed to Motor vehicle history files Increased retention period from SO/nil/DE	SO/7y/DE SO = upon replacement or disposal of vehicle
877-25	Buses - unit history files	1997-07-29	Changed retention period from SO+1y/nil/DE.	SO/nil/DE
877-25	Buses - unit history files	2001-03-19	Amended SO note. SO= when vehicle is no longer owned or leased by government and all outstanding issues have been addressed	
877-25	Buses - unit history files	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from SO/nil/DE	SO/7y/DE
877-30	Cars - unit history files	1997-07-29	Changed retention period from SO+1y/nil/DE.	SO/nil/DE
877-30	Cars - unit history files	2001-03-19	Amended SO note. SO= when vehicle is no longer owned or leased by government and all outstanding issues have been addressed	
877-30	Cars - unit history files	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from SO/nil/DE	SO/7y/DE
877-35	Motorcycles - unit history files	1997-07-29	Changed retention period from SO+1y/nil/DE.	SO/nil/DE
877-35	Motorcycles - unit history files	2001-03-19	Amended SO note. SO= when vehicle is no longer owned or leased by government and all outstanding issues have been addressed	
877-35	Motorcycles - unit history files	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from SO/nil/DE	SO/7y/DE

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
877-40	Trailers - unit history files	1997-07-29	Changed retention period from SO+1y/nil/DE.	SO/nil/DE
877-40	Trailers - unit history files	2001-03-19	Amended SO note. SO= when vehicle is no longer owned or leased by government and all outstanding issues have been addressed	
877-40	Trailers - unit history files	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from SO/nil/DE	SO/7y/DE
877-45	Trucks - unit history files	1997-07-29	Changed retention period from SO+1y/nil/DE.	SO/nil/DE
877-45	Trucks - unit history files	2001-03-19	Amended SO note. SO= when vehicle is no longer owned or leased by government and all outstanding issues have been addressed	
877-45	Trucks - unit history files	2011-05-19	Deleted. Superseded by 877-20 Increased retention period from SO/nil/DE	SO/7y/DE
877-50	Watercraft history files	2011-05-19	New secondary.	
880	Vehicles – Road – Vehicle operation, maintenance, and repair	2011-05-19	Deleted. Superseded by primary 877	
880-02	Cost analysis/usage reports	2011-05-19	Deleted. Superseded by 877-20 Increased retention from FY+1y/2y/DE	SO/7y/DE
880-03	Maintenance and operating costs	2011-05-19	Deleted. Superseded by 877-20 Increased retention from FY+1y/2y/DE	SO/7y/DE
880-04	Maintenance and repair standards and requirements	2011-05-19	Deleted. Superseded by 877-20 Increased retention from FY+1y/2y/DE	SO/7y/DE
880-05	Preventive maintenance work	2011-05-19	Deleted. Superseded by 877-20 Increased retention from FY+1y/2y/DE	SO/7y/DE

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
880-06	Vehicle inspections	2011-05-19	Deleted. Superseded by 877-20 Increased retention from FY+1y/2y/DE	SO/7y/DE
880-07	Vehicle accessories	2011-05-19	Deleted. Superseded by 877-20 Increased retention from FY+1y/2y/DE	SO/7y/DE
890	Vehicles – Water – General	2011-05-19	Deleted. Superseded by primary 877	
890-03	Water vehicle master list	2011-05-19	Deleted. Superseded by secondary 700-02	
890-04	Maintenance and repair	2003-05-29	Changed final disposition from SR to DE.	
892	Vehicles – Water – Administration	2011-05-19	Deleted. Superseded by primary 877	
892-04	Radio licences	1998-07-29	Amended SO note. SO = annually, upon the issuance of a new certificate by the Government of Canada	
896	Vehicles – Water - Logbooks	2011-05-19	Deleted. Superseded by primary 877	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
<b>This table includes changes to ARCS classifications, retentions and final dispositions made since 1987. It does not include administrative changes (i.e., wording changes, removal of qualifiers, addition of cross-references).</b>				
All non-OPR secondaries		2007-11-22	A standardized non-OPR retention and disposition of SO/nil/DE	
Sections 1-5		1987-12-17	ARCS first approved, encompassed sections 1 to 5	
Section 6		1993-06-16	Added section 6 to ARCS	
Section 5		2007-11-22	<a href="#">See 2007 Section 5 Amendment Summary</a>	
Sections 1, 2, 3, 4 and 6		2011-05-19	<a href="#">See 2011 Edition Amendment Summary of Changes</a>	
Sections 1, 6		2014-04-10	Amendments to sections 1 (100, 340, 358, 432) and 6 (6450).	
<b>SECTION 4</b>				
900	Finance - General	2011-05-19	Title changed to Financial Management - General	
900-00	Finance - general - policy and	2003-05-29	Changed final disposition from SR to DE.	
900-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/DE	SO/7y/DE
900-01	General	2011-05-19	Changed retention period from	FY+1y/nil/DE
900-02	Comptroller General Instructions (CGI)	2011-05-19	Deleted. Superseded by 195-45	
900-03	Fraud and alleged fraud	2011-05-19	Deleted. Superseded by 975-20 and 975-	
900-04	Financial management topical files	2011-05-19	New secondary.	SO/nil/DE
900-20	Financial services advisory files	2011-05-19	New secondary.	SO/nil/DE
910	Accounting - General	2011-05-19	Deleted. Superseded by primary 920	
910-00	Accounting - general - policy and	2003-05-29	Changed final disposition from SR to DE.	
910-01	Accounting - General - general	2003-05-29	Changed retention period from FY+1y/6y/DE.	FY+1y/nil/DE
910-02	Accounting codes	2011-05-19	Deleted. Superseded by 920-02	
910-03	Public accounts preparation records	2011-05-19	Deleted. Superseded by 1180-20 and 1180-40	
910-06	Interest rates on overdue accounts payable and receivable	2011-05-19	Deleted. Superseded by 900-04	
910-07	Security deposits	2011-05-19	Deleted. Superseded by 900-04, 925-20, and 935-20	
910-08	Debit card control (copy/printer cards)	2011-05-19	Deleted. Superseded by 1105-20 and 1105-30	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
910-09	Payment diversion	2011-05-19	Deleted. Superseded by 1095-20 or 900-04	
910-20	Accruals	2003-05-29	Changed retention period from FY+1y/6y/DE.	SO/7y/DE SO=upon the end of the FY in which accrual account settled
910-20	Accruals	2011-05-19	Deleted. Superseded by 1180-20 and 1180-40	
910-30	Reconciliations	2011-05-19	Deleted. Superseded by 920-20	
915	Accounting - Cash	2011-05-19	Deleted. Superseded by primary 985	
915-00	Accounting - cash - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
915-20	Cash control	2011-05-19	Deleted. Superseded by 985-04	
920	Accounts - General	2011-05-19	New primary	
920-00	Policy and procedures	2011-05-19	New secondary.	SO/7y/DE
920-01	General	2011-05-19	New secondary.	FY+1y/nil/DE
920-02	Chart of Accounts	2011-05-19	New secondary.	SO+1y/6y/DE SO = when replaced by new, approved version
920-20	Financial account analysis and reconciliation files	2011-05-19	New secondary.	FY+1y/6y/DE
925-00	Accounts - payable - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
925-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/DE	SO/7y/DE
925-01	Accounts – Payable – General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
925-03	Overdue accounts	2011-05-19	Deleted. Superseded by 925-20	
925-04	Invoice summary sheets	2011-05-19	Deleted. Superseded by 925-20	
925-05	Equalized payments (level billings)	2011-05-19	Deleted. Superseded by 925-20	
925-06	Direct deposit applications	2001-03-19	New secondary.	SO+1y/nil/DE
925-06	Direct deposit applications	2011-05-19	Changed retention period from SO+1y/nil/DE	FY+1y/nil/DE
925-20	Accounts payable	2011-05-19	Title changed to Accounts payable files	
925-30	Statements of account	2011-05-19	Deleted. Superseded by 925-20	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
935-00	Accounts -receivable - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
935-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
935-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
935-03	Cash register tapes	2011-05-19	Title changed to Cash register tapes and data	
935-20	Accounts receivable/invoice books	1993-06-16	Deleted tertiaries -02 and -03.	
935-20	Accounts receivable/invoice books	2003-05-29	Changed retention period from FY+1y/6y/DE.	SO+1y/6y/DE SO=upon the end of the fiscal year in which the last transaction in book is completed
935-20	Accounts receivable/invoice books	2011-05-19	Title changed to Accounts receivable files Changed retention period from SO+1y/6y/DE	FY+1y/6y/DE
935-25	Accounts receivable/receipt books	1993-06-16	New secondary.	FY+1y/6y/DE
935-25	Accounts receivable/receipt books	2003-05-29	Changed retention period from FY+1y/6y/DE.	SO+1y/6y/DE SO=upon the end of the fiscal year in which the last transaction in book is completed
935-25	Accounts receivable/ receipt books	2011-05-19	Deleted. Superseded by 935-20	
935-30	Outstanding accounts	2003-05-29	Changed retention period from FY+1y/6y/DE.	SO+1y/6y/DE SO=upon the end of the fiscal year in which the debt is collected or written off
935-30	Outstanding accounts	2011-05-19	Title changed to Outstanding accounts subject to the Limitation Act	
935-40	Write-offs	2003-05-29	Deleted. Superseded by secondary 935-30.	
940-00	Accounts - standing and other advances - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
940-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
940-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
940-02	Field-float	2011-05-19	Deleted. Superseded by 940-20	
940-03	Petty cash	2011-05-19	Deleted. Superseded by 940-20	
940-04	Salary	2011-05-19	Deleted. Superseded by 940-20 and, since 2003, by the records of Payroll Services	
940-05	Seconded or exchange employee	2011-05-19	Deleted. Superseded by 940-20 and since 2003 by the records of Payroll Services	
940-06	Travel	1993-06-16	Deleted secondary and tertiaries -02 and -03.	
940-07	Working capital	2011-05-19	Deleted. Superseded by 940-20	
940-20	Travel advances	1993-06-16	New secondary.	FY+1y/6y/DE
940-20	Travel advances	2011-05-19	Title changed to Advance accounting and reconciliation files	
940-30	Other advances	1993-06-16	New secondary.	FY+1y/6y/DE
940-30	Other advances	2011-05-19	Deleted. Superseded by 940-20	
950	Agreements and arrangements	2011-05-19	Title changed to Cost-sharing arrangements and claims	
950-00	Agreements and arrangements - policy and procedures	2003-05-29	Deleted. Superseded by primary 140.	
950-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
950-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
950-20	Federal agreements	2011-05-19	Title changed to Cost-sharing agreement files Changed final disposition from SO/7y/SR SO = upon expiry of the agreement and conclusion of audit requirements	SO/7y/DE SO = upon expiry of the agreement and all extensions to the agreement, and upon conclusion of audit and other requirements stipulated in the agreement
950-25	Cost-sharing claim files	2011-05-19	New secondary.	SO+1y/6y/DE
950-30	Foreign agreements	2011-05-19	Deleted. Superseded by 950-20	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
950-40	Local government agreements	2011-05-19	Deleted. Superseded by 950-20	
950-50	Provincial agreements	2011-05-19	Deleted. Superseded by 950-20	
950-55	U.S.A. Agreements	1990-07-25	New secondary.	
950-55	United States agreements	2011-05-19	Deleted. Superseded by 950-20	
950-60	Other agreements	2011-05-19	Deleted. Superseded by 950-20	
960	Allotments and Transfers	2011-05-19	Deleted. Superseded by primary 1000	
960-02	Reallocation of funds	2011-05-19	Deleted. Superseded by 1000-20	
960-00	Allotments and transfers - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
975-00	Policy and procedures	2011-05-19	Changed final retention from SO/5y/SR	SO/7y/DE
975-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
975-04	Management representation letters	2011-05-19	Deleted. Superseded by 975-40	
975-05	External audit and review reports and findings	2011-05-19	New secondary.	SO+1y/6y/FR
975-20	Auditor General audit	2011-05-19	Title changed to External audit and review files Changed final retention from FY+1y/6y/SR	SO+1y/6y/DE SO = upon completion of audit or review and when corrective action is taken
975-30	Federal audit	2011-05-19	Deleted. Superseded by 975-20	
975-40	Comptroller General audit (Internal audit, OCG)	2003-05-29	Changed final disposition from SR to DE.	
975-40	Comptroller General audit	2011-05-19	Title changed to Internal audit and review files Changed retention period from FY+1y/6y/DE (and FY+1y/6y/SR for 975-04 and 975-50)	SO+1y/6y/DE SO = upon completion of audit or review and when corrective action is taken
975-50	Ministry internal audit	2011-05-19	Deleted. Superseded by 975-40	
975-60	Other audits and reviews	1990-07-25	New secondary.	
975-60	Other audits and reviews	2011-05-19	Deleted. Superseded by 400-50, 975-20, and the ORCS of the relevant program, whichever is appropriate	
985-00	Banks and banking - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
985-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
985-01	General	2011-05-19	Changed retention period from SO+1y/6y/DE	FY+1y/nil/DE
985-02	Bank and financial institution addresses	1998-07-29	Deleted. Superseded by secondary 375-07.	
985-02	Bank statement reconciliation (not trust funds)	2011-05-19	New secondary.	FY+1y/6y/DE
985-03	Bank deposits	2011-05-19	New secondary.	FY+1y/6y/DE
985-04	Cash/cheque deposit logs	2011-05-19	New secondary. Changed retention period from FY+1y/6y/DE	FY+7y/nil/DE
985-20	Bank accounts	1993-06-16	Deleted tertiary -02. Changed retention period.	SO+1y/6y/DE
985-20	Bank accounts	2011-05-19	Title changed to Bank account files Reduced retention period from SO+1y/6y/DE	SO+1y/nil/DE
1000	Budgets - General	2011-05-19		
1000-00	Budgets - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1000-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
1000-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1000-02	Approved budgets	2011-05-19	Deleted. Superseded by 1000-20	
1000-03	Estimates debate background material	2011-05-19	New secondary.	SO/nil/DE SO = upon budget approval, and when no longer required for reference purposes
1000-20	Budget files	2011-05-19	Increased retention period from FY+1y/nil/DE (875-04)	FY+1y/6y/DE
1010	Budgets - Estimates	2011-05-19	Deleted. Superseded by primary 1000	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
1010-00	Budgets - estimates - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1010-02	Estimates and working papers (chronological by fiscal year)	2003-05-29	Changed final disposition from SR to DE.	
1010-02	Estimates and working papers	2011-05-19	Deleted. Superseded by 1000-20	
1010-03	Ministry pre-approvals(chronological by fiscal year)	2003-05-29	Changed final disposition from SR to DE.	
1010-03	Ministry pre-approvals	2011-05-19	Deleted. Superseded by 1000-20	
1025	Budgets - Planning	2011-05-19	Deleted. Superseded by primary 1000	
1025-00	Budgets - planning - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1025-20	Budget forecasts	2003-05-29	Changed final disposition from SR to DE.	
1025-20	Budget forecasts	2007-11-22	Changed retention period from FY/6y/DE.	SO/6y/DE
1025-20	Budget forecasts	2011-05-19	Deleted. Superseded by 1000-20	
1025-30	Budget development packages	2003-05-29	Changed final disposition from SR to DE.	
1025-30	Budget development packages	2011-05-19	Deleted. Superseded by 1000-20	
1050	Cheques and financial transactions	1990-07-25	Changed OPR retention period from FY+1y/2y/DE.	FY+1y/6y/DE
1050	Cheques and Financial Transaction	2011-05-19	Title changed to Financial transaction batching and posting	
1050-00	Cheques and financial transactions - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1050-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
1050-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1050-02	Returned cheques	1993-06-16	Deleted tertiaries -02 and -03.	
1050-02	Returned cheques	2011-05-19	Deleted. Superseded by 1050-09	
1050-03	Cheque requisitions	2011-05-19	Deleted. Superseded by 1050-09	
1050-04	Journal vouchers	2011-05-19		

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1050-05	Deposits	2011-05-19	Deleted. Superseded by 985-03, 1050-04, or 1050-09, whichever is consistent with local office practice	
1050-06	Travel vouchers	2011-05-19	Deleted. Superseded by 1050-09	
1050-07	Voucher/requisition triplicates, quadruplicates, etc.	2011-05-19	Deleted. Superseded by 1050-09	
1050-08	Replacement (in-lieu) cheques	2011-05-19	Deleted. Superseded by 1050-09	
1050-09	Integrated batches (combining various forms)	2011-05-19	Title changed to Financial transaction batches	
1050-10	Batch control	2011-05-19	Deleted. Superseded by 1050-09	
1055	Claim Payment	2011-05-19	Deleted. Superseded by primaries 925, 935, or 950	
1055-00	Claim Payment - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1055-02	Consolidated revenue fund payments	2011-05-19	Deleted. Superseded by 925-20, 935-20, or 950-25, whichever is appropriate	
1055-20	Claim case files	2003-05-29	Deleted. Superseded by primary 450.	
1060	Contracts - General	2011-05-19	Deleted. Superseded by 1070	
1060 (non-OPR)	Contracts - general	1993-06-16	Changed default non-OPR retention period.	SO/nil/DE
1060-00	Contracts - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1060-02	Standard contract form information	2003-05-29	Changed final disposition from SR to DE.	
1060-02	Standard contract form information	2011-05-19	Deleted. Superseded by 1070-20	
1060-03	Contract register	2003-05-29	Changed final disposition from SR to DE.	
1060-03	Contract register	2011-05-19	Deleted. Superseded by 1070-20	
1060-04	Contract holdbacks	2003-05-29	Changed final disposition from SR to DE.	
1060-04	Contract holdbacks	2011-05-19	Deleted. Superseded by 1070-20	
1060-05	Contract bid/tender bonds	2003-05-29	Changed final disposition from SR to DE.	
1060-05	Contract bid/tender bonds	2011-05-19	Deleted. Superseded by 1070-30	
1060-06	Rejected/denied contracts	2011-05-19	Deleted. Superseded by 1070-30	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
1060-07	Contract administration advice	1993-06-16	New secondary.	SO/7y/SR
1060-07	Contract administration advice	2003-05-29	Changed final disposition from SR to DE.	
1060-07	Contract administration advice	2011-05-19	Deleted. Superseded by 1070-20	
1060-08	Accidents, liabilities and insurance	1993-06-16	New secondary.	SO/7y/SR
1060-08	Accidents, liabilities and insurance	2003-05-29	Changed final disposition from SR to DE.	
1060-08	Accidents, liabilities and Insurance	2011-05-19	Deleted. Superseded by 1070-20	
1065	Contracts - Construction	2011-05-19	Deleted. Superseded by primary 1070	
1065-02	Unsolicited offers of service	1993-06-16	New secondary.	CY+1y/nil/DE
1065-02	Unsolicited offers of service	2011-05-19	Deleted. Superseded by 1070-02	
1065-05	Contractor eligibility lists	1993-06-16	New secondary.	SO/7y/SR
1065-05	Contractor eligibility lists	1997-07-29	Changed retention period and final disposition from SO/7y/SR.	SO/nil/DE
1065-05	Contractor eligibility lists	2011-05-19	Deleted. Superseded by 1070-03	
1065-20	Contract case files	2011-05-19	Deleted. Superseded by 1070-20	
1065-21	Contracts - planning	1993-06-16	New secondary.	SO+2y/5y/SR SO = upon expiry of the contract and completion of any litigation
1065-21	Contracts - planning	2011-05-19	Deleted. Superseded by 1070-30	
1065-23	Contracts - pre-award	1993-06-16	New secondary.	SO+2y/5y/SR SO = upon expiry of the contract and completion of any litigation
1065-23	Contracts - pre-award	2011-05-19	Deleted. Superseded by 1070-30	
1065-25	Contracts - award	1993-06-16	New secondary.	SO+2y/5y/SR SO = upon expiry of the contract and completion of any litigation
1065-25	Contracts - award	2011-05-19	Deleted. Superseded by 1070-20 and 1070-30	
1065-27	Contracts - implementation	1993-06-16	New secondary.	SO+2y/5y/SR SO = upon expiry of the contract and completion of any litigation
1065-27	Contracts - implementation	2011-05-19	Deleted. Superseded by 1070-20	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1065-29	Contracts - evaluation	1993-06-16	New secondary.	SO+2y/5y/SR SO = upon expiry of the contract and completion of any litigation
1065-29	Contracts - evaluation	2011-05-19	Deleted. Superseded by 1070-20	
1070	Contracts - Consultant /Professional	2011-05-19	Title changed to Procurement and Contract Management	
1070-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/SR	SO/7y/DE
1070-01	General	2011-05-19	Changed retention period from SO/7y/DE	FY+1y/nil/DE
1070-02	Unsolicited offers of service	1993-06-16	New secondary.	CY+1y/nil/DE
1070-03	Contractor eligibility lists	1997-07-29	Changed retention period and final disposition from SO/7y/SR.	SO/nil/DE
1070-20	Contract case files NOTE: Offices should classify contract documentation under this secondary unless they have sufficient volume to warrant classifying it in the secondaries listed below.	2003-05-29	Changed final disposition from SR to DE.	
1070-20	Contract case files	2011-05-19	Title changed to Contract management files. Changed final disposition, for Construction contracts classified under 1065-20, 1065-25, 1065-27, and 1065-29, from SO/7y/SR.	SO/7y/DE SO = upon expiry or termination of the contract and conclusion of all extensions to the contract
1070-21	Contracts - planning	1993-06-16	New secondary.	SO+2y/5y/SR
1070-21	Contracts - planning	2003-05-29	Changed final disposition from SR to DE.	
1070-21	Contracts - planning	2011-05-19	Deleted. Superseded by 1070-30	
1070-23	Contracts - pre-award	1993-06-16	New secondary.	SO+2y/5y/SR
1070-23	Contracts - pre-award	2003-05-29	Changed final disposition from SR to DE.	
1070-23	Contracts - pre-award	2011-05-19	Deleted. Superseded by 1070-30	
1070-25	Employer/employee relationship contracts	1990-07-25	Deleted.	
1070-25	Contracts - award	1993-06-16	New secondary.	SO+2y/5y/SR

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
1070-25	Contracts - award	2003-05-29	Changed final disposition from SR to DE.	
1070-25	Contracts - award	2011-05-19	Deleted. Superseded by 1070-20 and 1070-30	
1070-27	Contracts - implementation	1993-06-16	New secondary.	SO+2y/5y/SR
1070-27	Contracts - implementation	2003-05-29	Changed final disposition from SR to DE.	
1070-27	Contracts - implementation	2011-05-19	Deleted. Superseded by 1070-20	
1070-29	Contracts - evaluation	1993-06-16	New secondary.	SO+2y/5y/SR
1070-29	Contracts - evaluation	2003-05-29	Changed final disposition from SR to DE.	
1070-29	Contracts - evaluation	2011-05-19	Deleted. Superseded by 1070-20	
1070-30	Non-employer/employee relationship contracts	1990-07-25	Deleted.	
1070-30	Procurement files	2011-05-19	New secondary.	SO/7y/DE SO = when contract is awarded and signed or upon cancellation of contract opportunity
1070-40	Vendor complaint files	2011-05-19	New secondary.	SO/7y/DE SO = upon resolution of complaint through the vendor complaint process
1075	Contracts - Procurement	2011-05-19	Deleted. Superseded by primary 1070	
1075-00	Contracts - procurement - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1075-02	Unsolicited offers of service	1993-06-16	New secondary.	CY+1y/nil/DE
1075-02	Unsolicited offers of service	2011-05-19	Deleted. Superseded by 1070-02	
1075-03	Contractor eligibility lists	1997-07-29	Changed retention period and final disposition from SO/7y/SR.	SO/nil/DE
1075-03	Contractor eligibility lists	2011-05-19	Deleted. Superseded by 1070-03	
1075-20	Contract case files	2011-05-19	Deleted. Superseded by 1070-20	
1075-21	Contracts - planning	1993-06-16	New secondary.	SO+2y/5y/SR
1075-21	Contracts - planning	2011-05-19	Deleted. Superseded by 1070-30	
1075-23	Contracts - pre-award	1993-06-16	New secondary.	SO+2y/5y/SR

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
1075-23	Contracts - pre-award	2011-05-19	Deleted. Superseded by 1070-30	
1075-25	Contracts - award	1993-06-16	New secondary.	SO+2y/5y/SR
1075-25	Contracts - award	2011-05-19	Deleted. Superseded by 1070-20 and 1070-30	
1075-27	Contracts - implementation	1993-06-16	New secondary.	SO+2y/5y/SR
1075-27	Contracts - implementation	2011-05-19	Deleted. Superseded by 1070-20	
1075-29	Contracts - evaluation	1993-06-16	New secondary.	SO+2y/5y/SR
1075-29	Contracts - evaluation	2011-05-19	Deleted. Superseded by 1070-20	
1080	Contracts - General Service	2011-05-19	Deleted. Superseded by primary 1070	
1080-00	Contracts - general service - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1080-02	Unsolicited offers of service	1993-06-16	New secondary.	CY+1y/nil/DE
1080-02	Unsolicited offers of service	2011-05-19	Deleted. Superseded by 1070-02	
1080-03	Contractor eligibility lists	1993-06-16	New secondary.	SO/nil/DE
1080-03	Contractor eligibility lists	1997-07-29	Changed retention period and final disposition from SO/7y/SR.	SO/nil/DE
1080-03	Contractor eligibility lists	2011-05-19	Deleted. Superseded by 1070-03	
1080-20	Contract case files	2011-05-19	Deleted. Superseded by 1070-20	
1080-21	Contracts - planning	1993-06-16	New secondary.	SO+2y/5y/SR
1080-21	Contracts - planning	2011-05-19	Deleted. Superseded by 1070-30	
1080-23	Contracts - pre-award	1993-06-16	New secondary.	SO+2y/5y/SR
1080-23	Contracts - pre-award	2011-05-19	Deleted. Superseded by 1070-30	
1080-25	Employer/employee relationship contracts	1990-07-25	Deleted.	
1080-25	Contracts - award	1993-06-16	New secondary.	SO+2y/5y/SR
1080-25	Contracts - award	2011-05-19	Deleted. Superseded by 1070-20	
1080-27	Contracts - implementation	1993-06-16	New secondary.	SO+2y/5y/SR
1080-27	Contracts - implementation	2011-05-19	Deleted. Superseded by 1070-20	
1080-29	Contracts - evaluation	1993-06-16	New secondary.	SO+2y/5y/SR
1080-29	Contracts - evaluation	2011-05-19	Deleted. Superseded by 1070-20	
1080-30	Non-employer/employee relationship contracts	1990-07-25	Deleted.	
1090	Currency	2011-05-19	Deleted. Superseded by primary 900	
1090-00	Currency - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1090-02	Setoffs adjusting debt balances between the government and other individuals or agencies	2011-05-19	Deleted. Superseded by 1095-20	
1095-00	Encumbrances - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1095-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
1095-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1095-20	Inter-ministerial encumbrances	2011-05-19	Title changed to Setoff files. Changed retention period from FY+1y/6y/DE	SO+1y/6y/DE SO = when set-off is cancelled or withdrawn, or when debt is paid in full
1095-30	Other encumbrances	2011-05-19	Deleted. Superseded by 1095-20	
1100	Expenditure Control - General	2011-05-19	Merges with former primary 1110 Expenditure Control - Commitments	
1100-00	Expenditure control - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1100-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
1100-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1100-02	Credit cards	2011-05-19	Deleted. Superseded by 1105-20	
1100-03	Transfer of expenditures	2011-05-19	Deleted. Superseded by 1100-30 and 1050-04, whichever is appropriate	
1100-05	Central agency chargebacks	2011-05-19	Deleted. Superseded by 1100-30 and 1050-04, whichever is appropriate	
1100-20	Expenditure forecasts	2011-05-19	Deleted. Superseded by 1000-20 and 1180-20, whichever is appropriate	
1100-30	Expenditure and commitment control files	2011-05-19	New secondary.	FY+1y/6y/DE
1105	Expenditure Control - Payment Instruments	2011-05-19	New primary. Provides for the authorization, issuance, and monitoring of purchase cards, travel cards, business transaction accounts, credit cards, debit cards, and all other payment instruments	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1105-00	Policy and procedures	2011-05-19	New secondary.	SO/7y/DE
1105-01	General	2011-05-19	New secondary.	FY+1y/nil/DE
1105-20	Payment instrument authorization files	2011-05-19	New secondary. Changed retention period from FY+1y/6y/DE (910-08 & 1100-02) and FY+2y/nil/DE (858-10)	SO/7y/DE Increase from FY+2y/nil/DE (858-10) SO = when payment instrument (e.g., card or BTA) is cancelled
1105-30	Payment instrument monitoring files	2011-05-19	New secondary. Changed retention period from FY+1y/6y/DE	SO/nil/DE SO = upon completion of reconciliation and review and when corrective action is taken; or if the delinquent account has resulted in a write-off by the bank service provider (currently Bank of Montreal), the relevant monitoring records are reclassified under secondary -35
1105-35	Written-off delinquent account monitoring records	2011-05-19	New secondary. These records are reclassified from 1105- 30 when the delinquent account is written- off by the bank service provider (currently Bank of Montreal)	SO/7y/DE SO = when payment instrument (e.g., card or BTA) is cancelled
1110	Expenditure Control - Commitments	2011-05-19	Deleted. Superseded by primary 1100	
1110-00	Expenditure control - commitments - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1110-02	Appropriation and commitment control	2011-05-19	Deleted. Superseded by 1100-30	
1110-20	Ministry internal authorizations for expenditures	2011-05-19	Deleted. Superseded by 265-20	
1110-30	Commitment reports	2011-05-19	Deleted. Superseded by 1100-30	
1120	Fees	2011-05-19	Title changed to Fee Management	
1120-00	Fees - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1120-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
1120-01	General	2011-05-19	Changed retention period from SO/niL/DE	FY+1y/nil/DE

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
1120-03	Fee schedules for ministry services	2003-05-29	Changed final disposition from SR to DE.	
1120-03	Fee schedules for ministry services	2011-05-19	Deleted. Superseded by 1120-20	
1120-20	Fee information and schedules	2003-05-29	Changed final disposition from SR to DE.	
1120-20	Fee information and schedules	2011-05-19	Title changed to Ministry/agency fee inventory files Deleted SO statement. SO = when information is updated	SO/nil/DE
1130	Funds - General	2011-05-19	Title changed to Fund Management	
1130-00	Funds - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1130-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/7y/DE
1130-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1130-02	Fund annual reports - final	2011-05-19	New secondary.	SO/nil/FR
1130-03	Fund cheque payments (CRF-exempt)	2011-05-19	New secondary. Covers cancelled cheques drawn on special funds that are exempt from the Consolidated Revenue Fund (e.g., Long Term Disability Fund).	FY+1y/9y/DE
1130-20	Fund case files	2011-05-19	Title changed to Fund accounting files Changed retention period from FY+1y/6y/DE	SO+1y/9y/DE SO = upon completion of audit and when corrective action is taken
1135	Funds - Revolving	2011-05-19	Deleted. Superseded by primary 1130	
1135-00	Funds - revolving - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1135-20	Revolving fund/special account case files	2011-05-19	Deleted. Superseded by 1130-20	
1150	Grants	2011-05-19	Title changed to Grants and Other Transfer Arrangements	
1150-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/7y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1150-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1150-20	Grant management files	1998-07-29	Amended SO note. SO = upon disbursement of the grant funds	
1150-20	Grant management files	2011-05-19	Title changed to Grant accounting files Changed final disposition from SO/7y/SR SO = upon disbursement of the grant funds	SO/7y/DE SO = when grant is paid out or when grant is withdrawn or cancelled
1150-25	Entitlement accounting files	2011-05-19	New secondary. Provides for the financial management and accounting of entitlements (e.g., social assistance).	FY+1y/6y/DE
1150-30	Contribution case files	1998-07-29	New secondary.	SO/7y/SR [non-OPR: FY+1y/nil/DE]
1150-30	Contribution case files	2011-05-19	Title changed to Transfer under agreement accounting files Expanded coverage to include money funded under transfer under agreements (TUAs) Changed final disposition from SO/7y/SR SO = upon disbursement of the contribution funds	SO/7y/DE SO = upon expiry or termination of the agreement and satisfactory completion of the funded project, program or service; and if applicable, upon completion of audit
1155	Hospitality and Business Expenses	2011-05-19	Deleted. Superseded by primaries 925 and 1050.	
1155-00	Hospitality and business expenses - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1155-02	Claim documents	2011-05-19	Deleted. Superseded by 925-20 and 1050-04	
1180	Reports, statistics, statements	1990-07-25	Changed retention period from FY+1y/nil/DE.	SO/nil/DE
1180	Reports, Statistics, Statements	2011-05-19	Title changed to Period-end Financial Reporting and Analysis	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1180-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/7y/DE
1180-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1180-02	Financial reporting systems	2011-05-19	Deleted. Superseded by 900-04 and 6450-20	
1180-03	Report requests	2011-05-19	Deleted. Superseded by Transitory Records schedule 102901.	
1180-20	Reports - paper	2011-05-19	Title changed to Period-end financial reports	
1180-30	Reports - microfiche	2011-05-19	Deleted. Superseded by 1180-20	
1180-35	Reports - electronic	2011-05-19	Deleted. Superseded by 1180-20	
1180-40	Report working records	2011-05-19	Title changed to Report working records and supporting detail Changed retention period from FY+1y/6y/DE	
1180-30	Reports held in microfiche	1993-06-16	Deleted tertiaries -02 and -03.	
1180-35	Reports - electronic	2007-11-22	New secondary.	FY+7y/nil/DE
1190-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/7y/DE
1190-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1190-02	Revenue accounts	2011-05-19	Deleted. Superseded by 1190-20	
1190-03	Suspense accounts	2011-05-19	Deleted. Superseded by 1190-20	
1190-04	Recoverable amounts	2011-05-19	Deleted. Superseded by 1190-20	
1190-20	Cost recoveries	2011-05-19	Title changed to Revenue and recoverable amount control files	
1190-30	Revenue forecasts	2011-05-19	Deleted. Superseded by 1000-20 and 1180-20, whichever is appropriate	
1200	Signing authorities	1990-07-25	Deleted primary. Superseded by primary 265.	
1210	Taxes	2011-05-19	Title changed to Tax Reporting	
1210-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/7y/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1210-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1210-02	Taxable benefits - individuals	1998-07-29	Deleted. Superseded by individual employee pay files.	
1210-02	Taxable payment reporting	2011-05-19	New secondary. Covers the issuance of non-payroll tax remittances such as T4As and T5s	CY+1y/6y/DE
1210-03	Goods and Services Tax (GST)	2011-05-19	Title changed to Consumption tax reporting	
1210-04	Taxation bulletins	2011-05-19	Deleted. Superseded by 195-45 Central agency (government of B.C.) circulars, bulletins and directives	
1210-05	Customs and excise duty and tax reporting	2011-05-19	New secondary.	FY+1y/6y/DE
1240	Travel Allowances and Expenditures	2011-05-19	Title changed to Travel Authorization	
1240-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/7y/DE
1240-01	General	2011-05-19	Changed retention period from FY+1y/6y/DE	FY+1y/nil/DE
1240-02	Relocation expense claims	2011-05-19	Deleted. Superseded by 1240-20	
1240-03	Minister's travel expenses	2011-05-19	Deleted. Superseded by 1240-20	
1240-04	Non-government personnel	2011-05-19	Deleted. Superseded by 1240-20	
1240-05	Denied travel requests	2011-05-19	New secondary.	FY+1y/nil/DE
1240-20	In-province travel	2011-05-19	Title changed to Travel authorization files	
1240-30	Out-of-province travel	2011-05-19	Deleted. Superseded by 1240-20	
1240-40	Out-of-Canada travel	2011-05-19	Deleted. Superseded by 1240-20	
1250	Treasury Board Submissions	1993-06-16	Changed retention period and final disposition.	3y/12y/FR
1250-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/7y/DE
1250-01	General	2007-11-22	Changed retention period from 3y/12y/FR.	FY+3y/12y/FR
1240-01	General	2011-05-19	Changed retention period from CY+3y/12y/FR	FY+1y/nil/DE

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
1250-02	Treasury Board submission information	2007-11-22	Changed retention period from 3y/12y/FR.	FY+3y/12y/FR
1250-02	Treasury Board submission information	2011-05-19	Deleted. Superseded by 195-45	
1250-03	Special warrants	2007-11-22	Changed retention period from 3y/12y/FR.	FY+3y/12y/FR
1250-20	Treasury Board submissions	2007-11-22	Changed retention period from 3y/12y/FR.	FY+3y/12y/FR
1250-20	Treasury Board submissions	2011-05-19	Title changed to Treasury Board submission files Reduced retention period and final disposition from FY+3y/12y/FR	FY+1y/6/DE
1250-30	Treasury Board pre-approvals	2007-11-22	Changed retention period from 3y/12y/FR.	FY+3y/12y/FR
1250-30	Treasury Board pre-approvals	2011-05-19	Deleted. Superseded by 1250-20	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
<b>This table includes changes to ARCS classifications, retentions and final dispositions made since 1987. It does not include administrative changes (i.e., wording changes, removal of qualifiers, addition of cross-references).</b>				
All non-OPR secondaries		2007-11-22	A standardized non-OPR retention and disposition of SO/nil/DE	
Sections 1-5		1987-12-17	ARCS first approved, encompassed	
Section 6		1993-06-16	Added section 6 to ARCS	
Section 5		2007-11-22	<a href="#">See 2007 Section 5 Amendment Summary</a>	
Sections 1, 2, 3, 4 and 6		2011-05-19	<a href="#">See 2011 Edition Amendment Summary of Changes</a>	
Sections 1, 6		2014-04-10	Amendments to sections 1 (100, 340, 358, 432) and 6 (6450).	
<b>SECTION 5</b>				
1300	Personnel - General	2007-11-22	Title changed to Human Resource Management - General	
1300-00	Policy and procedures	2007-11-22	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
1300-01	General	2007-11-22	Changed retention period from	CY+1y/nil/DE.
1300-02	Registration problems	2007-11-22	Deleted	
1300-03	Documentation	2007-11-22	Deleted	
1300-04	Personal/sexual harrassment	1990-07-25	New secondary.	
1300-04	Personal/sexual harassment	2007-11-22	Deleted. Superseded by 1300-06 and 1480-20 Changed retention period from	SO/nil/DE (1300-06) SO/7y/DE (1480-20)
1300-05	Human rights issues	1990-07-25	New secondary.	
1300-05	Human rights issues	2007-11-22	Deleted. Superseded by 1300-06 and 1480-20 Changed retention period from	SO/nil/DE (1300-06) SO/7y/DE (1480-20)
1300-06	Outside employment and conflict of interest	1990-07-25	Deleted.	
1300-06	Human resource topical files	2007-11-22	New secondary.	SO/nil/DE
1300-07	Probationary employess	1990-07-25	Deleted.	
1300-08	Implementation procedures	1990-07-25	Deleted.	
1300-09	Job-sharing	1990-07-25	Deleted.	
1305	Accidents and Injuries	2007-11-22	Deleted. Superseded by 1560	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1305-00	Policy and procedures	2007-11-22	Deleted. Superseded by 1560-00 Changed retention period and disposition from SO/5y/SR	SO/nil/DE
1305-01	General	2007-11-22	Deleted. Superseded by 1560-01 Changed retention period from CY+2Y/2y/DE	CY+1y/nil/DE.
1305-02	Non-compensatory accidents and injuries	2007-11-22	Deleted. Superseded by 1560-20 Changed retention period from CY+2Y/2y/DE	SO/7y/DE
1305-03	WCB claim correspondence	2007-11-22	Deleted. Superseded by 1560-20 Changed retention period from CY+2Y/2y/DE	SO/7y/DE
1305-04	WCB claim investigations	2007-11-22	Deleted. Superseded by 1560-20 Changed retention period from SO/nil/DE	SO/7y/DE
1310	Awards and Honours	2007-11-22	Title changed to Awards and Recognition	
1310-00	Policy and procedures	2007-11-22	Deleted. Superseded by 1310-05 Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1310-01	General	2007-11-22	Deleted. Superseded by 1310-05 Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1310-02	Long service awards	2007-11-22	Deleted. Superseded by 1310-05 Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1310-03	Employee suggestion program	2007-11-22	Deleted. Superseded by 1310-05 Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1310-04	Ministry award programs	1993-06-16	New secondary.	CY+1y/nil/DE
1310-04	Ministry award programs	2007-11-22	Deleted. Superseded by 1310-05 Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1310-05	Award and recognition program information files	2007-11-22	New secondary.	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1310-20	Awards and honours presentations	1990-07-25	New secondary.	
1310-20	Award/honour presentations	2007-11-22	Deleted. Superseded by 1310-50 Changed retention period from CY+1y/nil/DE.	SO+1y/nil/DE
1310-30	Employee suggestion case files	1993-06-16	New secondary.	CY+1y/nil/DE
1310-30	Employee suggestion case files	1998-07-29	Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1310-30	Employee suggestion case files	2001-03-19	Changed retention period from SO/nil/DE.	SO+1y/nil/DE
1310-30	Employee suggestion case files	2007-11-22	Deleted. Superseded by 1310-50 Changed retention period from CY+1y/nil/DE.	SO+1y/nil/DE
1310-40	Recognition award case files	1993-06-16	New secondary.	CY+1y/nil/DE
1310-40	Recognition award case files	1998-07-29	Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1310-40	Recognition award case files	2001-03-19	Changed retention period from SO/nil/DE.	SO+1y/nil/DE
1310-40	Recognition award programs	2007-11-22	Deleted. Superseded by 1310-50 Changed retention period from CY+1y/nil/DE.	SO+1y/nil/DE
1315	Benefits and Services - General	2007-11-22	Primary title changed to Benefits	
1315-00	Policy and procedures	2007-11-22	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
1315-02	Auxiliary employees - eligibility lists and notices	2007-11-22	Deleted. Superseded by 1580-04 Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1315-05	Benefit plan information files	2007-11-22	New secondary.	SO/nil/DE
1320	Benefits and Services - Benefits	2007-11-22	Deleted. Superseded by 1315-05	
1320-11	Housing subsidies	1990-07-25	New secondary.	
1320-13	Isolation allowance	1990-07-25	New secondary.	
1320-14	Child care expenses	1997-07-29	New secondary.	CY+2y/nil/DE
1330	Benefits and Services - Benefits - Managers and Professionals	2007-11-22	Deleted. Superseded by 1315-05	
1340	Benefits and Services - Services	2007-11-22	Deleted. Superseded by 1315-05	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1340-00	Benefits and services - benefits - services - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1340-04	British Columbia savings bonds	1993-06-16	New secondary.	CY+1y/nil/DE
1340-05	Deferred salary leave program	1997-07-29	New secondary.	CY+1y/nil/DE
1350	Classification - General	2007-11-22	Deleted. Superseded by 1360	
1350-02	Delegation of classification authority	1990-07-25	Deleted.	
1355	Classification - appeals and reclassifications	1997-07-29	Changed default retention period from CY/nil/DE.	SO/nil/DE
1355	Classification - Appeals and Reclassifications	2007-11-22	Deleted. Superseded by 1360	
1355-00	Classification - appeals and reclassifications - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1355-02	Classification appeal register	1990-07-25	New secondary.	
1358	Classification - issues	1990-07-25	New primary.	
1358	Classification - issues	2007-11-22	Deleted	
1358-30	Special studies and projects	2003-05-29	Changed final disposition from SR to DE.	
1358-40	Generic job descriptions	2003-05-29	Changed final disposition from SR to DE.	
1358-50	Classification comparisons(e.g., between ministries or across divisions)	2003-05-29	Changed final disposition from SR to DE.	
1360	Classification - Positions - Organization and Description	2007-11-22	Title changed to Job Description and Classification	
1360-00	Policy and procedures	2007-11-22	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
1360-01	General	2007-11-22	Changed retention period from CY+4y/nil/DE	CY+1y/nil/DE.
1360-02	Salary adjustments	2003-05-29	Deleted. Superseded by primary 140.	
1360-02	Salary adjustments	2007-11-22	Deleted.	
1360-03	Inventory of dormant positions	1990-07-25	New secondary.	
1360-03	Inventory of dormant positions	2003-05-29	Changed final disposition from SR to DE.	
1360-03	Inventory of dormant positions	2007-11-22	Deleted.	
1360-04	Job classification research files	2007-11-22	New secondary.	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1360-20	Position history files	2007-11-22	Title changed to Job description and classification/appeal files	
1360-25	Special classification files	1990-07-25	New secondary.	
1360-25	Special classification files	2003-05-29	Changed final disposition from SR to DE.	
1360-25	Special classification files	2007-11-22	Deleted.	
1360-30	Organizational files	1990-07-25	New secondary.	
1360-30	Organizational files	2007-11-22	Deleted. Superseded by 105-20 Changed retention period from CY+9y/ 25y/SR	SO+1y/nil/SR
1365	Classification - exclusions	1990-07-25	Deleted. Superseded by primary 1360.	
1380	Employees - General	2007-11-22	Deleted. Superseded by 1300-06	
1380-05	Outside employment and conflict of interest	1990-07-25	New secondary.	
1380-06	Seasonal employees	1990-07-25	New secondary.	
1380-07	Part-time regular employees	1990-07-25	New secondary.	
1380-08	Letters of reference	1993-06-16	New secondary.	CY+1y/nil/DE
1385	Employees - current	1993-06-16	Changed OPR retention period.	SO/nil/DE
1385	Employees - Current	2007-11-22	Title changed to Employee Supervision and Development	
1385-00	Policy and procedures	2007-11-22	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
1385-01	General	2007-11-22	Changed retention period and disposition from SO/nil/DE	CY+1y/nil/DE.
1385-02	Information requests	2007-11-22	Deleted.	
1385-20-05	Application, offer letter, oath,...	1990-07-25	New tertiary.	
1385-20	Current employee files	1993-06-16	Deleted tertiaries -02, -03, -04, and -05. Changed retention period and final disposition.	SO/NA/NA SO = when employee leaves government service
1385-20	Current employee files	2007-11-22	Title changed to Branch employee files Changed retention period from SO/NA/NA	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1385-21	Letters of discipline, etc.	1993-06-16	New secondary.	SO/nil/DE SO = upon expiry of 18 months and receipt of a request from the employee to remove the record of disciplinary action
1385-21	Letters of discipline, etc.	2007-11-22	Deleted.	
1390	Employees - Terminated	2007-11-22	Deleted.	
1390-20	Terminated employees claiming bridging of service	1997-07-29	Changed final disposition from SR to DE.	CY+1y/6y/DE
1390-30	Terminated employees not claiming bridging of service	1997-07-29	Changed final disposition from SR to DE.	CY+1y/6y/DE
1405	Employees - Pay Records - General	2007-11-22	Deleted.	
1405-00	Employees - pay records - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1410	Employees - Pay Records - Current	2007-11-22	Deleted. Superseded by 1550	
1410-00	Employees - pay records - current - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1410-20	Current employee pay files	1993-06-16	Deleted tertiaries -02, -03, -04, and -05. Changed retention period and final disposition.	SO/NA/NA SO = when employee leaves government service
1410-50	Payroll batch control	1993-06-16	New secondary.	CY+1y/nil/DE
1415	Employees - Pay Records - Terminated	2007-11-22	Deleted.	
1415-00	Employees - pay records - terminated - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1435	Employees - Welfare and Recreation	2007-11-22	Deleted. Superseded by 400-20 and 1300-06	
1435-00	Employees - welfare and recreation - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1435-20	Recreation programs	1993-06-16	New secondary.	CY+1y/nil/DE
1440	Employment equity	1993-06-16	New primary.	SO/5y/SR [non-OPR: CY+1y/nil/DE]
1440	Employment Equity	2007-11-22	Deleted. Superseded by 400-20 and 1300-06	
1440-00	Policy and procedures	1993-06-16	New secondary.	SO/5y/SR [non-OPR: SO/nil/DE]
1440-01	General	1993-06-16	New secondary.	SO/5y/SR
1440-02	Human Rights Act exemptions	1993-06-16	New secondary.	SO/5y/SR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1440-02	Human Rights Act exemptions	2003-05-29	Changed final disposition from SR to DE.	
1440-03	Aboriginals	1993-06-16	New secondary.	SO/5y/SR
1440-03	Aboriginals	2003-05-29	Changed final disposition from SR to DE.	
1440-04	Persons with disabilities	1993-06-16	New secondary.	SO/5y/SR
1440-04	Persons with disabilities	2003-05-29	Changed final disposition from SR to DE.	
1440-05	Visible minorities	1993-06-16	New secondary.	SO/5y/SR
1440-05	Visible minorities	2003-05-29	Changed final disposition from SR to DE.	
1440-06	Women	1993-06-16	New secondary.	SO/5y/SR
1440-06	Women	2003-05-29	Changed final disposition from SR to DE.	
1440-07	Resource agencies	1993-06-16	New secondary.	SO/5y/SR
1440-07	Resource agencies	2003-05-29	Changed final disposition from SR to DE.	
1440-08	Employment equity system review	1993-06-16	New secondary.	SO/5y/SR
1440-08	Employment equity system review	2003-05-29	Changed final disposition from SR to DE.	
1440-09	Workforce profile	1993-06-16	New secondary.	SO/5y/SR
1440-09	Workforce profile	2003-05-29	Changed final disposition from SR to DE.	
1440-10	Availability data	1993-06-16	New secondary.	SO/5y/SR
1440-10	Availability data	2003-05-29	Changed final disposition from SR to DE.	
1440-11	Sexual orientation	1998-07-29	New secondary.	SO/5y/SR
1440-11	Sexual orientation	2003-05-29	Changed final disposition from SR to DE.	
1440-12	Reasonable accommodation	1998-07-29	New secondary.	SO/5y/SR
1440-12	Reasonable accommodation	2003-05-29	Changed final disposition from SR to DE.	
1440-20	Equity case files	1993-06-16	New secondary.	SO/5y/SR
1440-25	Action plans	1993-06-16	New secondary.	SO/5y/SR
1440-30	Special studies and projects	1993-06-16	New secondary.	SO/5y/SR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1450	Establishment	2007-11-22	Deleted. Superseded by 1580	
1450-00	Establishment - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1450-20	Establishment control files	1990-07-25	New secondary.	
1450-20	Establishment control files	2003-05-29	Changed final disposition from SR to DE.	
1455	Foreign Postings and Allowances	2007-11-22	Deleted. Superseded by 1300-06	
1455-00	Foreign postings and allowances - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1455-20	Foreign postings	2003-05-29	Changed final disposition from SR to DE.	
1460	Health and Safety	2007-11-22	Deleted. Superseded by 1560	
1460-04	Employee Assistance Program	1998-07-29	Changed retention period of non-OPR from nil/nil/DE. Change corrects a typo.	non-OPR: SO/nil/DE
1460-10	Counselling services	1993-06-16	New secondary.	CY+2y/5y/DE
1460-45	Hazardous material information	1990-07-25	New secondary.	
1470	Hours of Work and Overtime	2007-11-22	Deleted. Superseded by 1385-20 and 1480-20	
1470-00	Hours of work and overtime - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1475	Job Enhancement	2007-11-22	Deleted. Superseded by 400-20 and 1300-06	
1475-00	Job enhancement - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1475-05	Job-sharing	1990-07-25	New secondary.	
1475-06	Telecommuting	1998-07-29	New secondary.	CY+4y/nil/DE
1475-30	Agreements and performance monitoring	1998-07-29	Deleted. Superseded by secondary 1385-20.	
1480	Labour Relations - General	2007-11-22	Title changed to Employer-Employee Relations	
1480-00	Policy and procedures	2007-11-22	Changed retention period and disposition from SO/5y/SR	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1480-01	General	2007-11-22	Changed retention period and disposition from CY+2Y/5y/DE	CY+1y/nil/DE.
1480-02	Strike planning;	2007-11-22	Changed retention period and disposition from CY+2Y/5y/SR	SO/nil/DE
1480-03	Essential service planning	2007-11-22	Changed retention period and disposition from CY+2Y/5y/DE	SO/nil/DE
1480-04	Collective agreement implementation	1990-07-25	New secondary.	
1480-04	Collective bargaining preparation	2007-11-22	Changed retention period and disposition from CY+2Y/5y/DE	SO/nil/DE
1480-05	Picketing	1990-07-25	New secondary.	
1480-05	Picketing	2007-11-22	Deleted. Superseded by 1480-02 Changed retention period and disposition from CY+2Y/5y/SR	SO/nil/DE
1480-20	Dispute/complaint resolution files	2007-11-22	New secondary.	SO/7y/DE
1485	Labour Relations - Arbitration	2007-11-22	Deleted.	
1495	Labour Relations - Bargaining Agents	2007-11-22	Deleted.	
1500	Labour relations - Collective agreements & interpretations	1990-07-25	Changed OPR default final disposition from DE to SR.	SO/5y/SR
1500	Labour Relations - Collective Agreements and Interpretations	2007-11-22	Deleted.	
1500-20	Agreements	1990-07-25	Changed final disposition from DE to SR.	SO/nil/SR
1505	Labour Relations - Discipline	2007-11-22	Deleted. Superseded by 1385-20	
1505-00	Labour relations - discipline - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1505-20	Precendent files	1990-07-25	Changed OPR and non-OPR retention period and final disposition from 18m/nil/DE.	SO+1y/nil/SR [non-OPR: SO/nil/DE]
1515	Labour Relations - Exclusions	2007-11-22	Deleted.	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1515-00	Labour relations - exclusions - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1525	Labour Relations - Grievances	2007-11-22	Deleted. Superseded by 1480-20	
1525-20	Individual grievance files	1993-06-16	Changed retention schedule.	SO+2y/nil/DE SO = when the grievance is withdrawn, abandoned, granted, settled or resolved through arbitration
1535	Labour Relations - Union Relations	2007-11-22	Deleted.	
1535-02	Unions	1998-07-29	New secondary.	CY+1y/nil/DE
1540	Leave management - General	1998-07-29	Deleted. Superseded by primary 1550.	
1550	Leave management - Attendance and seniority	1998-07-29	Changed retention period of OPR from CY+4y/nil/DE and non-OPR from CY+4y/nil/DE.	CY+1y/nil/DE [non-OPR: CY+1y/nil/DE]
1550	Leave Management – Leave, Attendance and Seniority	2007-11-22	Title changed to Leave and Time Reporting	
1550-00	Leave management, attendance and seniority - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1550-00	Policy and procedures	2007-11-22	Changed retention period from SO/5y/DE	SO/nil/DE
1550-02	Auxiliary hours - seniority	2007-11-22	Deleted.	
1550-20	Employee leave files	1993-06-16	Changed retention schedule.	SO/7y/DE SO = upon retirement, resignation or termination of the employee
1550-20	Employee leave records	2007-11-22	Deleted.	
1550-30	Branch or field office leave records	2007-11-22	Title modified to Branch or field office leave/time reporting files Changed retention period from CY+1y/nil/DE.	SO/nil/DE
1550-50	Employee attendance records	1993-06-16	Changed retention schedule.	SO/nil/DE [non-OPR: SO/nil/DE] SO = when employee information has been verified and added to employee pay file
1550-50	Employee attendance records	2007-11-22	Deleted. Superseded by 1550-30	
1560	Occupational Safety, Health, and Accidents	2007-11-22	New primary.	
1560-00	Policy and procedures	2007-11-22	New secondary.	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1560-01	General	2007-11-22	New secondary.	CY+1y/nil/DE.
1560-02	Ergonomic assessments	2007-11-22	New secondary.	SO/nil/DE
1560-03	First aid needs assessments	2007-11-22	New secondary.	SO/nil/DE
1560-04	First aid treatment books	2007-11-22	New secondary.	SO/7y/DE
1560-05	Hazardous material information	2007-11-22	New secondary.	SO/nil/DE
1560-06	OSH inspection files	2007-11-22	New secondary.	SO/7y/DE
1560-07	OSH program information	2007-11-22	New secondary.	SO/nil/DE
1560-08	Personal protective equipment information	2007-11-22	New secondary.	SO/nil/DE
1560-09	Refusal to work because of unsafe conditions	2007-11-22	New secondary.	SO/7y/DE
1560-20	Work-related incident reporting files	2007-11-22	New secondary.	SO/7y/DE
1570	Performance Planning and Review	2007-11-22	Deleted. Superseded by 1300-06 and 1385-20	
1570-00	Performance planning and review - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1580	Personnel Planning	2007-11-22	Title changed to Staffing Projections and Planning	
1580-00	Personnel planning and review - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1580-00	Policy and procedures	2007-11-22	Changed retention period from SO/5y/DE	SO/nil/DE
1580-01	General	2007-11-22	Changed retention period from FY+4y/nil/DE	CY+1y/nil/DE.
1580-02	Human resource development planning	2007-11-22	Deleted. Superseded by 1300-06 AND 1580-05 Changed retention period from FY+4y/nil/DE	SO/nil/DE
1580-03	FTE planning	2007-11-22	Deleted. Superseded by 1300-06 AND 1580-05 Changed retention period from FY+4y/nil/DE	SO/nil/DE
1580-04	Seniority, recall, and vacancy lists	2007-11-22	New secondary.	SO/nil/DE
1580-05	Staffing requirements planning files	2007-11-22	New secondary.	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1585	Reassignments and Transfers	2007-11-22	Deleted. Superseded by 1580 and 1385-20	
1585-00	Reassignments and transfers - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1585-02	Emergency deployment	1993-06-16	New secondary.	CY+2y/nil/DE
1585-20	Reassignment and transfer case files	2003-05-29	Changed final disposition from SR to DE.	
1590	Retirements and Pre-retirements	2007-11-22	Deleted. Superseded by 400-20 and 1580	
1590-05	Special retirement programs	1998-07-29	New secondary.	FY+2y/5y/DE
1600	Regulations and Directives	1998-07-29	Deleted. Superseded by primary 195.	
1603	Reports and Statistics - General	2007-11-22	Deleted.	
1603-00	Reports and statistics - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1605	Reports and Statistics - Central Service	2007-11-22	Deleted. Superseded by 1580	
1615	Reports and Statistics - Ministry	2007-11-22	Deleted.	
1615-00	Reports and statistics - ministry - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1625	Salaries and Wages	2007-11-22	Deleted. Superseded by 1300-06	
1625-00	Salaries and wages - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1625-04	Management salaries	1990-07-25	Deleted.	
1625-08	Order-in-council appointee salaries	1990-07-25	New secondary.	
1625-10	Pay equity	1993-06-16	New secondary.	CY+2y/nil/DE
1625-20	Salary disputes	1990-07-25	New secondary.	
1625-30	Bargaining unit compensation issues	1990-07-25	New secondary.	
1625-35	Pay equity case files	1993-06-16	New secondary.	CY+2y/2y/DE
1635	Selection Standards	2007-11-22	Deleted. Superseded by 1665-06	
1645	Separation and Layoffs	2007-11-22	Deleted. Superseded by 1580	
1645-07	Dismissals	1990-07-25	Deleted.	
1655	Staffing - General	2007-11-22	Deleted. Superseded by 1665-20	
1655-00	Staffing - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1655-02	Delegation of staffing authority	1990-07-25	Deleted.	
1655-03	Staffing audits	1990-07-25	Deleted.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1655-04	Competency base staffing	1993-06-16	New secondary.	CY+2y/nil/DE
1655-20	Testing	1990-07-25	New secondary.	
1657	Staffing - Acting and Temporary Appointments	2007-11-22	Deleted. Superseded by 1385-20 and 1580	
1657-00	Staffing - acting and temporary appointments - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1657-05	Development, bridging and rotation staffing	1990-07-25	New secondary.	
1660	Staffing - General Applications	2007-11-22	Deleted. Superseded by 1665-08 and 1665-20	
1660-00	Staffing - general applications - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1660-02	Offers of service	1990-07-25	Changed retention period from 3m/nil/DE.	SO/nil/DE
1660-03	Applications	1990-07-25	Changed retention period from 3m/nil/DE.	SO/nil/DE
1660-03	Applications	1993-06-16	Deleted. Superseded by secondary 1660-20.	
1660-20	Applications	1993-06-16	New secondary. Supersedes secondary 1660-03.	SO/nil/DE
1660-20	Applications	1998-07-29	Amended SO note. SO = when application is no longer under consideration	
1665	Staffing - competitions	1990-07-25	Changed retention period from CY+1y/nil/DE.	CY+1y/2y/DE
1665	Staffing - Competitions	2007-11-22	Title changed to Staffing, Recruitment, and Competitions	
1665-00	Policy and procedures	2007-11-22	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
1665-01	General	2007-11-22	Changed retention period from CY+2y/nil/DE	CY+1y/nil/DE.
1665-02	Appeals	2007-11-22	Deleted. Superseded by 1665-20 Changed retention period from CY+1y/2y/DE	SO+2y/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1665-03	Interview formats and questions	2007-11-22	Title modified to Model interview questions	
1665-04	Criminal record check consent forms (not hired)	2007-11-22	New secondary	CY/5y/DE
1665-05	Selection standards reference material	2007-11-22	New secondary	SO/nil/DE
1665-06	Student recruitment/selection information	2007-11-22	New secondary	SO/nil/DE
1665-07	Unsolicited offers of service - not considered	2007-11-22	New secondary	SO/nil/DE
1665-20	Staffing competition files	2007-11-22	Title modified to Staffing competition files Changed retention period from CY+1/2y/DE	
1675	Staffing - Direct Recruitment	2007-11-22	Deleted. Superseded by 1385-20	
1675-00	Staffing - direct recruitment - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1675-04	Typing tests	1990-07-25	Deleted.	
1675-04	Limited term employees	1993-06-16	New secondary.	CY+1y/nil/DE
1680	Staffing - General Recruitment and Appointments	2007-11-22	Deleted. Superseded by 1385-20	
1680-00	Staffing - general recruitment and appointments - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1685	Staffing - Other Recruitment Programs	2007-11-22	Deleted. Superseded by 1385-20	
1685-00	Staffing - other recruitment programs - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1685-06	Outreach recruitment	1993-06-16	New secondary.	CY+1y/nil/DE
1685-20	Incentive program case files	1993-06-16	New secondary.	CY+1y/nil/DE
1695	Staffing - Staff Requisitions	2007-11-22	Deleted. Superseded by 1580-05 and 1665-20	
1695-00	Staffing - staff requisitions - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1695-02	Staff requisitions	1990-07-25	Changed retention period from CY/4y/DE.	CY+2y/2y/DE
1700	Staffing - Vacancies and Obligations	2007-11-22	Deleted. Superseded by 1580-04 and 1580-05	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1705	Strategic Human Resource Planning and Advice	2007-11-22	New primary.	
1705-00	Policy and procedures	2007-11-22	New secondary.	SO/nil/DE
1705-01	General	2007-11-22	New secondary.	CY+1y/nil/DE.
1705-02	Leadership development applications	2007-11-22	New secondary.	SO+1y/nil/DE
1705-20	Strategic HR planning and advice project files	2007-11-22	New secondary.	SO/2y/DE
1710	Studies and surveys	1998-07-29	Changed final disposition from SR to DE.	CY+1y/5y/DE
1710	Studies and Surveys	2007-11-22	Deleted.	
1710-00	Studies and surveys - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1710-20	Studies and surveys case files	1997-07-29	New secondary.	CY+1y/5y/SR
1730-00	Training and development - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1730-00	Policy and procedures	2007-11-22	Changed retention period from SO/5y/DE	SO/nil/DE
1730-01	General	2007-11-22	Changed retention period from FY+1y/nil/DE	CY+1y/nil/DE.
1730-02	Training budget	2003-05-29	Changed final disposition from SR to DE.	
1730-02	Training budget	2007-11-22	Deleted. Superseded by 1000	
1730-03	Educational leave	1998-07-29	Changed final disposition from SR to DE.	FY+2y/nil/DE
1730-03	Educational leave	2007-11-22	Title modified to Educational leave criteria Changed retention period from FY+2y/nil/DE	SO/nil/DE
1730-04	Employee orientation	2007-11-22	Title modified to Employee orientation information Changed retention period and disposition from FY+1y/nil/SR	SO/nil/DE
1730-05	Career development	2003-05-29	Changed final disposition from SR to DE.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1730-05	Career development	2007-11-22	Title modified to Career development paths Changed retention period from FY+1y/nil/DE	SO/nil/DE
1730-06	Training needs analysis	2003-05-29	Changed final disposition from SR to DE.	
1730-06	Training needs analysis	2007-11-22	Title modified to Training and skills needs analysis Changed retention period from FY+1y/nil/DE	SO/nil/DE
1730-20	Knowledge and skills profiles	2007-11-22	Deleted. Superseded by 1730-06 and 1385-20	
1735	Training and development - courses	1997-07-29	Changed default final disposition from SR to DE.	CY+1y/nil/DE
1735	Training and Development - Courses	2007-11-22	Title modified to Training and Development - Course Delivery	
1735-00	Training and development - courses - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1735-00	Policy and procedures	2007-11-22	Changed retention period from SO/5y/DE	SO/nil/DE
1735-02	Plans	2007-11-22	Deleted. Superseded by 1735-01	
1735-03	Course evaluations	1997-07-29	Changed final disposition from SR to DE.	CY+1y/2y/DE
1735-03	Course evaluations		Title modified to Training evaluations Changed retention period from CY+1y/2y/DE	CY+1y/nil/DE.
1735-04	Courses packages	2007-11-22	Deleted. Superseded by 1735-05	
1735-05	Training program packages	2007-11-22	Title modified to Training packages	
1735-06	Staff development applications	2007-11-22	Deleted. Superseded by 1385-20 and 1705-02	
1735-07	Professional and technical certification	1997-07-29	Changed final disposition from SR to DE.	SO/3y/DE
1735-07	Professional and technical certification	2007-11-22	Deleted. Superseded by 1385-20	
1735-20	Course development case files	2007-11-22	Title modified to Training development files	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
1735-25	Course history case files	2007-11-22	Title modified to Training implementation history files Changed retention period from CY+4y/nil/DE	SO/2y/DE
1735-30	Course attendance case files	2007-11-22	Title modified to Training session attendance files Changed retention period from CY+4y/nil/DE	SO/nil/DE
1740	Training and Development - Resources	2007-11-22	Deleted. Superseded by 1735-25	
1740-00	Training and development - resources - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
1740-02	Training aids	2003-05-29	Changed final disposition from SR to DE.	
1740-03	Training facilities	2003-05-29	Changed final disposition from SR to DE.	
1740-04	Personnel resources (companies and individuals)	1998-07-29	Changed retention period of OPR from CY+4y/nil/SR and non-OPR from CY+1y/nil/DE.	SO/nil/DE [non-OPR: SO/nil/DE]
1775	Volunteers	2007-11-22	Deleted. Superseded by 1385-20	
1775-02	Accidents, liability and insurance	2003-05-29	Changed final disposition from SR to DE.	
1775-03	Responsibilities and obligations	2003-05-29	Changed final disposition from SR to DE.	
1775-05	Training and orientation	2003-05-29	Changed final disposition from SR to DE.	
1775-20	Volunteer case files	2003-05-29	Changed final disposition from SR to DE.	
1800	Women's Programs	2007-11-22	Deleted. Superseded by 400-20 and 1300-06	
1800-02	Career paths and bridging opportunities	2003-05-29	Changed final disposition from SR to DE.	
1800-04	Resource agencies	1990-07-25	New secondary.	
1800-04	Resource agencies	2003-05-29	Changed final disposition from SR to DE.	



Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
<b>This table includes changes to ARCS classifications, retentions and final dispositions made since 1987. It does not include administrative changes (i.e., wording changes, removal of qualifiers, addition of cross-references).</b>				
All non-OPR secondaries		2007-11-22	A standardized non-OPR retention and disposition of SO/nil/DE	
Sections 1-5		1987-12-17	ARCS first approved, encompassed	
Section 6		1993-06-16	Added section 6 to ARCS	
Section 5		2007-11-22	<a href="#">See 2007 Section 5 Amendment Summary</a>	
Sections 1, 2, 3, 4 and 6		2011-05-19	<a href="#">See 2011 Edition Amendment Summary of Changes</a>	
Sections 1, 6		2014-04-10	Amendments to sections 1 (100, 340, 358, 432) and 6 (6450).	
<b>SECTION 6</b>				
6000-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
6000-01	General	2011-05-19	Changed retention period from	FY+2y/nil/DE
6000-02	IM/IT standards	2011-05-19	New secondary.	SO/nil/DE
6000-03	IM/IT subject files	2011-05-19	New secondary.	SO/nil/DE
6000-20	Requests for information technology services (RFS)	2011-05-19	Title changed to IT service request authorization	SO/2y/DE SO = upon approval by expense authority or cancellation
6200-00	Policy and procedures	2011-05-19	Deleted. Superseded by 6000-00 Changed retention from SO/5y/SR	SO/nil/DE
6200-01	General	2011-05-19	Deleted. Superseded by 6000-01 Changed retention from CY+2y/5y/DE	FY+2y/nil/DE
6200-02	Office automation	2003-05-29	Changed final disposition from SR to DE.	
6200-02	Office automation	2011-05-19	Deleted. Superseded by 6000-03 Reduced retention from CY+2y/5y/DE	SO/nil/DE
6200-03	New technology	2003-05-29	Changed final disposition from SR to DE.	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
6200-03	New technology	2011-05-19	Deleted. Superseded by 6000-03 Reduced retention from CY+2y/5y/DE	SO/nil/DE
6200-20	External agencies; technology architecture	2003-05-29	Changed final disposition from SR to DE.	
6200-20	External agencies' technology architecture	2011-05-19	Deleted. Superseded by 6000-02 Changed retention from CY+2y/5y/DE	SO/nil/DE
6200-30	Interministry technology architecture projects	2003-05-29	Changed final disposition from SR to DE.	
6200-30	Inter-ministry technology architecture projects	2011-05-19	Deleted. Superseded by 6000-02 Changed retention from CY+2y/5y/DE	SO/nil/DE
6200-40	Internal technology architecture projects	2003-05-29	Changed final disposition from SR to DE.	
6200-40	Internal technology architecture projects	2011-05-19	Deleted. Superseded by 6000-02 Changed retention from CY+2y/5y/DE	SO/nil/DE
6200-50	Computer technology research and evaluations	2011-05-19	Deleted. Superseded by 6000-02	
6400-00	Policy and procedures	2011-05-19	Deleted. Superseded by secondary 6450- 00 Changed retention and disposition from SO/5y/SR	SO/nil/DE
6400-01	General	2011-05-19	Deleted. Superseded by secondary 6450- 01 Changed retention from CY+2y/5y/DE	FY+2y/nil/DE
6400-02	System development standards	2011-05-19	Deleted. Superseded by 6000-02 Changed retention period and final disposition from CY2y/5y/SR	SO/nil/DE

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
6400-20	System development standards – ministry drafts	2011-05-19	Deleted. Superseded by 6000-02	
6450	Development – Projects	2011-05-19	Title changed to Information system development and changes	
6450-00	Policy and procedures	2011-05-19	Changed retention period and disposition from SO/5y/SR	SO/nil/DE
6450-01	General	2011-05-19	Changed retention period from CY+2y/5y/DE.	FY+2y/nil/DE
6450	Information System Development and Changes	2014-04-10	Added cross reference to 340.	
6450-00	Development – Projects – Policy and procedures	2011-05-19	Changed retention and disposition from SO/5y/SR	SO/nil/DE
6450-01	General	2011-05-19	Changed retention from CY+2y/5y/DE	FY+2y/nil/DE
6450-20	Projects - individual	2011-05-19	Title changed to IT projects Changed retention period and disposition from SO/5y/SR	SO/2y/DE SO = when system or application is no longer supported, or upon project completion or cancellation
6450-20	IT projects	2014-04-10	Updated qualifier.	
6450-25	Projects - individual - project management	2011-05-19	Deleted. Superseded by 6450-20	
6450-30	Projects - individual - planning and initiation	2011-05-19	Deleted. Superseded by 6450-20	
6450-35	Projects - individual - requirements definition	2003-05-29	Changed final disposition from SR to DE.	
6450-35	Projects - individual - requirements definition	2011-05-19	Deleted. Superseded by 6450-20	
6450-40	Projects - individual - design	2003-05-29	Changed final disposition from SR to DE.	
6450-40	Projects - individual – design	2011-05-19	Deleted. Superseded by 6450-20	
6450-45	Projects - individual - development	2003-05-29	Changed final disposition from SR to DE.	
6450-45	Projects - individual – development	2011-05-19	Deleted. Superseded by 6450-20	
6450-50	Projects - individual - test implementation	2003-05-29	Changed final disposition from SR to DE.	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
6450-50	Projects - individual - test implementation	2011-05-19	Deleted. Superseded by 6450-20	
6450-55	Projects - individual - implementation	2003-05-29	Changed final disposition from SR to DE.	
6450-55	Projects - individual – implementation	2011-05-19	Deleted. Superseded by 6450-20	
6450-60	Projects - individual -maintenance plans	2003-05-29	Changed final disposition from SR to DE.	
6450-60	Projects - individual - maintenance plans	2011-05-19	Deleted. Superseded by 6820-20	
6450-65	Projects - individual - post implementation audits/reviews	2011-05-19	Deleted. Superseded by 6450-20	
6450-70	Projects - individual - documentation development	2003-05-29	Changed final disposition from SR to DE.	
6450-70	Projects - individual - documentation development	2011-05-19	Deleted. Superseded by 6450-20	
6450-80	User documentation	2011-05-19	Title changed to IT application/system documentation - final versions Increased retention period and final disposition from SO/nil/DE	SO/2y/SR
6450-80	IT application/system documentation - final versions	2014-04-10	Updated qualifier and explanatory notes. Added SR note.	
6600	Information resource management - General	2011-05-19	Deleted. Superseded by 400-20	
6620	Information resource management – Data administration	2011-05-19	Deleted. Superseded by 6000-03 and 6450-20	
6620-00	Information resource management - data administration - policy and procedures	2003-05-29		
6620-02	Corporate information model	2003-05-29	Changed final disposition from SR to DE.	
6620-02	Corporate information model	2007-11-22	Changed retention period from CY+2y/5y/DE.	SO/5y/DE

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
6620-02	Corporate information model	2011-05-19	Deleted. Superseded by 6450-20 Changed retention from SO/5y/DE	SO/2y/DE SO = upon project completion, cancellation, or abandonment and when no longer required for reference
6620-03	Data sharing and integration	2003-05-29	Changed final disposition from SR to DE.	
6620-03	Data sharing and integration	2011-05-19	Deleted. Superseded by 6450-20 Changed retention from CY+2y/5y/DE	SO/2y/DE SO = upon project completion, cancellation, or abandonment and when no longer required for reference
6620-04	Environmental concerns	2011-05-19	Deleted. Superseded by 6450-20 Changed retention period and disposition from CY+2y/5y/SR	SO/2y/DE SO = upon project completion, cancellation, or abandonment and when no longer required for reference
6620-05	Electronic data interchange (EDI)	2003-05-29	Changed final disposition from SR to DE.	
6620-05	Electronic data interchange	2011-05-19	Deleted. Superseded by 6000-03 Changed retention from CY+2y/5y/DE	SO/nil/DE
6620-20	Data administration projects	2003-05-29	Changed final disposition from SR to DE.	
6640	Information resource management – Database administration	2011-05-19	Deleted. Superseded by primary 6820	
6640-02	Disk space management	2003-05-29	Changed final disposition from SR to DE.	
6640-02	Disk space management	2011-05-19	Deleted. Superseded by 6820-20 Reduced retention from CY+2y/5y/DE	SO/2y/DE
6640-03	Tape space management	2003-05-29	Changed final disposition from SR to DE.	
6640-03	Tape space management	2011-05-19	Deleted. Superseded by primary 140.	
6640-04	File backup procedures	2003-05-29	Changed final disposition from SR to DE.	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
6640-04	File backup procedures	2011-05-19	Deleted. Superseded by 6820-00 Changed retention and final disposition from SO+1y/nil/DE	SO/nil/FR
6640-20	System capacity planning	2011-05-19	Deleted. Superseded by 6820-20 Reduced retention from SO+2y/nil/DE	SO/2y/DE
6800	Operations – General	2011-05-19	Deleted. Superseded by primary 6820	
6800-20	Operation service levels	2011-05-19	Deleted. Superseded by 6820-20	
6820	Operations - Applications	2011-05-19	Title changed to Information system operations	
6820-00	Operations - applications - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
6820-00	Policy and procedures	2011-05-19	Changed retention period and final disposition from SO/5y/DE	SO/nil/FR
6820-01	General	2011-05-19	Changed retention period from CY+2y/nil/DE	FY+2y/nil/DE
6820-02	External applications	2003-05-29	Changed final disposition from SR to DE.	
6820-02	External applications	2011-05-19	Deleted. Superseded by 6820-20	
6820-03	Local applications	2003-05-29	Changed final disposition from SR to DE.	
6820-03	Local applications	2011-05-19	Deleted. Superseded by 6820-20	
6820-04	Shared applications	2003-05-29	Changed final disposition from SR to DE.	
6820-04	Shared applications	2011-05-19	Deleted. Superseded by 6820-20	
6820-05	Backup data	2011-05-19	New secondary.	SO/nil/DE
6820-06	Log files	2011-05-19	New secondary.	SO/nil/DE SO = when no longer required
6820-20	External applications	2003-05-29	Changed final disposition from SR to DE.	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
6820-20	External applications	2011-05-19	Title changed to Information system maintenance records	SO/2y/DE SO = when no longer required to support the application, server, or system
6820-25	Reported incidents and user help and support	2011-05-19	New secondary. Changed SO from: SO = upon production of report	SO = upon resolution of incident or provision of help and support, and when no longer required to support the application, server, or system
6820-30	Local applications	2003-05-29	Changed final disposition from SR to DE.	
6820-30	Local applications	2011-05-19	Deleted. Superseded by 6820-20	
6820-40	Shared applications	2003-05-29	Changed final disposition from SR to DE.	
6820-40	Shared applications	2011-05-19	Deleted. Superseded by 6820-20	
6820-50	Maintenance of applications	2003-05-29	Changed final disposition from SR to DE.	
6820-50	Maintenance of applications	2011-05-19	Deleted. Superseded by 6820-20	
6840	Operations – Change management	2011-05-19	Title changed to Change management	
6840-00	Operations - change management - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
6840-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
6840-01	General	2011-05-19	Changed retention period from CY+2y/nil/DE	FY+2y/nil/DE
6840-02	Change management standards	2003-05-29	Changed final disposition from SR to DE.	
6840-02	Change management standards	2011-05-19	Deleted. Superseded by 6000-02	
6840-20	Change requests	2003-05-29	Changed final disposition from SR to DE.	
6840-20	Change requests	2011-05-19	Title changed to IT change management records Changed retention period from CY+2y/nil/DE	SO+2y/nil/DE SO = when the relevant release has been implemented
6840-25	Change management issues	1997-07-29	New secondary.	CY+2y/nil/SR

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
6840-25	Change management issues	2003-05-29	Changed final disposition from SR to DE.	
6840-25	Change management issues	2011-05-19	Deleted. Superseded by 6840-20	
6840-30	Maintenance items	2003-05-29	Changed final disposition from SR to DE.	
6840-30	Maintenance items	2011-05-19	Deleted. Superseded by 6840-20	
6840-40	Next release items	2003-05-29	Changed final disposition from SR to DE.	
6840-40	Next release items	2011-05-19	Deleted. Superseded by 6840-20	
6860	Operations – Telecommunications - General	2011-05-19	Deleted. Superseded by primary 6880	
6860-00	Operations - telecommunications - network policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
6860-02	Standards	2003-05-29	Changed final disposition from SR to DE.	
6860-02	Standards	2011-05-19	Deleted. Superseded by 6000-02	
6860-03	Inventory of communications lines	2003-05-29	Changed final disposition from SR to DE.	
6860-03	Inventory of communications lines	2011-05-19	Deleted. Superseded by 6880-20 Reduced retention from CY+2y/5y/DE	SO/2y/DE
6860-20	Special projects	2011-05-19	Deleted. Superseded by 6450-20 Changed final disposition from SO+2y/nil/SR	SO/2y/DE
6860-30	Telecommunications service requests	1997-07-29	Changed final disposition from SR to DE.	SO+2y/nil/DE
6860-30	Telecommunications service requests	2011-05-19	Deleted. Superseded by 6000-20	
6860-40	Fax monthly reports	2007-11-22	Changed retention period from 6m/nil/DE.	SO+6m/nil/DE
6880	Operations – Telecommunications - Network	2011-05-19	Title changed to Telecommunication network management	
6880-00	Operations - telecommunications - network - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	



<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
6880-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/2y/DE
6880-01	General	2011-05-19	Changed retention period from CY+2y/5y/DE.	FY+2y/nil/DE
6880-02	Standards	2003-05-29	Changed final disposition from SR to DE.	
6880-02	Standards	2011-05-19	Deleted. Superseded by 6000-02 Reduced retention from CY+2y/5y/DE	SO/2y/DE
6880-03	Local area networks	2003-05-29	Changed final disposition from SR to DE.	
6880-03	Local area networks	2011-05-19	Deleted. Superseded by 6880-20 Reduced retention from CY+2y/5y/DE	SO/2y/DE
6880-04	Metropolitan area networks	2003-05-29	Changed final disposition from SR to DE.	
6880-04	Metropolitan area networks	2011-05-19	Deleted. Superseded by 6880-20 Reduced retention from CY+2y/5y/DE	SO/2y/DE
6880-05	Teleconferencing/ videoconferencing	2003-05-29	Changed final disposition from SR to DE.	
6880-05	Teleconferencing/videoconferencing	2011-05-19	Title changed to Telework services Changed retention period from CY+2y/5y/DE	SO/nil/DE SO = upon completion or cancellation of service, and when no longer required for reference purposes
6880-06	Voice networks (includes paging systems)	2003-05-29	Changed final disposition from SR to DE.	
6880-06	Voice networks	2011-05-19	Deleted. Superseded by 6880-20	
6880-07	Wide area networks	2003-05-29	Changed final disposition from SR to DE.	
6880-07	Wide area networks	2011-05-19	Deleted. Superseded by 6880-20	
6880-08	Interruption of service	2003-05-29	Changed final disposition from SR to DE.	
6880-08	Interruption of service	2011-05-19	Deleted. Superseded by 6880-20	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
6880-09	Voice mail management records	2011-05-19	New secondary	SO/nil/DE SO = when no longer required
6880-20	Network development projects (includes network access control procedures)	2003-05-29	Changed final disposition from SR to DE.	
6880-20	Network development projects	2011-05-19	Title changed to Telecommunication network management Changed retention period from CY+2y/5y/DE	SO/2y/DE
6890	Operations – Telecommunications – Radio	2011-05-19	Title changed to Radio communication	
6890-00	Operations - telecommunications - radio policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
6890-00	Policy and procedures	2011-05-19	Changed retention period from SO/5y/DE	SO/nil/DE
6890-01	General	2011-05-19	Changed retention period from CY+2y/2y/DE.	FY+2y/nil/DE
6890-02	Standards	2011-05-19	Deleted. Superseded by 6000-02	
6890-03	Frequency licences	2011-05-19	Title changed to Radio frequency licences Increased retention period from SO+1y/nil/DE	SO/7y/DE SO = upon expiry of the licence
6890-04	Frequency interference	1997-07-29	Changed retention period from CY+2y/2y/DE.	SO/nil/DE
6890-04	Frequency interference	2011-05-19	Deleted. Superseded by 6890-50	
6890-05	Lightning protection	2011-05-19	Deleted. Superseded by 6890-50	
6890-06	Radio logs	2011-05-19	Deleted. Superseded by 6890-50	
6890-07	Use of frequencies/path profiles	2003-05-29	Changed final disposition from SR to DE.	
6890-07	Use of frequencies/path profiles	2011-05-19	Deleted. Superseded by 6890-50	
6890-20	Radio communication systems	2011-05-19	Deleted. Superseded by 6890-50	
6890-30	Radio logs	2011-05-19	Deleted. Superseded by 6890-50	
6890-40	Requests for radio communication services	2011-05-19	Deleted. Superseded by 6000-20	

Primary/ Secondary	Title	Date amendment approved	Type of Change(s)	New retention period = A/SA/FD
6890-50	Site installations (includes repeaters)	2003-05-29		
6890-50	Site installations	2011-05-19	Title changed to Radio communication sites	SO+1y/nil/DE SO = when site no longer exists, and when no longer required for reference purposes
6890-60	Radio specification history files	2003-05-29	Changed final disposition from SR to DE.	
6890-60	Radio specification history files	2011-05-19	Title changed to Radio communication specifications	
6900	Reports and statistics - General	2001-03-19	Changed default OPR retention period from CY+2y/nil/DE.	SO+2y/nil/DE SO=upon production of the report
6900	Reports and statistics – General	2011-05-19	Deleted. Superseded by primary 6820	
6900-00	Reports and statistics - general - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
6900-25	Job control language reports	2003-05-29	New secondary.	
6900-25	Job control language reports	2011-05-19	Deleted. Superseded by 6820-20 Changed retention from SO/nil/DE	SO/2y/DE
6900-30	Maintenance reports	2011-05-19	Deleted. Superseded by 6820-20	SO/2y/DE
6900-40	Status reports	2011-05-19	Deleted. Superseded by 6820-20	SO/2y/DE
6920	Reports and statistics - Daily	2001-03-19	Changed default OPR retention period from CY+2y/nil/DE.	SO+2y/nil/DE SO=upon production of the report
6920	Reports and statistics – Daily	2011-05-19	Deleted. Superseded by primary 6820	
6920-00	Reports and statistics - daily - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	
6920-20	Help dest alerts/exception reports	2011-05-19	Deleted. Superseded by 6820-25	
6920-30	Incident reports	2011-05-19	Deleted. Superseded by 6820-25	
6920-40	System response time reports	2011-05-19	Deleted. Superseded by 6820-20	
6920-50	System usage/activity report	2011-05-19	Deleted. Superseded by 6820-20	
6940	Reports and statistics - Monthly	2001-03-19	Changed default OPR retention period from CY+2y/nil/DE.	SO+2y/nil/DE SO=upon production of the report
6940	Reports and statistics - Monthly	2011-05-19	Deleted. Superseded by primary 6820	
6940-00	Reports and statistics - monthly - policy and procedures	2003-05-29	Changed final disposition from SR to DE.	

<b>Primary/ Secondary</b>	<b>Title</b>	<b>Date amendment approved</b>	<b>Type of Change(s)</b>	<b>New retention period = A/SA/FD</b>
6940-20	Billing Information System reports	2011-05-19	Deleted. Superseded by 6820-20 Changed retention from CY+1y/nil/DE	SO/2y/DE
6940-30	Labour detail reports	2011-05-19	Deleted. Superseded by 6820-20 Changed retention from CY+1y/nil/DE	SO/2y/DE
6940-40	Disk space usage reports	2011-05-19	Deleted. Superseded by 6820-20	SO/2y/DE
6940-50	Tape space usage reports	2011-05-19	Deleted. Superseded by 6820-20	SO/2y/DE
6940-30	Tape library usage reports	2011-05-19	Deleted. Superseded by 6820-20	SO/2y/DE