

Retention Guidelines for Common Administrative Records of the Government of Canada

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Subject or Function	See
Aboriginal people	Employment equity, Part 5
Abstracts	Cheques, Part 4
Acceptance of tender	Contracts, Part 4
Access to information in privacy	Part 1
Accidents	Part 1
Accidents, personnel	Occupational, Part 5
Accidents, injuries and illnesses	Occupational, Part 5
Accidents, vehicles	Part 1
Accommodation	Part 2
Accounting and accounts	Accounts and accounting, Part 4
Accounting and inventories, materiel	Part 3
Accounting and inventories, real property	Part 2
Accounts and accounting	Part 4
Accounts, imprest	Accounts payable, ledgers and registers, Part 4
Accounts, pay	Pay, Part 4
Accounts payable	Part 4
Accounts payable and receivable	Statements, Part 4
Accounts, postage	Postage, Part 4
Accounts receivable	Part 4
Accounts, trust	Accounts and accounting, Part 4
Accreditations, human resources management	Part 5
Achievement, outstanding	Honours, Part 5
Acquisition	Buildings, Part 2
Acquisition	Lands, Part 2
Acting and term appointments	Appointments, Part 5
Acting and responsibility pay	Salaries, Part 5
Acts and legislation	Part 1
Addresses and speeches	Information services, Part 1
Addresses and locations	Buildings, Part 2
Adjudication	Staff relations, Part 5
Admission privileges	Security, Part 1
Advances and loans to employees	Ledgers and registers, journal vouchers, Part 4
Advertising	Information services, Part 1
Advertising of job openings	Staffing, Part 5
Affairs and relations, international	International, Part 1
Affirmative action	Employment equity, Part 5
Agreements	Part 1
Agreements	Contracts, Part 4
Agreements	Standing offer, Part 3
Agreements and arrangements	Part 4
Agreements, collective	Staff relations, Part 5
Agreements, trust	Accounts and accounting, Part 4
AIDS	Occupational, Part 5
Air conditioning and ventilation	Utilities, Part 2
Air transportation and travel	Transportation, Part 1

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Subject or Function	See
Aircraft, accidents	Accidents, Part 1
Aircraft, accidents, claims	Claims, Part 4
Aircraft, materiel management	Part 3
Airport equipment	Technical equipment, Part 3
Allegiance, oath of	Oath, Part 5
Allocation, human resources	Human resources planning, Part 5
Allocations	Travel, Part 4
Allotments	Part 4
Allowances	Part 4
Allowances and deductions, pay	Pay, Part 4
Alterations and repairs	Buildings, Part 2
Alternative delivery, termination of employment	Retirements, Part 5
Alternative service delivery	Plans, Part 1
Alternative service delivery, comptrollership	Part 4
Alternative service delivery, termination of employment	Retirements, Part 5
Amusement	Taxes, Part 4
Annual leave	Leave, Part 5
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Annuitants earning records	Pay, statements, Part 4
Annuitants ledger, earning records	Pay, cards, Part 4
Annuitants, pay files	Pay, pay files, Part 4
Anti-discrimination complaints	Staff relations, Part 5
Appeals and grievances	Staff relations, Part 5
Applications for employment	Staffing, Part 5
Applications, parking	Licenses, Part 1
Appointments, personnel	Part 5
Appraisals and reviews, employee	Human resources planning, performance, Part 5
Appreciation	Part 1
Appropriations	Accounts and accounting, Part 4
Arbitration tribunals	Staff relations, adjudication, Part 5
Armament and arms	Arms, Part 3
Arms and armament	Part 3
Arrangements and agreements, financial	Agreements, Part 4
Arrangements for speakers	Information services, Part 1
Assessment of knowledge, language	Official languages, language, Part 5
Assigned pay	Pay, Part 4
Assignment Program, Career	Human resources planning, career management, Part 5
Assistance, employee	Employee assistance, Part 5
Associations	Part 1
Attendance and punctuality	Part 5
Audio and video recordings	Library services, Part 1
Audio visual equipment	Part 3
Auditing and audits	Audits, Part 4
Audits and auditing	Part 4
Audits and review, classification	Classification, Part 5

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Subject or Function	See
Authority, signing	Signing, Part 4
Automation	Computer equipment, Part 3
Automation	Records management, Part 1
Aviation supplies	Part 3
Awards	Honours, Part 5
Awards, incentive	Incentive awards, Part 5

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Subject or Function	See
Badges	Part 1
Badges, materiel management	Part 3
Baggage	Transportation, Part 1
Bank	Banks, Part 4
Bank statements and reconciliation	Cheques, Part 4
Banking	Banks, Part 4
Banks and banking	Part 4
Barges	Ships, Part 3
Bilingualism	Official languages, Part 5
Bills, acts and legislation	Acts, Part 1
Biographies	Information services, Part 1
Blood donor clinics	Campaigns, Part 1
Boards	Committees, Part 1
Boards of inquiry	Boards, Part 1
Boats	Ships, Part 3
Boats, accidents, claims	Claims, Part 4
Bonding of employees	Part 4
Books	Part 1
Breaches, security	Security, Part 1
Budgets	Part 4
Building materials	Part 3
Building passes	Security, Part 1
Buildings	Part 2
Buildings	Security, Part 1
Bursaries	Scholarships, Part 5

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Subject or Function	See
Cabinet directives	Acts, Part 1
Cable	Accounts payable, utilities, Part 4
Cafeterias	Part 1
Campaigns	Part 1
Canada Savings Bonds	Campaigns, Part 1
Canada Savings Bonds, pledges	Pay, Part 4
Canadian Pension Commission, allowance	Ledgers and registers, Part 4
Canoes	Ships, Part 3
Canvassing and soliciting	Campaigns, Part 1
Capital plans and projects	Contracts, Part 4
Cards, pay	Pay, cards, Part 4
Cards, identification	Security, Part 1
Career Assignment Program	Human resources planning, career, Part 5
Career file, employees	Personnel files, Part 5
Career management	Human resources planning, Part 5
Cash accounting	Part 4
Cash gratuity	Pay, statements, Part 4
Casual employment	Staffing, Part 5
Casual leave	Leave, Part 5
Casuals and seasonals, rates of pay	Salaries, casuals, Part 5
Catalogues, materiel management	Part 3
Cataloguing of materiel	Labelling, Part 3
Categories and Groups, occupational	Classification, Part 5
Catering services	Cafeterias, Part 1
Celebrations	Ceremonies, Part 1
Celebrations and holidays	Leave, Part 5
Central control of the Government of Canada	Ledgers and registers, cash, Part 4
Ceremonies	Part 1
Certification, employee	Staff relations, Part 5
Check redemption	Banks, statements, Part 4
Cheque	Vouchers, Part 4
Cheque lists detailing salary cheques	Pay, lists, Part 4
Cheques	Part 4
Circulars	Part 1
Civil defence	Emergency planning, Part 1
Claims	Part 4
Claims, accidents	Claims, Part 4
Claims, expense	Travel, Part 4
Classification	Part 5
Classification delegation	Classification, Part 5
Classification standards, development, review an application	Classification, Part 5
Cleaning and janitorial services, maintenance	Buildings, Part 2
Cleaning and laundering	Clothing, Part 3
Clearances and reliability checks	Security, Part 1
Clothing	Part 3

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Clothing	Occupational, Part 5
Clubs	Associations, Part 1
Coats of arms	Badges, Part 1
Coding	Part 4
Collective agreements	Staff relations, Part 5
Collective bargaining	Staff relations, Part 5
Colleges	Cooperation, Part 1
Colleges and universities, co-operative programs	Staffing, programs, Part 5
Commissions	International affairs and relations, Part 1
Commissions	Parliament, Part 1
Commissions of office	Legal matters, Part 1
Commissions, Royal	Parliament, Part 1
Committees	Part 1
Communication systems	Communications, Part 1
Communications	Security, Part 1
Companies	Corporations, Part 1
Competition files	Staffing, competitions, Part 5
Competitions and exams	Staffing, Part 5
Complaints	Part 1
Complaints, anti-discrimination	Staff relations, anti-discrimination, Part 5
Computer equipment	Part 3
Concessions and lettings	Lands, Part 2
Condemnation and destruction	Disposal, Part 3
Condolences	Appreciation, Part 1
Conferences	Committees, Part 1
Confidential and managerial exclusions	Staff relations, managerial, Part 5
Conflict of interest and post-employment code	Staff relations, Part 5
Congratulations	Appreciation, Part 1
Construction	Buildings, Part 2
Construction plans and specifications	Buildings, Part 2
Consultant and professional services	Fees, Part 4
Consultant services, construction	Buildings, Part 2
Contingency planning	Security, Part 1
Contracts, comptrollership	Part 4
Contracts, procurement	Procurement, Part 3
Contributions and transfer payments	Grants, Part 4
Control	Human resources planning, Part 5
Control of access	Security, Part 1
Conversion of positions	Classification, Part 5
Cooperation and liaison	Part 1
Co-operative programs with universities and colleges	Staffing, programs, Part 5
Copyrights and patents	Inventions, Part 1
Corporations	Part 1
Correspondence management	Part 1
Courses	Training, Part 5

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Subject or Function	See
Courts of inquiry	Boards, Part 1
Credentials, human resources management	Accreditations, Part 5
Credit	Accounts receivable, Part 4
Credit notes	Accounts receivable, Part 4
Crests	Badges, Part 1
Crests, materiel management	Badges, Part 3
Cultures	Part 1
Customs	Cultures, Part 1

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Subject or Function	See
Damages	Buildings, Part 2
Data processing equipment	Computer, Part 3
Databases and office systems	Management of technology, Part 1
Day care centres	Workplace, Part 5
Death benefit	Accounts payable, vouchers, Pay, Part 4
Death benefit	Insurance, personal, Part 5
Decorations	Honours, Part 5
Deduction authorizations	Pay, allowances Part 4
Deduction remittance	Pay, lists, Part 4
Deductions and allowances, pay	Pay, allowances Part 4
Deductions and exemptions, personal, statements	Income tax, Part 5
Deductions, pay	Salaries, Part 5
Delegated staffing	Staffing, Part 5
Delegation, classification	Classification, Part 5
Demonstrations and riots	Emergency planning, Part 1
Dental insurance	Insurance, personal, Part 5
Deposit, security, refund and drawback	Ledgers and registers, refund, Part 4
Designated employees	Staff relations, Part 5
Desktops computers	Computer, Part 3
Destruction and condemnation	Disposal, Part 3
Development	Lands, Part 2
Development and training	Training, Part 5
Dignitaries	Visits, Part 1
Directives	Circulars, Part 1
Directives and regulations, human resources management	Regulations, Part 5
Disasters	Emergency planning, Part 1
Disbursements	Accounts and accounting, Part 4
Discharge, arbitration tribunals	Staff relations, adjudication, Part 5
Discipline	Staff relations, Part 5
Discrimination, anti, complaints	Staff relations, anti-discrimination, Part 5
Dismissals	Retirement, Part 5
Dismissals, arbitration tribunals	Staff relations, adjudication, Part 5
Disposal	Buildings, Part 2
Disposal	Lands, Part 2
Disposal, equipment, accounting and inventories	Accounting, Part 3
Disposal, equipment, surplus	Part 3
Disposal, garbage	Utilities, Part 2
Disposition of records	Records management, Part 1
Ditching and drainage	Lands, Part 2
Diversity Management Technology Centre	Human resources planning, career management, Part 5
Documentation services	Library services, Part 1
Documents, legal	Buildings, Part 2
Documents, legal	Lands, Part 2
Donations and gifts	Gifts, Part 1
Drafting services	Office services, Part 1

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Subject or Function	See
Drainage and ditching	Lands, Part 2
Drawback and refund	Accounts receivable, ledgers, Part 4
Drawings and specifications, materiel	Part 3
Dress regulations	Clothing, Part 3
Dress and uniforms, regimental	Clothing, Part 3
Drugs	Medical, Part 3
Drydocks	Ships, Part 3
Duplicating equipment	Photocopying, Part 3
Duplication and reproduction services	Office services, Part 1
Duties and tariffs	Part 4

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Subject or Function	See
Early departure incentive	Retirements, Part 5
Early retirement incentive	Retirements, Part 5
Earning records	Pay, cards, Part 4
Eating facilities	Cafeterias, Part 1
Educational allowances	Allowances, Part 4
Educational equipment	Part 3
Effects, property and goods	Transportation, Part 1
Election warrants	Cheques, Part 4
Elections	Politics, Part 1
Electronic data processing	Management of technology, Part 1
Electronic data processing equipment	Computer, Part 3
Electronic network monitoring logs	Security, informatics, Part 1
Electronic systems development and maintenance	Management of technology, Part 1
Elevator services	Buildings, Part 2
Emblems	Badges, Part 1
Emblems, materiel management	Badges, Part 3
Emergency planning	Part 1
Employee appraisals and performance reviews	Human resources planning, performance, Part 5
Employee assistance	Part 5
Employee certification	Staff relations, Part 5
Employee-management relations	Staff relations, Part 5
Employee, personnel file	Personnel file, Part 5
Employees, designated	Staff relations, Part 5
Employees, loans and advances	Ledgers and registers, journal vouchers, Part 4
Employees, personnel files	Personnel files, Part 5
Employment	Staffing, Part 5
Employment equity	Part 5
Employment insurance	Insurance, Part 5
Employment, termination	Retirements, Part 5
Encumbrances	Part 4
Energy	Accounts payable, utilities Part 4
Energy conservation	Buildings, Part 2
Entertainment allowances	Allowances, Part 4
Equal employment opportunities program	Employment equity, Part 5
Equipment, accidents	Accidents, Part 1
Equipment, security	Security, Part 1
Equitable representation of distribution of women	Employment equity, Part 5
Eskimo loan, encumbrances	Ledgers and registers, Part 4
Espionage	Security, Part 1
Essential records	Records management, Part 1
Establishment	Human resources planning, Part 5
Establishment, encumbrances	Ledgers and registers, Part 4
Estimates	Part 4
Evacuation	Emergency planning, Part 1
Evaluation, employees	Human resources planning, performance, Part 5

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Subject or Function	See
Evaluation of programs	Audits and auditing, Part 4
Examination and testing, language	Official languages, language, Part 5
Exams, competitions	Staffing, competitions, Part 5
Excavation	Lands, Part 2
Exchange, information	Security, Part 1
Exchange rate, Bank of Canada	Banks, Part 4
Exchanges, loans, secondments, human resources management	Exchanges, Part 5
Exemptions and deductions, personal, statements	Income tax, Part 5
Exemptions and training, language examination	Official languages, language, Part 5
Exhibitions	Information services, Part 1
Exhibits	Information services, Part 1
Expenditure	Accounts payable, ledgers and registers, Part 4
Expenditures	Accounts payable, Part 4
Expenditures	Travel, Part 4
Expense claims	Travel, Part 4
Expiry of lease, disposal	Buildings, Part 2
Explosives, accidents	Accidents, Part 1
Express and freight	Transportation, Part 1
External audits	Audits, Part 4

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Subject or Function	See
Fairs	Information services, Part 1
Family allowance and war veterans allowance	Allowances, ledgers and registers Part 4
Farming	Lands, Part 2
Federal, acts and legislation	Acts, Part 1
Federal, agreements	Agreements, Part 1
Federal, taxes	Taxes, Part 4
Federal identity program	Part 1
Federal-provincial agreements	Agreements, Part 4
Federations	Associations, Part 1
Fees	Part 4
Fellowships	Scholarships, Part 5
Fencing	Lands, Part 2
Films	Information services, Part 1
Filmstrips	Library services, Part 1
Fingerprinting	Security, Part 1
Fire prevention and protection	Buildings, Part 2
Firefighting equipment	Technical equipment, Part 3
Fires	Buildings, Part 2
Firms	Corporations, Part 1
First aid treatment	Occupational, Part 5
Fisherman's Indemnity Fund	Ledgers, federal-provincial Part 4
Flags	Badges, Part 1
Flags, materiel management	Badges, Part 3
Flood control	Lands, Part 2
Foods	Part 3
Foreign, acts and legislation	Acts, Part 1
Foreign, agreements	Agreements, Part 1
Foreign governments	Cooperation, Part 1
Foreign service allowances	Allowances, Part 4
Forms, leave	Leave, Part 5
Forms management	Part 1
Forms, materiel management	Part 3
Freight and express	Transportation, Part 1
Fuels	Part 3
Funds	Part 4
Funds, savings and trust, Indian	Ledgers, imprest account, Part 4
Furlough leave	Leave, Part 5
Furnishings and furniture	Furniture, Part 3
Furniture and furnishings	Part 3

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Garbage disposal	Utilities, Part 2
Gardening and landscaping	Lands, Part 2
Garnishment, pay	Salaries, Part 5
Gas	Utilities, Part 2
Gifts and donations	Part 1
Goods and property, effects	Transportation, Part 1
Government of Canada, central control of the	Ledgers and registers, cash, Part 4
Grading	Lands, Part 2
Grants	Part 4
Greetings	Appreciation, Part 1
Grey literature	Library services, Part 1
Grievances	Staff relations, Part 5
Grounds	Security, Part 1
Groups and categories, occupational	Classification, Part 5
Guards	Security, Part 1

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Subject or Function	See
Harassment, personal	Staff relations, personal, Part 5
Harbour dues	Ledgers, federal-provincial Part 4
Hardware	Building, Part 3
Hazardous occurrence investigation	Occupational, Part 5
Hazardous substance, exposure to	Occupational, Part 5
Heads of State	Visits, Part 1
Health insurance	Insurance, personal, Part 5
Health and safety, occupational	Occupational, Part 5
Heating, working conditions	Occupational, Part 5
Heating plants, equipment	Technical equipment, Part 3
Heating and plumbing	Utilities, Part 2
Highways	Lands, Part 2
Historical matters	Part 1
Historical sites and monuments	Lands, Part 2
HIV	Occupational, Part 5
Holdback	Ledgers and registers, federal-provincial Part 4
Holidays and leave	Leave, Part 5
Honours and awards	Honours, Part 5
Hospital equipment	Technical equipment, Part 3
Hospital insurance	Insurance, personal, Part 5
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Hours of work and overtime	Hours, Part 5
Human resources planning and utilization	Part 5
Human resources management surveys, studies and systems	Studies, Part 5
Hydro power	Utilities, Part 2

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Subject or Function	See
Icebreakers	Ships, Part 3
Identification cards and passes	Security, Part 1
Identification and cataloguing of materiel	Labelling, Part 3
Identification methods	Security, Part 1
Illnesses and injuries, occupational	Occupational, Part 5
Imprest accounts	Accounts payable, ledgers, Part 4
Imprest accounts	Accounts payable, vouchers, Part 4
Imprest accounts	Banks, Part 4
Imprest banking accounts	Cheques, bank statements and reconciliation, Part 4
Incentive awards	Part 5
Incidents	Occupational, Part 5
Income tax	Pay, Part 4
Income tax, human resources management	Part 5
Increases and revisions, statutory	Salaries, Part 5
Indeterminate, appointments	Appointments, Part 5
Indian land sales and timber sales, imprest account	Ledgers and registers, Part 4
Indian savings and trust funds, imprest account	Ledgers and registers, Part 4
Industrial	Security, Part 1
Informatics,	Security, Part 1
Information, exchange and release	Security, Part 1
Information services	Part 1
Injuries and illnesses, occupational	Occupational, Part 5
Inquiries, Parliament	Parliament, Part 1
Inspection, aircraft	Aircraft, Part 3
Inspection, investigation and testing	Occupational, Part 5
Inspections, surveys	Security, Part 1
Institutes	Associations, Part 1
Instruction and training, safety	Occupational, safety, Part 5
Insurance, comptrollership	Part 4
Insurance, employment and personal	Part 5
Intellectual holdings	Library services, Part 1
Interchange Canada Program	Human resources planning, career management, Part 5
Intercommunication systems	Communications, Part 1
Interdepartmental settlement advice	Vouchers, cheques, vouchers, Part 4
Internal audits	Audits, Part 4
International affairs and relations	Part 1
Intoxication, discipline	Staff relations, Part 5
Inventions, patents and copyrights	Part 1
Inventories, human resources	Human resources planning, Part 5
Inventories, materiel	Accounting, Part 3
Inventories, real property	Accounting, Part 2
Investigation, inspection and testing	Occupational, Part 5
Investigations	Part 1
Investiture and outstanding achievement	Honours, Part 5
Investments and loans	Ledgers and registers, journal vouchers, Part 4

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Subject or Function	See
Isolated and northern post allowances	Allowances, Part 4
Issue of equipment	Part 3
Issue of equipment	Accounting, Part 3

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Subject or Function	See
Janitorial and cleaning services, maintenance	Buildings, Part 2
Job openings, advertising	Staffing, Part 5
Journal and general registers	Vouchers, cheque, vouchers, Part 4

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Subject or Function	See
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Knowledge assessment, language Official languages, language, Part 5

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Subject or Function	See
Labelling, of materiel	Part 3
Land sales and timber sales, Indian	Ledgers, imprest account, Part 4
Lands	Part 2
Landscaping and gardening	Lands, Part 2
Language examination, exemption and training	Official languages, Part 5
Language knowledge assessment	Official languages, Part 5
Language training	Official languages, Part 5
Language training, exemption	Official languages, Part 5
Languages, official	Official languages, Part 5
Launches, powered	Ships, Part 3
Laundering and cleaning	Clothing, Part 3
Lay-offs	Retirements, Part 5
Leagues	Associations, Part 1
Lease	Buildings, Part 2
Lease	Lands, Part 2
Lease, expiry, disposal	Buildings, Part 2
Lease, expiry, disposal	Lands, Part 2
Leave, arbitration tribunals	Staff relations, Part 5
Leave forms	Leave, Part 5
Leave and holidays	Part 5
Lectures and lecturers	Information services, Part 1
Ledger, annuitants, earning records	Pay, cards, Part 4
Ledgers and registers	Accounts payable, Part 4
Ledgers and registers	Accounts receivable, Part 4
Ledgers and registers	Allotments, Part 4
Ledgers and registers	Allowances, Part 4
Ledgers and registers	Cash accounting, Part 4
Ledgers and registers	Contracts, Part 4
Ledgers and registers	Encumbrances, Part 4
Ledgers and registers	Postage, Part 4
Ledgers and registers	Travel, Part 4
Ledgers and registers, expenditures, imprest accounts	Accounts payable, ledgers and registers, Part 4
Ledgers and registers, federal-provincial	Agreements, Part 4
Ledgers and registers, general ledgers	Ledgers and registers, Part 4
Ledgers and registers, imprest account	Accounts payable, Part 4
Legal documents	Buildings, Part 2
Legal documents	Lands, Part 2
Legal matters	Part 1
Legal payments made record	Ledgers, journal vouchers, Part 4
Legislation	Acts, Part 1
Lettings and concessions	Lands, Part 2
Liaison and cooperation	Cooperation, Part 1
Library services	Part 1
Licenses	Part 1
Licenses and registration, vehicles	Vehicles, Part 3

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Life insurance	Insurance, personal, Part 5
Lifesaving equipment	Technical equipment, Part 3
Lighting	Utilities, Part 2
Lighting, working conditions	Occupational, Part 5
Lists in transcripts, cheques	Cheques, Part 4
Lists, pay	Pay, Part 4
Lists and signature cards	Signing, Part 4
Loans and advances to employees	Ledgers and registers, journal vouchers Part 4
Loans of equipment and supplies	Part 3
Loans, exchanges and secondments, human resources management	Exchanges, Part 5
Loans and investments	Ledgers and registers, journal vouchers Part 4
Local Area Networks	Computer, Part 3
Local purchase orders	Procurement, Part 3
Locations and addresses	Buildings, Part 2
Logs, electronic network monitoring	Security, informatics, Part 1
Long service awards	Incentive awards, Part 5
Lost cheques	Cheques, Part 4
Lumber	Building, Part 3

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Mail and postal services	Part 1
Mailing lists	Mail, Part 1
Maintenance	Buildings, Part 2
Maintenance and repairs, equipment	Part 3
Maintenance and repairs, vehicles	Vehicles, Part 3
Management-employee relations	Staff relations, Part 5
Management Resource Information System	Human resources planning and utilization, Inventories, Part 5
Management services	Part 1
Management of technology	Part 1
Management trainee program	Human resources planning, career management, Part 5
Managerial and confidential exclusions	Staff relations, Part 5
Manuals and price lists	Catalogues, Part 3
Manufacture and production, equipment	Part 3
Marriage allowances	Allowances, Part 4
Maternity leave	Leave, Part 5
Medals	Honours, Part 5
Medical equipment	Technical equipment, Part 3
Medical insurance	Insurance, personal, Part 5
Medical supplies	Part 3
Meetings	Committees, Part 1
Merit awards	Incentive awards, Part 5
Messenger services	Mail, Part 1
Micrographics equipment	Part 3
Micrographics and imaging program	Records management, Part 1
Minority groups, visible	Employment equity, Part 5
Misconduct, discipline	Staff relations, Part 5
Missions	International affairs and relations, Part 1
Misuse of government property	Staff relations, Part 5
Monitoring logs, electronic network	Security, informatics, Part 1
Monuments and sites, historical	Lands, Part 2
Motor vehicles	Vehicles, Part 3
Motor vehicles, accidents	Accidents, Part 1
Multi-year operational plans (MYOPs)	Part 4
Municipal, agreements	Agreements, Part 1
Municipal, governments	Cooperation, Part 1
Municipal, taxes	Taxes, Part 4
MYOPs	Multi-year operational plans, Part 4

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National survival	Emergency planning, Part 1
Navigational equipment	Technical equipment, Part 3
Network monitoring logs, electronic	Security, informatics, Part 1
Newspapers, newsletters and magazines	Information services, Part 1
Newspapers, subscriptions	Procurement, Part 3
Northern and isolated post allowances	Allowances, Part 4
Notaries-Public	Legal matters, Part 1

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Oath of allegiance and office	Oath, Part 5
Occupational groups and categories	Classification, Part 5
Occupational injuries and illnesses	Occupational, Part 5
Occupational safety and health	Occupational, Part 5
Ocean-going ships	Ships, Part 3
Office equipment	Part 3
Office services	Part 1
Office systems and databases	Management of technology, Part 1
Official languages	Part 5
Old age security	Ledgers and registers, journal vouchers Part 4
Open accounts	Ledgers and registers, journal vouchers Part 4
Orders in Council	Acts and legislation, Part 1
Orders and directives	Circulars, Part 1
Orders and societies	Associations, Part 1
Organization, functions, responsibilities, boundaries	Organization, Part 1
Orientation	Training, Part 5
Outstanding achievement	Honours, Part 5
Overtime	Hours, Part 5
Overtime, arbitration tribunals	Staff relations, adjudication, Part 5
Overtime leave	Leave, Part 5

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Subject or Function	See
Pacts and treaties	International affairs and relations, Part 1
Pamphlets	Books, Part 1
Panels	Committees, Part 1
Parking applications and permits	Licenses, Part 1
Parking areas	Lands, Part 2
Parliament	Part 1
Passes, building	Security, Part 1
Passes, identification	Security, identification, Part 1
Passports and Visas	Part 5
Patents and copyrights	Inventions, Part 1
Patrol vessels	Ships, Part 3
Pay	Part 4
Pay, acting and responsibility	Salaries, Part 5
Pay, allowances and deductions	Pay, Part 4
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