

## Managing Government Records – Final Quiz - Answers

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1. Rough notes that have been used to create a final document. Once these have been incorporated into the final document, the rough notes are transitory.
2. The year of creation plus 2 more years.
3. 925-20 plus file code to identify the company (e.g., 925-20/ACE. The OPR retention is FY+1Y 6Y DE.
4. 1240-00
5. No. The email is transitory.
6. *ORCS*. These records would be unique to the Ministry of Forests.
7. No. Delete transitory emails and place non-transitory emails in your office filing system.
8. 102906. The only offices that can use this schedule are offices of ministers, deputy ministers, assistant deputy ministers, and equivalent positions.
9. A = Active, SA = Semi-active and FD = Final Disposition.
10. No. Transitory records can be destroyed without approval from the ministry records management team. There is an approved special schedule for "transitory" records. Be sure to shred records with confidential or sensitive information.
11. No. At the end of the life cycle all DE boxes will be disposed of as a whole, nobody is going to go through them at that point and separate them.
12. *ARCS* covers administrative records that are common to every government office. *ORCS* relate to the operations and services provided by a ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy.