

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Accidents and injuries		See “Occupational safety and health”
Accreditations and credentials	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Affirmative action		See “Employment equity”
Allowances		See “Comptrollership Function”
Appeals		See “Staff relations”
Appointments	Indeterminate, term and acting appointments	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Attendance and punctuality	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Registers, reports, etc.	2 years after fiscal year expires
Bilingualism		See “Official languages”

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Classification	Records related to occupational groups and categories, relative salaries, pay rates, classification standards, classification review, application of standards, conversion of positions, development, review and promulgation of classification standards, and classification delegation	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Position files	1 year after superseded or obsolete
Collective bargaining		See “Staff relations”
Competitions and exams		See “Staffing”
Discipline		See “Staff relations”
Employee assistance	All aspects of an Employee Assistance Program including contracts for outside services, advice, medical diagnosis, referrals, training, monitoring and audits	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	2 years following the date of the most recent reference to employee assistance. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 916, Employee Assistance.

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Employee personnel file		See “Personnel file”
Employment		See “Staffing”
Employment equity	All aspects of employment equity, including enabling equitable representation of distribution of women, Aboriginal people, members of visible minority groups, and persons with disabilities	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	5 years
	Records related to employees’ designated group membership, occupational group classification, salary and salary increases, promotions	Place on the employee’s Personnel file
	Records related to workforce survey questionnaires, workforce analyses, reviews of employment systems, employment equity plans including monitoring of implementation, employment equity activities and information provided to employees	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. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 918, Employment Equity Program. <b>Note: This retention and disposal standard is being considered by the Treasury Board. This or an adjusted retention and disposal standard will be published in the next scheduled revision of <i>Info Source: Sources of Federal Employee Information</i> and if required, an amendment to these Guidelines issued.</b>

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Equal employment opportunities program		See "Employment equity"
Establishment		See "Human resources planning and utilization"
Exchanges, loans, secondments		3 years after arrangement ceases
Grievances		See "Staff relations"
Honours and awards	Decorations, medals, investiture and outstanding achievement	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Incentive awards	See "Incentive awards"
	Individual awards	3 years
Hours of work and overtime	Regular, compressed and flexible hours of work, overtime authorization, reports of overtime performed, time off, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Human resources planning and utilization	Allocation, control, planning requirements and utilization	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
<i>(cont'd)</i>	Routine	2 years

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Human resources planning and utilization ( <i>cont'd</i> )	Career management	
	Management Trainee Program, Career Assignment Program, Interchange Canada Program, Diversity Management Technology Centre, and others.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Place on the employee's Personnel file.
	Inventories	
	Personnel inventory systems, Management Resource Information System (MRIS), etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual positions	Until superseded or obsolete
Performance reviews and employee appraisals		
Appraisals and reviews, evaluations, probationary and notice periods		
Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)	
Routine	2 years	

(*cont'd*)

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Human resources planning and utilization ( <i>cont'd</i> )	Documentation concerning a specific employee	5 years for all employees. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 912, Performance Reviews and Employee Appraisals.
	Reports and statistics	3 years
Incentive awards	Suggestion, merit and long service awards	
	Incentive Award Plan	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual awards funded by the institution	Award files, 2 years after last administrative use. Financial files, 6 fiscal years (Active 2 years, Dormant 4 years). Precedent setting files, 15 years. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 920, Recognition Policy.
	Rejected suggestions and nominations	2 years after last administrative use
	Responses from institutions not directly responsible for funding	2 years after last administrative use

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Income tax	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Statements of personal exemptions and deductions	2 years after superseded
Insurance	Employment (previously Unemployment)	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
	Personal — for public servants, members of the RCMP and the Canadian Forces, including death benefit, hospital, life, medical, dental and other insurance	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
Leave and holidays	Annual, casual, furlough, maternity, overtime, retirement, sick, special and other types of leave	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
<i>(cont'd)</i>	Routine	1 year

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Leave and holidays ( <i>cont'd</i> )	Leave forms (Leave forms not be filed on employee Personnel files)	2 years after expiry of fiscal year. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 903, Attendance and Leave.
	Celebrations and holidays	
	Government observance of	1 year
Oath of allegiance and office	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Occupational safety and health	Records related to occupational safety and health programs including documentation on the Canada Labour Code, Labour Canada and Health Canada directives, including documentation on working conditions such as clothing, workplace fitness programs, smoking in the workplace, HIV and AIDS	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	First aid treatment	5 years. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 907, Occupational Safety and Health.
( <i>cont'd</i> )		

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Occupational safety and health ( <i>cont'd</i> )	Incidents - Non exposure to a hazardous substance	10 years. Records held by Human Resources Development Canada (HRDC) and Health Canada are retained for the periods specified in the relevant bank descriptions. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 907, Occupational Safety and Health.
	Accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Hazardous Occurrence Investigation Report	10 years. Records held by Human Resources Development Canada (HRDC) and Health Canada are retained for the periods specified in the relevant bank descriptions. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 907, Occupational Safety and Health.
	Incidents resulting from exposure to a hazardous substance	30 years. Records held by Human Resources Development Canada (HRDC) and Health Canada are retained for the periods specified in the relevant bank descriptions. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 907, Occupational Safety and Health.
	Accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Hazardous Occurrence Investigation Report	30 years. Records held by Human Resources Development Canada (HRDC) and Health Canada are retained for the periods specified in the relevant bank descriptions. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 907, Occupational Safety and Health.
( <i>cont'd</i> )	Inspection, investigation and testing reports	
	Airborne chemical agents	3 years after testing
	Boilers, pressure vessels, piping systems	10 years after inspection

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Occupational safety and health ( <i>cont'd</i> )	Hazardous occurrences involving damage to boilers, pressure vessels, piping systems and elevating devices, rendering them unserviceable	10 years after occurrence
	Materiel handling equipment	1 year after report signed
	Motor vehicle operators' daily record reports (where required)	1 year after being received
	Regarding elevating devices, dangerous substances, confined spaces, protection equipment, hazardous occurrences, meetings and drills for emergency evacuation plans	2 years after signing submission or test
	Safety training and instruction	
	For emergency wardens	2 years after training
	Regarding dangerous substances	2 years after requirement ceases
Official languages	Administration, policy, guidelines, plans, etc	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
( <i>cont'd</i> )	Routine	2 years

## Retention Guidelines for Common Administrative Records of the Government of Canada

### H u m a n   R e s o u r c e s   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
Official languages ( <i>cont'd</i> )	Position files	1 year after superseded or obsolete
	Language examination, exemption and training records	Place on the employee's Personnel file. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 906, Official Languages.
	Course applications, enrollment, attendance, qualifications, etc.	2 years after date of last documentation. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 906, Official Languages.
Passports and visas	Routine correspondence, applications, etc.	2 years
Personnel files	Employees	Records are retained by the employing institution for the duration of employment plus one year and then transferred to the control of the Federal Records Centre, National Capital Region, National Archives of Canada. The records are destroyed by the National Archives of Canada at age 80 provided 2 years have elapsed since the last administrative action on the file. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 901, Employee Personnel Record. <b>Note: The retention and disposal standard published in <i>Info Source: Sources of Federal Employee Information</i> for this Standard Bank is not up-to-date and will be adjusted in the next scheduled revision of the publication.</b>

## Retention Guidelines for Common Administrative Records of the Government of Canada

### H u m a n   R e s o u r c e s   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
Promotions and reclassifications	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Recruitment		See “Staffing”
Regulations and directives	Human resources management	Include under related activity.
Reports and statistics	Human resources management	Include under related activity.
Retirements and separations	Including dismissals, lay-offs, resignations, retirements, work force adjustment programs such as Early Retirement Incentive, Early Departure Incentive, termination of employment due to Alternative Delivery situations	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Place on the employee’s Personnel file.

## Retention Guidelines for Common Administrative Records of the Government of Canada

### H u m a n   R e s o u r c e s   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
Salaries and wages	Pay	
	General salary matters including salary warrants, staff pay deductions, pay input records, statutory increases and revisions, acting or responsibility pay, pay stoppages, garnishment, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	2 years after expiry of fiscal year or last administrative use, whichever is later.
	Actual certificates, warrants, etc.	See “Pay” under the Comptrollership Function
	Earning records	See “Comptrollership Function”
	Pay lists	See “Comptrollership Function”
	Casuals and seasonals	
	Rates of pay, statements of hours worked, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Scholarships, fellowships, bursaries, etc.	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Selection standards		See “Staffing”

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Sports and recreation		2 years
Staff relations	Employee-management relations and services, certification, designated employees, strikes and work stoppages	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Adjudication	
	Administration of grievance adjudication established under the Public Service Staff Relations Act, Public Service Staff Relations Board decisions, arbitration tribunals relating to leave, discharge, dismissal, rates of pay, shift work, overtime, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	See "Appeals and grievances" under this Subject Group
	Anti-discrimination complaints	
(cont'd)	Documentation concerning a specific employee	2 years after last administrative use

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks						
Staff relations ( <i>cont'd</i> )	Appeals and grievances  Policies, methods and procedures for handling appeals, complaints and grievances of employees	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding-left: 20px;">Policy, procedures</td> <td>5 years after superseded (Active 2 years, Dormant 3 years)</td> </tr> <tr> <td style="padding-left: 20px;">Routine</td> <td>2 years</td> </tr> <tr> <td style="padding-left: 20px;">Documentation concerning a specific employee</td> <td>3 years following the date of resolution or date of decision by the Public Service Staff Relations Board. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i>, Standard Bank PSE 910, Grievances.</td> </tr> </table>	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)	Routine	2 years	Documentation concerning a specific employee	3 years following the date of resolution or date of decision by the Public Service Staff Relations Board. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 910, Grievances.
Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)							
Routine	2 years							
Documentation concerning a specific employee	3 years following the date of resolution or date of decision by the Public Service Staff Relations Board. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 910, Grievances.							
	Collective agreements  Guidelines, interpretations, agreements by category							
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding-left: 20px;">Policy, procedures</td> <td>5 years after superseded (Active 2 years, Dormant 3 years)</td> </tr> <tr> <td style="padding-left: 20px;">Routine</td> <td>2 years</td> </tr> </table>	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)	Routine	2 years			
Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)							
Routine	2 years							
( <i>cont'd</i> )	Individual agreements	1 year after expiry of agreement						

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staff relations ( <i>cont'd</i> )	Conflict of interest and post-employment code	
	Guidelines, disclosures, investigations, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus 2 years. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 915, Conflict of Interest and Post-Employment Code.
	Discipline	
	Misconduct, intoxication, misuse of government property, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee including documentation related to disciplinary action	2 years after the disciplinary action was taken provided that no further disciplinary action was recorded during the two years, OR, for notices of disciplinary action, including notices attached to the Employee Personnel Record (Personnel file), 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. This is a <b>Retention and Disposal Standard</b> governed by the
( <i>cont'd</i> )		

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staff relations ( <i>cont'd</i> )		<i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 911, Discipline.
	Managerial and confidential exclusions	
	Casual, part time, managerial and confidential exclusions from collective bargaining agreements, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Personal harassment	
	Matters dealing with complaints of personal harassment	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	2 years after the most recent administrative activity in relation to an individual case. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 919, Harassment.
( <i>cont'd</i> )		

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staff relations ( <i>cont'd</i> )	Union relations  Use of employer's facilities, union dues, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Staffing	Includes delegated staffing, selection standards, statements of qualifications, recruitment programs, competitions and exams, and documentation related to the Priority Administration System including priority lists.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Advertising of job openings	1 year
	Applications	
	Solicited and unsolicited applications which have been considered in a staffing process	2 years following expiry of the eligibility list or last administrative use, whichever is later. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 902, Staffing.
( <i>cont'd</i> )	Unsolicited applications which have not been considered in a staffing process	6 months

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staffing ( <i>cont'd</i> )	Competitions / exams	2 years following expiry of the eligibility list or last administrative use, whichever is later. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 902, Staffing.
	Programs	
	Co-operative programs with universities, colleges, etc., work experience, winter works, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Recruitment and recruitment programs	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Studies, surveys and systems	Human resources management surveys, studies and systems	Include under related activity
Superannuation	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Place on the employee's Personnel file

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Training and development	Administration of training functions and activities, directives, plans, rotational training, orientation, training schedules, courses both internal and external	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Training and development undertaken by an employee except language training	2 years after completion of particular training and development. Participation and achievement records are placed on the employee's Personnel File. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 905, Training and Development.
	Language training	See "Official languages"
Transfers and postings	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Place on the employee's Personnel file
Working conditions		See "Occupational safety and health"

## Retention Guidelines for Common Administrative Records of the Government of Canada

### H u m a n   R e s o u r c e s   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
Workplace day care centres	Includes records related to the establishment of workplace day care centres, including surveys, statistics, policy evaluation data, and annual data from lead departments and custodian departments, yearly reports submitted to lead departments from actual Workplace Day Care Centres, and yearly reports to the Treasury Board Secretariat.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Employee surveys and other documentation related to the establishment of workplace day care centres which were not established.	5 years after the completion of the viability study provided 2 years have elapsed since the last administrative use. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 930, Workplace Day Care. <b>Note: This retention and disposal standard is being considered by the Treasury Board. This or an adjusted retention and disposal standard will be published in the next scheduled revision of <i>Info Source: Sources of Federal Employee Information</i> and if required, an amendment to these Guidelines issued.</b>
	Employee surveys, workplace day care centre records and other documentation related to operational workplace day care centres including documentation in support of monitoring, evaluation and reporting.	5 years after the Workplace Day Care Centre ceases to operate provided 2 years have elapsed since the last administrative use. This is a <b>Retention and Disposal 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>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 930, Workplace Day Care. <b>Note: This retention and disposal standard is being considered by the Treasury Board. This or an adjusted retention and disposal standard will be published in the next scheduled revision of <i>Info</i></b>

(cont'd)

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Workplace day care centres ( <i>cont'd</i> )		<i>Source: Sources of Federal Employee Information and if required, an amendment to these Guidelines issued.</i>