

**Draft Record Retention Periods  
Covering Common Administrative Records in Support of  
the Human Resources Management Function**

Table of Contents

**SECTION I - INTRODUCTION**..... 1

    General ..... 1

    Scope ..... 1

    Offices of Primary Interest ..... 1

    Arrangement of the Guide ..... 2

    Personal Information ..... 2

    Disposition ..... 2

**SECTION II - RECORD RETENTION PERIODS** ..... 4

    Personnel Files (Employees) ..... 4

    Human Resources Management (General) ..... 4

**1. Staffing** ..... 4

        Recruitment and Promotion..... 4

        Probation ..... 5

        Deployments, Assignments and Secondments ..... 5

        Recourse..... 5

        Bilingual Positions ..... 5

**2. Training and Development** ..... 5

        Training and Development General ..... 6

        Development of Supervisors, Managers, and Executives ..... 6

        Official Languages Training ..... 6

**3. Performance Assessment** ..... 7

        Performance Assessment..... 7

**4. Occupational Safety and Health** ..... 7

        Occupational Safety and Health ..... 7

        Employee Assistance Program (EAP)..... 8

**5. Staff Relations** ..... 8

        Collective Bargaining..... 8

        Recourse..... 9

        Conflict of Interest and Post-Employment Code..... 10

**6. Compensation and Benefits** ..... 10

**7. Human Resource Planning and Utilization**..... 11

        Human Resource Planning ..... 11

        Human Resource Utilization ..... 11

---

<b>8.</b>	<b>Classification</b> .....	11
	Classification Delegation .....	11
	Classification Grievances .....	11
<b>9.</b>	<b>Official Languages</b> .....	12
	Programme Management .....	12
<b>10.</b>	<b>Employment Equity</b> .....	12
	Employment Equity.....	12
<b>11.</b>	<b>Special Programs</b> .....	13
	Work Force Adjustment .....	13
	Termination of Employment Due to Alternative Delivery Situations .....	13
	Awards including Incentive Award Plan, Award Plan for Inventors and Innovators, Scholarships	13
	Workplace Day Care Centres.....	14
	Executive Group .....	14

**Draft Record Retention Periods Covering Common Administrative Records  
in Support of the Human Resources Management Function****SECTION I - INTRODUCTION****General**

The following guidelines provide to institutions advice regarding the establishment of minimum retention periods for those common administrative records which support the Human Resources Management (HRM) function of the Government of Canada. While, in general, the guidelines should be viewed as best practices, retention standards for *Personal Information* are non-discretionary and **must** be followed in accordance with the standards prescribed below. For information on Personal Information and Standard Banks, see [APersonal Information](#) below.

**For Print Version Only:** These guidelines are also available at (URL)

**Scope**

The guidelines apply to all *common administrative records* which are collected, created or received by institutions in support of the administration of the HRM Function of the Government of Canada (that is, records documenting common administrative business functions and sub-functions, programmes, and activities), regardless of how the records are organized or internally controlled within each institution.

In applying these retention guidelines, institutions should take care to ensure that the records:

- ! are not operational in nature;
- ! are not of a mixed operational and administrative character;
- ! do not support an administrative function in an Office of Primary Interest (OPI);
- ! are not otherwise excluded from the application of Authority No. 98/005 by virtue of the definitions and scope statement contained in the Appendix of Authority No. 98/005 <http://www.archives.ca/06/0604/docs/1-4-5e.pdf>;
- ! are not anterior to 1946 (pre-1946 records are to be transferred to the National Archives).

**Offices of Primary Interest**

The retention guidelines do not apply to those records of either Offices of Primary Interest (OPI) or central agencies, which are collected, created or received in the pursuance of their mandated role in administering HRM on behalf of the Government of Canada. Examples of such government bodies include the Treasury Board and the Public Service Commission, and any other institution mandated to perform, in full or in part a HRM function on behalf of the Government of Canada. The retention guidelines for common administrative records, however, do apply to all those records that are collected, created or received in support of such organization's *internal* human resources management requirements.

**Arrangement of the Guidelines**

The record descriptions and retention periods contained in these guidelines replace Schedule 5 of the National Archives= General Records Disposal Schedule (GRDS). All pertinent descriptions have been revised and regrouped to reflect the Human Resources Management (HRM) Function of the Government of Canada which includes the following eleven (11) sub-functions: Staffing; Training and Development; Performance Assessment; Occupational Safety and Health; Staff Relations; Compensation and Benefits; Human Resources Planning and Utilization; Classification; Official Languages; Employment Equity; and Special Programmes.

Where explicit direction is not available, institutions should set retention periods for those records in accordance with the specific institution's operational and legal requirements.

**Personal Information**

The retention of personal information contained in records is governed by the *Privacy Act*, and in the case of information concerning Federal Employees, is prescribed, regulated and published by the Treasury Board in Standard Banks of Information contained in its publication entitled *InfoSource: Sources of Federal Employee Information* (At the following URL: ([http://tbs-sct.gc.ca/pubs\\_pol/gospubs/infosource/2001/infosource\\_e.html](http://tbs-sct.gc.ca/pubs_pol/gospubs/infosource/2001/infosource_e.html))). These guidelines import information for records described in most, but not all Standard Banks, and establish a link between the records and the Standard Banks in which the records are described. **Retention and disposition standards for records containing personal information relating to federal employees, which are described in the Standard Banks, are compulsory standards that must be adhered to.**

**Disposition**

Nothing in these guidelines should be interpreted as constituting an authority to dispose of records. For direction regarding the disposition of common administrative records related to the Human Resources Management Function, institutions should consult the *National Archives Multi Institutional Disposition Authority (MIDA) No. 98/005*.

**Guidance**

For advice or assistance regarding the application of these guidelines, please contact the National Archives at 944-IMGI, (613-944-4644) or by e-mail ([imgi@archives.ca](mailto:imgi@archives.ca)).

**SECTION II - RECORD RETENTION PERIODS**

These retention guidelines are for common administrative records generated in support of the HRM function, which is responsible for administering responsibilities related to personnel management in the federal public service.

**Personnel Files (Employees)**

The personnel or employee file shall be retained by the employing institution for the duration of employment plus one (1) year. The institution shall then transfer it to the National Archives- Federal Records Centre (FRC). The National Archives will destroy the civilian personnel file when the individual turns eighty (80) years of age provided two years have elapsed since the last administrative action.

This is a **Retention Standard** governed by the *Privacy Act* and prescribed by Treasury Board that must be adhered to. Consult Treasury Board's publication *InfoSource: Sources of Federal Employee Information*, Standard Bank Number PSE 901, Employee Personnel Record. **NB: The disposition information published in Info Source for this Standard Bank is not up-to-date. It should reflect the information offered above which was approved by the National Archivist in December 1992**

**Human Resources Management (General)**

**General Guidelines**

Policy	5 yrs after superseded Active 2 yrs, Dormant 3 yrs (A2, D3)
General	2 yrs

Exceptions to these general rules are noted below.

**NB: The five-year retention period for policy and procedures, and the two-year period for routine records should be applied, unless noted otherwise below, to similar records related to each sub-function. Retention periods (unless otherwise specified) should always be interpreted and applied after all administrative actions are completed. (e.g., two years after all administrative actions are completed).**

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
1. Staffing <i>This sub-function generally encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. Inventories of candidates</i>	Disposition Authority MIDA 98/005

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<p>are developed and maintained based on the organization's anticipated human resources requirements, candidates are selected and appointed as these requirements materialize and, therefore, the staffing sub-function includes more specifically recruitment and promotion; probation; deployments, assignments and secondments; recourse of public service employees; employment equity (as it related to staffing); and staffing of bilingual positions.</p> <p><b>NB:</b> See also <b>Employment Equity</b> and <b>Official Languages</b></p>	
<p><b>Recruitment and Promotion</b></p> <p>Staffing process - requests, competition posters, candidates= applications, rating board assessments, examination papers and test results, employment offers, etc.</p> <p>Applications not considered when staffing a position</p>	<p>2 yrs following the expiry of the eligibility list for a staffing action expires or two yrs after the last administrative action. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 902</b> - Staffing.</p> <p>6 months</p>
<p><b>Probation</b></p> <p>Individual cases if no rejection</p> <p><b>NB: for rejection on Probation Period, see Staff Relations</b></p>	<p>2 yrs after the last administrative action</p>
<p><b>Deployments, Assignments and Secondments</b></p> <p>Individual cases</p> <p>Applications not considered when staffing a position</p>	<p>2 yrs after last administrative action</p> <p>6 months</p>
<p><b>Recourse</b></p> <p>Individual Cases</p>	<p>2 yrs</p> <p>Records are destroyed two years after the most recent administrative activity. In accordance with <i>InfoSource</i> <b>Standard Bank PSE 919</b> - Harassment.</p>
<p><b>Bilingual Positions</b></p> <p>Individual Cases when staffing is considered</p> <p><b>NB: See also Official Languages and Training and Development. Language examination, exemption and training records are placed on the Employee Personnel File</b></p>	<p>2 yrs following expiry of the eligible list for a staffing action expires or two years after the last administrative action. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 902</b> - Staffing.</p>
<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<p>2. <b>Training and Development</b>  <i>This sub-function includes material on all aspects of training and development, including plans based on human resource requirements, and all documentation related to employment equity, courses, schedules, cost, granted leave, TB policies and standards and service-wide training goals, management training, communications training, language training, health and safety training, employee orientation, professional development training for trainers, and operational or in-house training; and all documentation such as audits, annual management reports, and departmental reports on training produced according to Training Information System (TIS) requirements.</i></p> <p><b>NB: Training records on individuals to be placed on Employee Personnel file. See also Occupational Safety and Health, Classification, Official Languages, Employment Equity, and Special Programs.</b></p>	<p>Disposition Authority  MIDA 98/005</p>
<p><b>Development of Supervisors, Managers, and Executives; Training and Accreditation of HR Specialists</b>  Individual Cases</p>	<p>2 yrs after completion of the particular training and development undertaken by an employee. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 905</b> - Training and Development.</p>
<p><b>Official Languages Training</b>  Language examination and training records</p> <p>Information concerning course enrollment, attendance, applications, qualifications, etc.</p>	<p>Place on the employee-s Personnel file. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 906</b> - Official Languages.</p> <p>2 yrs after date of last documentation. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 906</b> - Official Languages.</p>
<p><b>Occupational Safety and Health Training</b>  Regarding dangerous substances</p> <p>For Emergency Wardens</p>	<p>2 yrs after requirement ceases</p> <p>2 yrs after training</p>

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<p>3. <b>Performance Assessment</b>  <i>This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, the performance of employees in their assigned tasks is evaluated based</i></p>	<p>Disposition Authority  MIDA 98/005</p>

- Compensation (6.a)

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<p><i>performance of employees in their assigned tasks is evaluated based upon regularly established objectives. Performance evaluation supports the identification of training requirements and the enabling of future career moves.</i></p> <p><b>Performance Assessment</b> Individual appraisals</p> <p><b>NB: For Executive Group appraisals, see Special Programs</b></p>	<p>5 yrs. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 912</b> - Performance Reviews and Employee Appraisals.</p>
<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<p>4. <b>Occupational Safety and Health</b> <i>This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, it ensures the provision of a safe working environment for employees, including monitoring of injury on duty, injury prevention programmes, and the administration of the Employee Assistance Program.</i></p>	<p>Disposition Authority MIDA 98/005</p>
<p><b>Occupational Safety and Health</b> Minutes of meetings</p> <p>First Aid Certificates</p> <p>CPR Certificates</p>	<p>2 yrs after date of meeting</p> <p>3 yrs</p> <p>1 yr</p>
<p>Accidents &amp; Occupational Injuries &amp; Illness</p> <p>Injury or illness investigation reports including related correspondence and supervisors Hazardous Occurrence Investigation. Includes also matters dealing with compensation, injury-on-duty, etc.</p> <p>Incident reports and correspondence concerning exposure to hazardous substance.</p>	<p>Records held by HRDC and Health Canada are retained for the periods specified in the relevant bank descriptions.</p> <p>10 yrs. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 907</b> - Occupational Safety and Health</p> <p>30 yrs. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 907</b> - Occupational Safety and Health</p>
<p>First Aid Treatment</p>	<p>5 yrs from date of treatment. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 907</b> - Occupational Safety and</p>

- Compensation (6.a)

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
	Health
<p>Inspection, investigation and testing reports - dangerous substances, airborne chemical agents</p> <p>Material handling equipment, motor vehicle operators' daily record</p> <p>Boilers, pressure vessels, piping systems</p> <p>Hazardous occurrences involving damage to boilers, pressure vessels, piping systems and elevating devices, rendering them unserviceable</p> <p>Regarding elevating devices dangerous substances, confined spaces, protection equipment, hazardous occurrences, meetings and drills for evacuation plans</p> <p><b>NB: Prior to the destruction of any records dealing with Occupational Safety and Health inspection, investigation and testing reports, institutions should consult Part II of the Canada Labour Code and supporting Occupational Health and Safety Regulations, as well as existing TB Directives, Standards and procedures governing Occupational Safety and Health.</b></p> <p>a) Where there are inconsistencies, the longest retention period should be used.</p> <p>b) Where retention periods have not been specified, legal counsel should be consulted prior to destruction of the records.</p>	<p>3 yrs after testing</p> <p>1 yr after report signed</p> <p>10 yrs after inspection</p> <p>10 yrs after occurrence</p> <p>2 yrs after signing submission or test</p>
<p><b>Employee Assistance Program (EAP)</b> Individual cases</p>	<p>2 yrs following the date of the most recent reference to employee assistance. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 916</b> - Employee Assistance</p>
<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<p>5. <b>Staff Relations</b> <i>This sub-function generally encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, it relates to the management of relationships between labour and the employer which includes negotiating and interpreting collective agreements and other understandings with recognized labour representatives, including designation activities, grievance and recourse</i></p>	<p>Disposition Authority: MIDA 98/005</p>

- Compensation (6.a)

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<i>processes, and processes related to discipline and non-disciplinary demotion and termination of employment. Strikes also form part of the staff relations sub-function.</i>	
<p><b>Collective Bargaining</b> Individual Collective Agreements</p>	1 yr after expiry of the agreement
<p><b>Recourse</b> Adjudication  Individual cases</p>	<p>2 yrs  3 yrs following the date of resolution or date of decision by the Public Service Staff Relations Board. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 910</b> - Grievances.</p>
Alternate Dispute resolution -Individual cases	3 yrs after decision made or case withdrawn
Anti-discrimination complaints - Individual cases	2 years after last administrative use
Grievances and Appeals - Individual cases	3 yrs following the date of resolution or date of decision by the Public Service Staff Relations Board. In accordance with <i>InfoSource</i> , <b>Standard Bank PSE 910</b> - Grievances
Mediation - Individual cases	3 yrs after decision made or case withdrawn
Personal Harassment - Individual cases	2 yrs following the last administrative use in relation to an individual case. In accordance with <i>InfoSource</i> , <b>Standard Bank PSE 919</b> - Harassment.

- Compensation (6.a)

Function / Description	Retention Guidance and Authorities
<p>Discipline and Non-Disciplinary Demotion or Termination of Employment - Individual cases, including documentation related to disciplinary action</p>	<p>Destroy after 2 yrs since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period <u>or</u> for notices of disciplinary action, including notices attached to the Personnel Employee Personnel Record, the time limit is that specified in applicable collective agreements. In cases where a disciplinary action has been rescinded, the onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 911 - Discipline.</b></p>
<p><b>Conflict of Interest and Post-Employment Code</b> Individual cases</p>	<p>Retained by employing institution to which the certification Document and Confidential Report were submitted for duration of employment plus 2 yrs. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 915 - Conflict of Interest and Post-Employment Code.</b></p>

Function / Description	Retention Guidance and Authorities
<p>6. Compensation and Benefits <i>This sub-function generally encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, it ensures that pay, pension, and benefits standards and practices are established that will provide a fair standard of compensation for work performed.</i></p> <p><b>NB: Compensation and Benefits also relates to Staffing, Workforce Adjustment, and Health and Safety</b></p>	<p>Disposition Authority MIDA 98/005</p>
<p>Leave and Holidays - Leave forms <b>NB: Leave application forms should not be filed on employee</b></p>	<p>2 yrs after expiry of fiscal year. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 903 - Attendance and Leave.</b></p>

*- Compensation (6.a)*

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<b>personnel files</b>	
Employee Services - Passports and Visas  <b>NB: For individual travel, accommodation and use of taxis see General Administration Function. For individual relocation guarantees see Comptrollership Function</b>	2 yrs
Income Tax - statements of personal exemptions and deductions	2 yrs after superseded
Salaries & Wages - documentation concerning a specific employee  <b>NB: Actual certificates, warrants, etc.; earnings record cards, paylists - see Comptrollership Function</b>	2 yrs after expiry of fiscal yr or last use for an administrative purpose, whichever is later.
Superannuation  <b>NB: Matters dealing with individuals to be placed on the Employee Personnel file</b>	

<b>Function / Description</b>	<b>Retention Guidance and Authorities</b>
<p>7. <b>Human Resource Planning and Utilization</b>  <i>This includes material pertaining to the programmes and activities related to the identification of future human resource requirements and the development of plans to meet those requirements. Resources are monitored and utilized in planning in the form of feedback to employees and management, allowing adjustments in resource allocations to take place over a period of time.</i></p> <p><b>Human Resource Planning</b>                      Performance Measurement (corporate measures)</p> <p>Reports and statistics</p> <p>Studies, Surveys and Systems (may include Personnel Mngement surveys, studies and systems)</p> <p><b>Human Resource Utilization</b>                      Reports and Statistics</p>	<p>Disposition Authority:                      MIDA 98 /005</p> <p>3 yrs</p> <p>3 yrs</p> <p>3 yrs after study/survey has ceased or system has been implemented.</p> <p>3 yrs</p>
<b>Function / Description</b>	<b>Retention Guidance and Authorities</b>
<p>8. <b>Classification</b>  <i>This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, job classification, or evaluation, involves the analysis of functions resulting in the formulation of an organization structure and its positions. Classification actions are initiated and reviewed, and classification standards, policies, and procedures are developed and implemented. Employees may grieve classification decisions. The classification sub-function is based on Treasury Board policies relating to the classification system, classification delegation, training and accreditation, and classification grievances.</i></p>	<p>Disposition Authority:                      MIDA 98/005</p>
<p><b>Classification Delegation</b>                      Position Files</p>	<p>1 yr after superseded or obsolete</p>
<p><b>Classification Grievances</b>                      Individual Case files</p>	<p>3 yrs following the date of resolution or date of decision by Public Service Staff Relations Board. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 910 - Grievances</b>.</p>
<p>9. <b>Official Languages</b>  <i>This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, official</i></p>	<p>Disposition Authority:                      MIDA 98/005</p>

<b>Function / Description</b>	<b>Retention Guidance and Authorities</b>
<p><i>languages policies and guidelines flow from the legal obligations imposed on the Treasury Board and federal institutions by the Official Languages Act (1988) and its pursuant regulations. Policies cover such areas as service to the public, language of work, and equitable participation, and the programme management measures to ensure that the policies are respected and successfully implemented.</i></p> <p><b>NOTE: Language examination exemption and training records to be placed on Employee Personnel file.</b> This is a <b>Retention Standard</b> governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>InfoSource</i>, Standard Bank number PSE 906, Official Languages.</p>	
<p><b>Programme Management</b> Language Training - See <b>Training and Development</b></p> <p>Position files</p>	<p>1 yr after superseded or obsolete</p> <p>2 years after expiry</p>
<b>Function / Description</b>	<b>Retention Guidance and Authorities</b>
<p>10. <b>Employment Equity</b> <i>This includes material pertaining to the programmes and activities that ensure equitable representation and distribution in the Public Service of Aboriginal people, members of visible minority groups, persons with disabilities and women. May includes such information as: the monitoring of employment equity performance, progress reports, a record of employees who have been provide attendant or other specialized services; the nature and the cost of specialized services; statistical data in order to enable the development of policies, programs and practices that are sensitive and responsive to the multicultural reality of Canada; etc.</i></p> <p><b>Note:</b> For Employment equity and the Staffing Process see <i>Recruitment and Promotion under Staffing</i></p>	<p>Disposition Authority: MIDA 98/005</p>
<p><b>Employment Equity</b> Records related to an employee's designated group membership, occupational group classification, salary , promotions</p>	<p>Place on the employee's Personnel file</p>
<p>Workforce surveys, analyses, reviews of employment systems, employment equity plans, employment equity activities and information provided to employees</p>	<p>5 years after the audit of the program by the Canadian Human Rights Commission or 10 years after the period covered by the institution's Employment Equity Plan to which the records relate. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 918 - Employment Equity Program. Note: This retention and disposal standard is being considered by the Treasury Board. This or an adjusted retention</b></p>

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
	and disposal standard will be published in the next revision of <i>Info Source: Sources of Federal Employee Information</i> and if required, an amendment to these Guidelines issued.
<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
<p><b>11. Special Programs</b>  <i>This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, some special programmes have an impact on how employees of the Government of Canada are managed such as the Work Force Adjustment. Other special programmes in place constitute incentives to employees, or options to pursue. Some special programmes have a limited life span, others do not.</i></p>	Disposition Authority: MIDA 98/005
<p><b>Work Force Adjustment</b>  <b>NB: Matters dealing with individuals to be placed on employee personnel file.</b></p>	
<p><b>Termination of Employment Due to Alternative Delivery Situations</b>  <b>NB: Matters dealing with individuals to be placed on employee personnel file.</b></p>	
<p><b>Awards including Incentive Award Plan, Award Plan for Inventors and Innovators, and Scholarships</b>                      Individual Awards funded by the institution</p> <p>Rejected suggestions and nominations</p> <p>Responses from institutions not directly responsible for funding</p> <p><b>Decorations, medals, investiture and outstanding achievement</b>                      Individual awards</p>	<p>Award files are retained for a minimum of 2 yrs after the last administrative use; financial files for 6 yrs; and precedent setting files for 15 yrs. In accordance with <i>InfoSource</i>, <b>Standard Bank PSE 920</b> - Recognition Policy.</p> <p>2 yrs after last administrative use</p> <p>2 yrs after last administrative use</p> <p>3 yrs</p>
<p><b>Employee surveys and other documentation related to the establishment of workplace day care centres which were not established</b></p>	5 years after the completion of the viability study provided 2 years have elapsed since the last administrative use of the information. In accordance with

<i>Function / Description</i>	<i>Retention Guidance and Authorities</i>
	InfoSource, <b>Standard Bank PSE 930 - Workplace Day Care.</b>
<b>Employee surveys, workplace day care centre records and other documentation related to operational workplace daycare centres including documentation in support of monitoring, evaluation and reporting.</b>	5 years after the Workplace Day Care Centre ceases to operate provided 2 years have elapsed since the last administrative use In accordance with <i>InfoSource</i> , <b>Standard Bank PSE 930 - Workplace Day Care</b>
<b>Executive Group</b> Executive Group Performance Review and Employee Appraisal	5 yrs. In accordance with Management Resource Information System (MRIS) Central Bank PSC PCE 734