

Retention Guidelines for Common Administrative Records of the Government of Canada

M a t e r i e l M a n a g e m e n t F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Accounting and inventories	For stocktaking, issue, transfer and disposal of equipment	1 year after superseded or obsolete
Aircraft	Individual aircraft, inspection, procurement	Excluded in MIDA Number 99/003.
Arms and armament	Weapons of all types, policy, procedures, routine	Excluded in MIDA Number 99/003.
Audio-visual equipment	Procurement, purchase and issue	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Automation		See "Computer equipment"
Aviation supplies	Policy, procedures, routine	Excluded in MIDA Number 99/003.
Badges, emblems, crests, flags	Procurement, purchase and issue	See also "General Administration Function"
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years

Retention Guidelines for Common Administrative Records of the Government of Canada

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Building materials	Procurement, purchase and issue of lumber, building hardware, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Catalogues, manuals and price lists		Until superseded or obsolete
Clothing	Procurement, purchase and issue of clothing, uniforms, smocks, etc., including cleaning and laundering, supply and records of issue	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Supply and records of issue	3 years
	Dress regulations, change of uniforms pertaining to regimental and other institutionally issued dress and uniforms specific to the mandate of an institution	Excluded in MIDA Number 99/003.

Retention Guidelines for Common Administrative Records of the Government of Canada

M a t e r i e l M a n a g e m e n t F u n c t i o n

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Computer equipment	Procurement, purchase and issue of computers such as desktops and larger computers, Local Area Networks, printers, scanners, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Electronic / computer systems development, maintenance, and technical assistance for office systems and databases	See “Management of technology” under the “General Administration Function”
Condemnation and destruction		See “Disposal and surplus”
Disposal and surplus	General	1 year after surplus declaration to Crown Assets Distribution Directorate, Public Works and Government Services Canada
	Condemnation and destruction	1 year after disposal
	Write-offs	1 year after disposal
Drawings and specifications	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual drawings and specifications	Until superseded or obsolete
Educational	Procurement, purchase and issue of educational and training equipment and supplies	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years

Retention Guidelines for Common Administrative Records of the Government of Canada

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Electronic data processing		See “Computer equipment”
Foods	Procurement, purchase and issue of food items	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Forms	Procurement, purchase and issue of forms	1 year
Fuels	Procurement, performance, supply, etc., of heating and motor fuels, natural gas, oils and lubricants, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Furniture and furnishings	Procurement, purchase and issue of household and office furniture and furnishings	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Issue	General and scales of issue	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Labelling	Cataloguing and identification	Until superseded or obsolete

Retention Guidelines for Common Administrative Records of the Government of Canada

M a t e r i e l M a n a g e m e n t F u n c t i o n

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Loans	Loans of equipment and supplies	1 year after return or disposal of equipment
Local purchase orders		See "Procurement"
Maintenance and repairs		2 years, or 1 year after disposal of equipment
Manufacture and production	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Medical supplies and drugs	Procurement, purchase and issue	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Micrographics equipment	Procurement, purchase and issue of film, readers, cameras, processors, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Office equipment	Procurement and purchase of office equipment	
	Minor (under \$1000 per item)	2 years
	Major (over \$1000 per item)	5 years (Active 2 years, Dormant 3 years)

Retention Guidelines for Common Administrative Records of the Government of Canada

M a t e r i e l M a n a g e m e n t F u n c t i o n

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Photocopying and duplicating equipment	Procurement, purchase or rental	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Prices		See “Catalogues, manuals and price lists”
Procurement	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Contracts, contract demands, purchase orders, tenders, progress reports, etc.	3 years after all action is completed
	Local purchase orders	
	Authorities, invoices, Notes of Credit, etc.	1 fiscal year
	Requisitions	1 year after requisition filled
Requisitions		See “Procurement”
Sales		1 year after sale
Ships (large and small)	Large ships such as ocean-going ships, icebreakers, powered launches, patrol and specialized vessels, barges, tugs including records related to inspections, research and drydocks.	Excluded in MIDA Number 99/003.
	Small crafts such as canoes and small boats	1 year after disposal of vessel

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Standing offer agreements	Commodities or services available to government institutions including the names of contractors, their addresses, and dates on which the offer expires	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Individual agreements	Until offer expires
Stationery	Procurement, purchase and issues of stationery items such as paper, hand punches, address cards and other small office items	1 year
Surplus		See “Disposal and surplus”
Technical equipment (other than the equipment already listed)	Airport equipment, firefighting apparatus, hospital and medical equipment, life-saving equipment, navigational aids, scientific equipment, ships’ instruments	Excluded in MIDA Number 99/003.
	Heating plants, telecommunications	
	Minor (under \$1000 per item)	2 years
	Major (over \$1000 per item)	5 years (Active 2 years, Dormant 3 years)
Vehicles	Routine correspondence, maintenance and repairs, operating instructions, procurement, etc.	3 years
	Individual vehicles	
	Log books, disposal of vehicle, etc.	1 year after disposal
	Accidents	See “General Administration Function”
	Registration and licences	Until superseded or obsolete

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Write-offs		See “Disposal and surplus”