

Retention Guidelines
for
Common Administrative Records
of the
Government of Canada

National Archives of Canada
June 2000

Table of Contents

Overview

Introduction

- Purpose and content of these Guidelines
- Use, interpretation and review
 - Recommended retention
 - Exclusions - not authorized for disposition
 - Assistance
 - Federal Records Centres
 - Review
- Personal information
- Application
- Implementation Advice and assistance

Part 1 General Administration Function

Part 2 Real Property Management Function

Part 3 Materiel Management Function

Part 4 Comptrollership Function

Part 5 Human Resources Management Function

Index

Overview

These interim guidelines are issued to address the retention of common administrative records of the Government of Canada until such time as new guidelines are developed in accordance with the functional arrangement of the National Archives of Canada *Multi-Institutional Disposition Authorities* (MIDAs). They replace the *General Records Disposal Schedules of the Government of Canada (GRDS), Fourth Edition 1986, PAC 86/001* in their entirety for all matters dealing with the retention of common administrative records of the Government of Canada.

Disposition authority for the disposal of records covered by these guidelines is documented in MIDAs covering common administrative records. Schedule 2 of the GRDS, however, continues to serve as the disposition authority for Buildings and Properties until superseded by the release of a new MIDA for Buildings and Real Property.

The guidelines apply to records of institutions subject to the *National Archives of Canada Act* when those records are collected, created or received to support internal administrative functions. The guidelines do not apply, however, to records which are collected, created or received by an institution in carrying out a government-wide administrative function on behalf of the Government of Canada.

Introduction

Purpose and content of these Guidelines

This instrument presents retention periods for common administrative records based on best practices established over the last thirty years, and as well, contains Treasury Board policy direction on the retention and disposal of records containing personal information. Where destruction of records is not authorized, this instrument provides information which helps an institution identify the appropriate disposition authority or as required secure a new disposition authority. Although these guidelines include essential information to facilitate the disposition of common administrative records, National Archives of Canada *Multi-Institutional Disposition Authorities* (MIDAs) will need to be consulted when records are excluded.

For each of the five administrative functions contained in this instrument, the subject groups and subjects of the records are intentionally arranged in alphabetic order to circumvent the variety of information classification structures and retrieval systems in government institutions thereby simplifying the retrieval of retention information.

Use, interpretation and review

Records retention information is presented in the document under the heading of *Retention Guidelines and/or Remarks*.

Recommended retention

When records are governed by an existing MIDA the retention information offered in this instrument takes the form of retention guidelines expressed in months, calendar years and fiscal years.

Exclusions - not authorized for disposition

The guidelines also contain an extensive number of *exclusions*, that is records which are not specifically authorized for disposition by a MIDA and as such are not allocated a specific retention period within these retention guidelines.

This primarily occurs because, either:

the records can be more logically connected to the institution's operational mandate and should therefore be included in an Institution-Specific Disposition Authority (ISDA) governing the records of that institution; or

because the records can be more logically grouped under another administrative activity and should therefore inherit the retention period of that new activity.

A list of the type of records which would normally be excluded under each of the administrative functions is contained in the introduction to parts 1 through 5.

Ultimately, institutional representatives are accountable for determining whether the disposition of records is authorized either in a Multi-Institutional Disposition Authority (MIDA) or in an Institution-Specific Disposition Authority (ISDA).

Where records clearly do not have a disposition authority or where there is some doubt regarding disposition, consultation should take place between representatives of the institution's corporate records and/or information management office located at the Headquarters, and representatives of the National Archives, Government Archives and Records Disposition Division (GARDD). A Records Disposition Business Centre point of contact is provided for these purposes.

These guidelines can be "*used as is*" by government institutions. When the guidelines do not meet institutional records retention requirements, they can be adjusted to accommodate specific institutional needs. Both the retention and disposition of records containing personal information about federal employees, however, are non-discretionary and are addressed under the heading of *Personal information*.

Assistance

When it is determined that records are not authorized for disposition or when disposition authority cannot be determined, institutional representatives should consult the appropriate Information Systems Analyst of the Government Archives and Records Disposition Division (GARDD) of the National Archives.

Federal Records Centres

When institutions use Federal Records Centres (FRCs) to manage records on their behalf, representatives of FRCs will agree to accept the records only when they are covered by valid disposition authorities or where there is a plan in place which will result in a valid authority in a reasonable time. If these conditions are not met, FRC representatives will refer institutional representatives to GARDD and alert the appropriate Information Systems Analyst in GARDD.

This approach will assist client institutions in determining proper disposition authority for records and facilitate the application of Federal Records Centre policy on the management of records on behalf of client institutions.

Review

Institutional representatives are invited to share with the National Archives any retention requirements not currently addressed by this guidance.

In addition, the National Archives has established the following review mechanisms. When government institutions request FRCs to manage common administrative records on their behalf, and institutional retention requirements for common administrative records exceed the retention time frames offered as guidelines in this instrument, representatives of FRCs will request from institutional representatives justification for deviating from the guidelines.

Personal information

The retention and the disposition of records containing personal information are governed by the *Privacy Act* and regulated by the Treasury Board which publishes descriptions and retention and disposal standards for such records.

These guidelines include Treasury Board's retention and disposal standards for records described in Standard Banks and published in its publication entitled *Info Source: Sources of Federal Employee Information*. The retention and disposal information from standard Banks is compulsory and must be adhered to. The authority for retention and disposal standards for records containing personal information about federal employees is the Treasury Board of Canada.

Application

Multi-Institutional Disposition Authorities for common administrative records apply to the administrative records of institutions subject to the *National Archives of Canada Act*, provided that such records, collected, created or received in the conduct of business, are not used to support a government-wide administrative function carried-out on behalf of the Government of Canada.

Institutions mandated to perform a government-wide function on behalf of the Government of Canada, are referred to as Offices of Primary Interest (OPIs). They are defined as government institutions¹ to which the authority, responsibility, and accountability to perform a particular function — for the purpose of this instrument, an administrative function — on behalf of the Government of Canada have been specifically assigned by legislation, regulation, policy, or mandate.

Offices of Primary Interest create two sets of administrative records. The first set of records consists of those records which relate to their role in the Government of Canada as a leading government body or central agency in a given field, for example, Public Works and Government Services Canada in

¹ Department, agency, board, office or commission

the area of real property management. For such records, the guidelines contained in this instrument do not apply. OPIs must therefore seek separate disposition authorities for the records they create which are not *common* and therefore not authorized for disposition in MIDAs covering common administrative records.

The second set of records OPIs create is their internal administrative records which can be classified as *common* administrative records. These guidelines apply to such records. For example, the Department of Finance cannot apply these retention guidelines to its financial management records which relate to its mandate as a central agency on behalf of the Government of Canada, but can apply the retention guidelines to its internal financial management and other administrative records.

The covering page of each of the five functions in this instrument provides examples of those institutions for which the retention guidelines only apply to their internal administrative records.

Implementation advice and assistance

Ultimately, individual institutions are accountable for the establishment and implementation of retention periods, *and* for applying records disposition authorities. Advice and assistance, however, can be obtained from the National Archives.

Use of these Guidelines

For advice and assistance on the use of these guidelines and any other matter related to the management of government records, the Office of Government Records can be contacted by addressing enquiries to:

Ms. Rosemary Murray-Lachapelle
Acting Director
Office of Government Records
National Archives of Canada
395 Wellington Street
Ottawa, Ontario K1A 0N3
Tel: (613) 947-1513
Fax: (613) 947-1500
Email: rmurray-lachapel@archives.ca

Application and interpretation of MIDAs

For any matter concerning the application and interpretation of MIDAs, the appropriate Information Systems Analyst, Government Archives and Records Disposition Division, can be contacted directly or when the person's name is unknown, through the following Centre:

Records Disposition Business Centre
Tel: (613) 947-1483
Email: RDBC@archives.ca

Regional contacts

In the regions, institutional representatives can contact the nearest Federal Records Centre.

Pacific Region

Mr. Terry Kirk
Head, Accessions and Disposal
Pacific Region Federal Records Centre
National Archives of Canada
2751 Production Way
Burnaby, British Columbia V5A 3G7
Tel: (604) 666-1661
Fax: (604) 666-4963
Email: tkirk@archives.ca

Prairies-Northwest Region

Mr. John Perry
Head, Records Management
Prairies-Northwest Region Federal
Records Centre
National Archives of Canada
8707-51 Avenue
Edmonton, Alberta T6E 5H1
Tel: (780) 495-6691
Fax: (780) 495-2259
Email: jperry@archives.ca

Manitoba Region

Mr. Todd Panas
Accession and Disposal Coordinator
Manitoba Region Federal Records Centre
National Archives of Canada
1700 Inkster Blvd
Winnipeg, Manitoba R2X 2T1
Tel: (204) 983-4496
Fax: (204) 983-4649
Email: tpanas@archives.ca

Ontario Region

Ms. May Fischetti
Head, Accessions and Disposal
Ontario Region Federal Records Centre
National Archives of Canada
190 Carrier Drive
Rexdale, Ontario M9W 5R1
Tel: (416) 675-2557
Fax: (416) 675-2862
Email: fischettm@smtp.gc.ca

Atlantic Region

Mr. Garry Earle
Head, Accession and Disposal
Atlantic Region Federal Records Centre
National Archives of Canada
270 Bluewater Road
Bedford, Nova Scotia B4B 1J6
Tel: (902) 426-4982
Fax: (902) 426-8970
Email: gearle@archives.ca

National Capital Region

Mr. Pierre Laplante
Head, Reference and Disposal
National Capital Region Federal
Records Centre
National Archives of Canada
Building #15
Tunney's Pasture
Ottawa, Ontario K1A 0N3
Tel: (613) 954-4180
Fax: (613) 952-3973
Email: plaplante@archives.ca

Quebec Region - Montreal

Mr. Serge Charland
Unit Head, Accession and Disposal
Quebec Region - Montreal Federal
Records Centre
National Archives of Canada
645/655/665 Montée de Liesse
Ville St. Laurent, Quebec H4T 1P5
Tel: (514) 283-2273
Fax: (514) 283-7347
Email: charls@smtp.gc.ca

Quebec Region - Quebec City

Mr. Guy Ricard
Chief, Reference and Accessions
Quebec Region - Quebec City Federal
Records Centre
National Archives of Canada
75 de Hambourg
Quebec, Quebec G3A 1S6
Tel: (418) 878-2825
Fax: (418) 878-3123
Email: orqqe@smtp.gc.ca

Retention Guidelines
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Government of Canada

Part 1
General Administration Function

Part 1
General Administration Function

Coverage

The General Administration Function covers records of sub-functions and activities not covered elsewhere in the Retention Guidelines.

Records not authorized for disposition

Unique to the General Administration Function, many of the records listed do not offer retention guidelines. For these records, institutions should consult their existing Institution-Specific Disposition Authorities (ISDAs). When it is determined that disposition of the records is not authorized, or cannot be determined, institutional representatives should consult the National Archives of Canada. The reason for the lack of retention guidelines for many records covered in this Function is that the records can be connected to operational or mandate-related sub-functions and activities of government institutions and are therefore not authorized for disposition in the Multi-Institutional Disposition Authority Number 98/001 covering this Function. Examples of such records are acts, orders-in-council, records related to agreements, federations, institutes, committees, boards, international affairs and relations, inventions, licences issued to or by institutions, and so on.

Offices of Primary Interest

The Retention Guidelines do not apply to records of Offices of Primary Interest “OPIs”, or central agencies, in the pursuance of their mandated role in a given area of responsibility related to General Administration on behalf of the Government of Canada. Examples of such government bodies are the Treasury Board Secretariat, the Privy Council Office, and the Offices of the Information and Privacy Commissioners.

Similarly, in the area of security, the Retention Guidelines do not apply to organizations such as the Canadian Security Intelligence Service, the Royal Canadian Mounted Police, the Communications Security Establishment and again, the Treasury Board Secretariat and the Privy Council Office.

Any other institution mandated to perform, in full or in part, a General Administration function on behalf of the Government of Canada cannot use these Retention Guidelines to dispose of its records related

to that function. The Retention Guidelines do apply, however, to such organizations’ internal general administration records.

Use

Use of the Retention Guidelines should be in accordance with the proposals contained in the Introduction. For additional information on the disposition of records of this Function, the Multi-Institutional Disposition Authority, Number 98/001, covering the General Administration Function should be consulted.

Retention Guidelines for Common Administrative Records of the Government of Canada

G e n e r a l A d m i n i s t r a t i o n F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Access to information and privacy	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual requests for access to records under the acts	2 years after resolution
	Reports, registrations	2 years
Accidents	Aircraft, railway, ships, explosives	Excluded in MIDA Number 98/001.
	Claims	See “Comptrollership Function”
	Motor vehicles, equipment	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Claims	See “Comptrollership Function”
Acts and legislation	Personnel	See “Occupational safety and health” under the Human Resources Management Function
	Federal, provincial, territorial or foreign acts and legislation, federal Bills, statutory orders, regulations, Orders in Council, Cabinet Directives and Treasury Board Minutes. Correspondence and working records leading to their preparation and amendment	Excluded in MIDA Number 98/001.

Retention Guidelines for Common Administrative Records of the Government of Canada

G e n e r a l A d m i n i s t r a t i o n F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Agreements	Federal, provincial, territorial, foreign, municipal.	Excluded in MIDA Number 98/001.
Appreciation, condolences, congratulations and greetings.	Special occasions, holidays, congratulations to royalty	Excluded in MIDA Number 98/001.
Associations, clubs, federations, institutes, leagues, orders and societies.	Policy, proceedings, minutes, annual reports, financial statements	Excluded in MIDA Number 98/001.
	Routine correspondence including memberships, social functions, invitations, subscriptions, etc.	2 years
Audits and auditing		See “Comptrollership Function”
Badges, emblems, flags	Use, flying, or wearing of badges, coats of arms, emblems, flags, crests, pennants	Excluded in MIDA Number 98/001.
	Purchases and supply	See “Materiel Management Function”
Boards and Courts of Inquiry	Fire, theft, loss, financial, legal (major and minor)	Excluded in MIDA Number 98/001.
Books, pamphlets and publications	Compilation and editing, printing and binding, sale and distribution	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years.
	Individual publications	1 year after publication appears or is cancelled

Retention Guidelines for Common Administrative Records of the Government of Canada

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Cafeterias and eating facilities	Hours of operation, equipment, space, sanitation, catering services, price lists, menus, vending machines	Excluded in MIDA Number 98/001.
Campaigns, canvassing and soliciting	Blood donor clinics, Canada Savings Bonds, charitable such as United Way	Excluded in MIDA Number 98/001.
Ceremonies and celebrations	Laying of cornerstones, Remembrance Day ceremonies, inaugurations	Excluded in MIDA Number 98/001.
Circulars, directives and orders	Departmental administrative and operating orders, circular letters, directives, regulations	Excluded in MIDA Number 98/001.
Committees, boards, panels, conferences, symposia and meetings	Agenda, notices, minutes of meetings, proceedings	Excluded in MIDA Number 98/001.
Communications	Codes, cyphers and passwords, radio and radio systems, telephone, fax and other communication and intercommunication systems	Excluded in MIDA Number 98/001.
	Installation of communication systems	For fixed assets, see “Real Property Management Function” For moveable assets, see “Materiel Management Function”
Complaints	Letters of complaint	Excluded in MIDA Number 98/001.
Co-operation and liaison	Co-operation and liaison with foreign, provincial, territorial and municipal governments, other federal government institutions, colleges, etc.	Excluded in MIDA Number 98/001.

Retention Guidelines for Common Administrative Records of the Government of Canada

G e n e r a l A d m i n i s t r a t i o n F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Corporations, companies and firms	Routine correspondence, solicitations, brochures, pamphlets, inquiries, statements, etc.	Excluded in MIDA Number 98/001.
Correspondence management	Correspondence procedure, quality and production control, use of form and guide letters, signing authorities, channels of communication, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Cultures and Customs	Doukhobors, Indians, Mennonites, Métis, etc.	Excluded in MIDA Number 98/001.
Documentation services		See “Library services”
Drafting services		See “Office services”
Duplication and reproduction services		See “Office services”
Electronic Data Processing		See “Management of technology”
Emergency planning	Civil defence, demonstrations and riots, disasters, evacuation, national survival	Excluded in MIDA Number 98/001.

Retention Guidelines for Common Administrative Records of the Government of Canada

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Federal identity program	Applied titles, publications, signage, stationary and forms	Excluded in MIDA Number 98/001.
Forms management	Analysis, design and control, identification, authorization, review, preparation and physical characteristics of forms	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual function files	Until superseded or obsolete
	Procurement of forms	See “Materiel Management Function”
Gifts and donations	Other than financial	Excluded in MIDA Number 98/001.
	Campaigns and canvassing	See “Campaigns, canvassing and soliciting”
Historical matters	Records outlining the growth and activities of institutions and significant events	Excluded in MIDA Number 98/001.

Retention Guidelines for Common Administrative Records of the Government of Canada

G e n e r a l A d m i n i s t r a t i o n F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Information services	Public relations and publicity in newspapers, on radio and television including participation in radio and television programs, articles and manuscripts, biographies for publicity and information purposes, exhibitions and fairs, photographs, slides and films including arrangements and preparation of scripts, requests from the public for information, photographs and publications, lectures and lecturers including speeches and addresses and arrangements for speakers, press releases and press clippings	Excluded in MIDA Number 98/001.
	Posters created for and under the control of a government institution	See MIDA Number 96/024 covering “Poster-creating areas of government institutions.”
	Other posters	Until expired
International affairs and relations	Commissions, missions, pacts and treaties	Excluded in MIDA Number 98/001.
Inventions, patents and copyrights	Acquiring of patent rights, patent licences and assignments, permission to use copyright material	Excluded in MIDA Number 98/001.
Investigations	Fire, loss, theft, financial, legal	Excluded in MIDA Number 98/001.
Legal matters (not legal documents)	Decisions, rulings and opinions, Powers of Attorney, Commissions of Office such as Notaries-Public	Excluded in MIDA Number 98/001.

Retention Guidelines for Common Administrative Records of the Government of Canada

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Library services	Delivery of library, documentation or reference services	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
	Actual intellectual holdings including audio and video recordings, slides, filmstrips, and “grey literature” (that literature without an ISBN number)	Excluded in MIDA Number 98/001.
	Procurement of library material including subscriptions to newspapers and periodicals	See “Procurement” under the Materiel Management Function
Licences and permits	Building passes / admission privileges	See “Security”
	Licences and permits issued to or by institutions	Excluded in MIDA Number 98/001.
	Parking applications and permits issued to or by institutions	2 years after the permit expires. This is a Retention and Disposal Standard 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 914, Parking.

Retention Guidelines for Common Administrative Records of the Government of Canada

G e n e r a l A d m i n i s t r a t i o n F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Mail and postal services	Delivery of mail, messenger and postal services, bulk payment system, liaison with public and private service providers	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Mailing lists	Until superseded
	Registers and registration related to mail, postal and messenger services	1 year
Management services	Time studies, procedural analysis, process and flow charts, office surveys, management information systems, performance measurement systems, program evaluations	Excluded in MIDA Number 98/001.
Management of technology	Electronic systems development, maintenance, and technical assistance for office systems and databases that support common administrative functions	For procurement, see “Materiel Management Function”
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Electronic systems development, maintenance, and technical assistance for office systems and databases that support operational functions or operational automated information systems, or any mixture of operational and administrative functions	Excluded in MIDA Number 98/001.

Retention Guidelines for Common Administrative Records of the Government of Canada

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Office Services	General and internal office procedures and services, including information processing.	When “Information processing” is interpreted to include electronic systems development, maintenance, and technical assistance for office systems and databases that support operational functions or operational automated information systems, or any mixture of operational and administrative functions, then such records are excluded in the MIDA Number 98/001.
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
	Drafting services	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual drafting items	1 year after drafting is completed
	Duplication and reproduction services	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Requisitions	6 months
	Secretarial and stenographic services	1 year
	Word processing, typing and transcribing services	1 year
Organization	Policies, procedures, functions, responsibilities, boundaries, etc.	Excluded in MIDA Number 98/001.

Retention Guidelines for Common Administrative Records of the Government of Canada

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Parliament	Inquiries	
	Tabled material, returns to addresses, orders for returns, etc.	Excluded in MIDA Number 98/001.
	Royal Commissions and documents, institutional records, and other commissions at the Ministerial and institutional levels	Excluded in MIDA Number 98/001.
Plans and programs	Policy, procedures and routine	Excluded in MIDA Number 98/001.
	Alternative service delivery	Exclusion C8.1 of Terms and Conditions of the MIDA Number 99/004 covering the Comptrollership Function.
Politics	Elections	
	Federal, provincial and other governmental organizations, including ballot papers, election accounts, policy concerning elections, etc.	Excluded in MIDA Number 98/001.
Records management	General	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Automation	
	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

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Records management (<i>cont'd</i>)	Disposition of records	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Disposition authorities	
	Treasury Board Minutes and Records Disposition Authorities issued by the National Archivist of Canada	Until superseded or amended
	Lists, indices and registers of files or records destroyed	10 years after files or records destroyed
	Essential records	
	Actual records designated essential	Excluded in MIDA Number 98/001.
	Micrographics and imaging program	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
Routine	2 years	
Actual records microfilmed or imaged	Excluded in MIDA Number 98/001.	
Reference services		See "Library Services"
Regulations	Acts and legislation	See "Acts and legislation"
	Administrative	See "Circulars, directives and orders"

Retention Guidelines for Common Administrative Records of the Government of Canada

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Reports and statistics	Policy, procedures, routine, annual (departmental) and reports including drafts, supporting documentation and correspondence and other reports (weekly, monthly of a routine nature and Post reports from abroad)	Excluded in MIDA Number 98/001.
Secretarial and stenographic services		See "Office services"
Security	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Breaches	6 months
	Clearances and reliability checks	
	Personnel	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual files	2 years after an employee leaves the institution for which the clearance was obtained. This is a Retention and Disposal Standard 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 Banks PSE 909, Security Clearances and PSE 921, Reliability Checks.
(cont'd)	Visits and visitors	1 year

Retention Guidelines for Common Administrative Records of the Government of Canada

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Security (<i>cont'd</i>)	Communications	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Identification methods	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Identification and Building-pass cards	2 years after expiry. This is a Retention and Disposal Standard 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 917, Identification and Building-Pass Cards.
	Industrial	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Informatics	
	Electronic network monitoring logs	2 years after last administrative use unless the individual concerned consents to its earlier disposal. This is a Retention and Disposal Standard 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 922, Electronic Network Monitoring Logs.
(<i>cont'd</i>)		

Retention Guidelines for Common Administrative Records of the Government of Canada

G e n e r a l A d m i n i s t r a t i o n F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Security (<i>cont'd</i>)	Information	
	Exchange and release	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Physical	
	Buildings, contingency planning, equipment, grounds, guards, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years or 1 year after requirement ceases
	Regulations and orders	Until superseded or revoked
	Reports and returns	
	Inspections, surveys, etc.	5 years (Active 2 years, Dormant 3 years)
	Subversive activities	
	Sabotage, espionage, etc.	Excluded in MIDA Number 98/001.
Translation services	Correspondence relating to and requisitions for	1 year

Retention Guidelines for Common Administrative Records of the Government of Canada

G e n e r a l A d m i n i s t r a t i o n F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Transportation / travel	General	
	Air, rail, road and water	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine (arrangements for tickets, passage, taxi services, fares and tariffs, etc.)	1 year
	Baggage	
	Lost, damaged or unclaimed	1 year
	Effects - property and goods	
	Air, rail, road and water	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
	Freight and express	
	Air, rail, road and water	
	Routine	1 year
	Rates, tariffs, schedules, etc.	Until superseded or revoked
Hotel reservations		
Reservations, confirmations	6 months	
Personnel		
Air, rail, road and water		
Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)	
Routine	1 year	

Retention Guidelines for Common Administrative Records of the Government of Canada

General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Visits, tours and itineraries	General	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
	Routine itineraries	6 months
	Royalty, Heads of State, and other dignitaries	1 year after the visit
Word processing, typing and transcribing services		See "Office services"

Retention Guidelines
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Common Administrative Records
of the
Government of Canada

Part 2

Real Property Management Function

Part 2
Real Property Management Function

Coverage

The Real Property Management Function covers records of sub-functions and activities related to acquisition, use and disposal of land and premises by government institutions while meeting their accommodation requirements. Accommodations are acquired through the purchase or rental of existing lands and buildings or through the construction of new facilities.

Accommodations are also allocated, renovated, maintained, serviced and when no longer required, are disposed of by sale, by transfer or by terminating leases. Records relating to the installation of major utility services such as heating and lighting, telecommunications, water and sewage, etc., are also contained in this Function.

Records not authorized for disposition

This part of the Retention Guidelines for Common Administrative Records of the Government of Canada is scheduled to be replaced by a new Multi-Institutional Disposition Authority covering this Function. In the interim, its contents duplicate Schedule 2, Buildings and Properties, of the General Records Disposal Schedules of the Government of Canada (GRDS). Disposition authority granted by the GRDS — PAC 86/001 — covering records of this Function is valid until superseded by a new Multi-Institutional Disposition Authority.

Offices of Primary Interest

Disposition authority — in this case the disposition authority granted in PAC 86/001 — as well as the Retention Guidelines do not apply to records of Offices of Primary Interest “OPIs”, or central agencies, in the pursuance of their mandated role in the area of Real Property Management on behalf of the Government of Canada. Examples of such government bodies are the Treasury Board Secretariat and Public Works and Government Services Canada, and any other institution mandated to perform, in full or in part, a Real Property Management function on behalf of the Government of Canada. The disposition authority granted in PAC 86/001 does apply, however, to such organizations’ internal real property management records.

Use

The statement found under this heading for other Functions is not applicable at this time because of this Function’s unique status until superseded.

Retention Guidelines for Common Administrative Records of the Government of Canada

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
General	Miscellaneous and routine matters not covered in this Function	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Accommodation	Current and future planning and requirements, plans for expansion, allocation of space, offers of space, etc.	
	Reports and statistics	
	Monthly, weekly, status, etc.	3 years
Accounting and inventories	Real property, inventories, property records, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Buildings	General	
	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

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Buildings (<i>cont'd</i>)	Acquisition through lease, purchase, rental or transfer	
	General correspondence on policy, regulations, offers of buildings for lease, purchase or rentals, investigations of buildings, reports, etc., excluding legal documents	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Addresses and locations	Until superseded or obsolete
	Alterations and repairs	
	Major: over \$1,000	3 years after completion or cancellation
	Minor: under \$1,000	1 year after completion or cancellation
	Construction	
	General requirements, preliminary discussions and investigations	5 years after completion of structure (Active 2 years, Dormant 3 years). Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Arrangements and consultant services	
	Tenders, discussions with architects, contractors and suppliers about costs, building materials, subcontractors, completion dates, progress reports, etc., inspection and takeover	3 years after takeover. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada

(*cont'd*)

Retention Guidelines for Common Administrative Records of the Government of Canada

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Buildings (<i>cont'd</i>)	Cancelled projects	2 years after cancellation.
	Damages	
	General correspondence and reports of the investigation into the damage	
	Major: over \$1,000	3 years after investigation completed. Where claims are involved, see "Claims" under the Comptrollership Function
	Minor: under \$1,000	1 year after investigation completed. Where claims are involved, see "Claims" under the Comptrollership Function
	Disposal	
	Sale, transfer, expiry of lease, etc., excluding legal documents	
	Routine	3 years after sale, transfer or expiry of lease
	Elevator services	
	Routine	1 year
	Energy conservation	
	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

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Buildings (<i>cont'd</i>)	Fires, fire prevention and protection	
	Regulations, fire drills, precautions, automatic sprinkler and alarm systems, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Reports - major fires	5 years (Active 2 years, Dormant 3 years). Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Reports - minor fires	2 years after report is made to Dominion Fire Commissioner
	Legal documents	
	Purchase, transfer, sale, etc.	Original documents are transferred to new owner. Institutional copies are retained until of no further value. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Lease, rental, concessions	3 years after termination
	Maintenance	
(<i>cont'd</i>)	Cleaning and janitorial services, redecorating, etc.	1 year

Retention Guidelines for Common Administrative Records of the Government of Canada

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Buildings (<i>cont'd</i>)	Plans and specifications	
	Actual construction plans and specifications	
	Government owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Routine correspondence - for minor structure worth less than \$5,000	1 year
	Routine correspondence - for others worth more than \$5,000	3 years
	Protection	
	From fall-out, nuclear blast, warning devices (sirens), preventive measures and control of minor floods	3 years. See also "Emergency planning" under the General Administration Function
	Signage	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Lands	General	
	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

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Lands (<i>cont'd</i>)	Acquisition through lease, rental, purchase, or transfer	
	Offers, investigation of sites, surveys, etc., excluding legal documents	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Development	
	Grading of land, farming of land, reforestation, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Disposal	
	Sales, transfer, expiry of lease, etc., excluding legal documents	
Routine correspondence	3 years after sale, transfer, or expiry of lease	
Ditching and drainage	2 years	
Excavation	2 years	
Fencing	2 years	
Flood control		
Preventive measures and control of minor floods	3 years	
Floods of a major nature	See "Emergency planning" under the General Administration Function	

(*cont'd*)

Retention Guidelines for Common Administrative Records of the Government of Canada

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Lands (<i>cont'd</i>)	Historical sites and monuments	5 years (Active 2 years, Dormant 3 years). Transfer to the Government Archives and Records Disposition Division, National Archives of Canada
	Landscaping and gardening	2 years
	Legal documents	
	Purchase, sale and transfer	Original documents are transferred to new owner. Institutional copies are retained until of no further value. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Lease, rental, rights of way, easements and concessions	3 years after termination
	Lettings and concessions	
	Rights of way, easements, leases, concessions, etc., for Crown-owned lands by private corporations or persons or privately-owned lands by the Crown, excluding legal documents	
	Routine correspondence	3 years after expiry of the right involved. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Parking areas	2 years
	Recreation areas	2 years
Roads, streets, sidewalks and highways		
<i>(cont'd)</i>	Including snow removal	2 years

Retention Guidelines for Common Administrative Records of the Government of Canada

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Lands (<i>cont'd</i>)	Trespassing	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Utilities	General	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Air conditioning and ventilation, refrigeration systems	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Garbage disposal	2 years
<i>(cont'd)</i>	Gas	
	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

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Utilities (<i>cont'd</i>)	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Hydro power	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Lighting	
	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

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Utilities (<i>cont'd</i>)	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Plumbing and heating	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Telecommunications systems	
	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

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Utilities (<i>cont'd</i>)	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Water and sewage	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation

Retention Guidelines
for
Common Administrative Records
of the
Government of Canada

Part 3
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

Part 3

Materiel Management Function

Coverage

The Materiel Management Function covers records of sub-functions and activities related to the management of movable assets such as furniture, furnishings, equipment, supplies, vehicles, and other materiel used or acquired by government institutions to facilitate the delivery of programmes and services.

Records not authorized for disposition

For many records covered in the Materiel Management Function, retention guidelines are offered. Excluded are records related to the procurement and maintenance of aircrafts, arms and armament, aviation supplies, clothing matters related to dress regulations and change of uniforms, procurement and maintenance of ocean going ships, launches, patrol and specialized vessels, icebrakers, and drydocks. Also excluded are records concerning a variety of technical and scientific equipment related to airport operations, firefighting, hospitals, life-saving, and navigational and other ships' instruments. The records related to these sub-functions and activities are not authorized for disposition in the Multi-Institutional Disposition Authority Number 99/003 covering the Materiel Management Function. For these records, institutions should consult their existing Institution-Specific Disposition Authorities (ISDAs). When it is determined that disposition of the records is not authorized, or cannot be determined, institutional representatives should consult the National Archives of Canada.

In addition, the retention guidelines contained in this Function do not apply to materiel assets acquired and used for Major Crown Projects.

Offices of Primary Interest

The Retention Guidelines do not apply to records of Offices of Primary Interest "OPIs", or central agencies, in the pursuance of their mandated role in the area of Materiel Management on behalf of the Government of Canada. Examples of such government bodies are the Treasury Board Secretariat, Public Works and Government Services Canada, Common Service Organizations, and the Department of National Defence — for military missions — and any other institution mandated to

perform, in full or in part, a Materiel Management function on behalf of the Government of Canada. The Retention Guidelines do apply, however, to such organizations' internal materiel management records.

Use

Use of the Retention Guidelines should be in accordance with the proposals contained in the Introduction. For additional information on the disposition of records of this Function, the Multi-Institutional Disposition Authority, Number 99/003, covering the Materiel Management Function should be consulted.

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

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
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

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
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

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
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

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
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

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
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

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
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

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
Write-offs		See “Disposal and surplus”

Retention Guidelines
for
Common Administrative Records
of the
Government of Canada

Part 4
Comptrollership Function

Part 4 Comptrollership Function

Coverage

The Comptrollership Function covers records of three large sub-functions of the discipline: External (Financial) Audit, Financial Management, and Program Management.

External (Financial) Audit includes examinations and assessments of financial records and accounts, professional opinions concerning the presentation of financial information (fairness, accuracy, completeness, and in accordance with accounting policies and authorities), adequacy of internal control and management information systems, and effectiveness of financial, program or business performance.

Financial Management consists of both the administrative (accounting) processing activities and the higher level management activities related to budgeting, financial planning, performance measure, control, and the reporting of financial information required by managers. It includes financial reporting, analysis and planning, classification of accounts, budgetary control, development of financial information systems and controls, accounting and control of expenditures and of revenues, accounting for assets and liabilities, accounting for special funds and accounts and, revolving funds.

Program Management includes expenditure management systems, capital plans and projects, agreements and arrangements with other levels of government, risk management, external user charges, alternative service delivery, and review.

Records not authorized for disposition

For most records covered in the Comptrollership Function, retention guidelines are offered with a few exceptions related to the following sub-functions and activities: certain records related to internal audits and to program evaluations, trust accounts, alternative service delivery, agreements and arrangement with other levels of government, and transfer payments, grants and contributions. Records related to these sub-functions and activities are not authorized for disposition in the Multi-Institutional Disposition Authority Number 99/004 covering the

Comptrollership Function. For these records, institutions should consult their existing Institution-Specific Disposition Authorities (ISDAs). When it is determined that disposition of the records is not authorized, or cannot be determined, institutional representatives should consult the National Archives of Canada.

Offices of Primary Interest

The Retention Guidelines do not apply to records of Offices of Primary Interest “OPIs”, or central agencies, in the pursuance of their mandated role in the area of Comptrollership on behalf of the Government of Canada. Examples of such government bodies are the Treasury Board Secretariat, the Office of the Auditor General, and Public Works and Government Services Canada, and any other institution mandated to perform, in full or in part, a Comptrollership function on behalf of the Government of Canada. The Retention Guidelines do apply, however, to such organizations’ internal comptrollership records.

Use

Use of the Retention Guidelines should be in accordance with the proposals contained in the Introduction. For additional information on the disposition of records of this Function, the Multi-Institutional Disposition Authority, Number 99/004, covering the Comptrollership Function should be consulted.

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Accounts and accounting	Appropriations, disbursements, etc.	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Ledgers and registers	See “Ledgers and registers”, “Accounts payable”, “Accounts receivable”, “Allotments”, “Allowances”, “Cash accounting”, “Contracts”, “Encumbrances”, “Postage accounts”, “Travel”
	Trust accounts	
	Involving long term or indeterminant fiduciary responsibilities which have an impact on the rights or entitlements of citizens or groups within Canadian Society and which arise from mandated activity of an institution	
	Policies, trust agreements and audited annual statements	Exclusion C4.1 in Terms and Conditions of MIDA Number 99/004.
	Statements	See “Statements”
	Suspense accounts including ledgers	
	After transfer to the appropriate account	1 fiscal year

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Accounts payable (Expenditures)	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Invoices, vouchers	
	Commercial firms, hospitals, suppliers, etc.	6 fiscal years (Active 2 years, Dormant 4 years)
	Ledgers and registers	
	Expenditures: Imprest account	6 fiscal years (Active 2 years, Dormant 4 years)
	Services rendered to the institution	
	Advisory, professional, technical (consultants, doctors, lawyers, nurses, etc.)	6 fiscal years (Active 2 years, Dormant 4 years)
	Services to other institutions	6 fiscal years (Active 2 years, Dormant 4 years)
	Statements	See “Statements - Accounts payable and receivable”
	Utilities	
	Energy, telephone, cable	6 fiscal years (Active 2 years, Dormant 4 years)
	Vouchers (all)	
Abstracts, bills of lading, cheque requisitions, contracts, credits to advances, facings, imprest accounts progress payments, purchase orders and requisitions including local, refunds, removal and travel claims, travel warrants, etc.	6 fiscal years (Active 2 years, Dormant 4 years)	

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Accounts receivable (Revenues)	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Credit notes and refunds	
	For return of goods and containers, etc.	6 fiscal years (Active 2 years, Dormant 4 years)
	Ledgers and registers	
	Including refund: Refund and drawbacks ledgers	6 fiscal years (Active 2 years, Dormant 4 years)
	Statements	See “Statements - Accounts payable and receivable”
	Vouchers (all)	
	Bills, credits, official receipts, receipt forms, sales slips, etc., from all sources including accounts recoverable from concessions, claims, fees, rentals, etc.	6 fiscal years (Active 2 years, Dormant 4 years)

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Agreements and arrangements	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Agreements with other levels of government (Federal, provincial, municipal)	
	Agreement files containing the pure financial management records related to accounting and control of expenditures / revenues, payment verification, budgeting and budgetary control of programs including ledgers related to such agreements	6 fiscal years (Active 2 years, Dormant 4 years)
	Agreement files containing records related to policy development and other records which document the administration of a program pertaining to such agreements where the institution has played or is playing the role of an Office of Primary Interest in formulating, administering or negotiating the agreement	Exclusion C9.1 in Terms and Conditions of MIDA Number 99/004.
	Agreement files containing a mixture of both categories of records described in the two preceding paragraphs	Exclusion C9.1 in Terms and Conditions of MIDA Number 99/004.
	Trust agreements	See “Accounts and accounting”

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Allotments	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Ledgers and registers	6 fiscal years (Active 2 years, Dormant 4 years)
	Vouchers	
	Transfers between primaries	6 fiscal years (Active 2 years, Dormant 4 years)
Allowances	Educational, foreign service, marriage, northern and isolated post, risk, subsistence, terminal, etc.	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Entertainment	1 fiscal year
	Ledgers and registers	
	Family allowance and war veterans allowance	6 fiscal years (Active 2 years, Dormant 4 years)
Alternative service delivery		Exclusion C8.1 in Terms and Conditions of MIDA Number 99/004.

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Audits and auditing	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	External audits and/or program evaluations	
	Conducted by a central agency, common service agency or by the Auditor General	6 fiscal years (Active 2 years, Dormant 4 years)
	Internal audits and/or program evaluations	
	Permanent file	
	Final internal audit and program evaluation report including management response, corrective action, and follow-up	Exclusion C7.1 in Terms and Conditions of MIDA Number 99/004.
Other audit files	3 fiscal years	
	Conducted by private sector consultants	Exclusion C3.2 in Terms and Conditions of MIDA Number 99/004.
	Trust accounts	See “Accounts and accounting”

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Banks and banking	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Exchange rate	
	Bank of Canada	1 fiscal year
	Statements (and reconciliations)	
	Imprest accounts	6 fiscal years (Active 2 years, Dormant 4 years)
	Cheque Redemption Control Division	1 fiscal year
	Vouchers	
	Receipts, copies of transfers of funds, etc.	1 fiscal year
	Bonding	Of employees
Budgets	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual budgets	
	Institutional	6 fiscal years (Active 2 years, Dormant 4 years)
	Branch or Division	2 fiscal years
Capital plans and projects		See "Contracts"

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Cash accounting	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Ledgers and registers	
	Cash blotters, cash books, cash summaries, receipts, registers and wharfage books	6 fiscal years (Active 2 years, Dormant 4 years)
	Cash control records	1 fiscal year
Cheques	Routine	2 fiscal years
	Actual cheques paid (cashied)	
	Including like instruments	6 fiscal years (Active 2 years, Dormant 4 years)
	Abstracts	
	Attached to supporting vouchers	6 fiscal years (Active 2 years, Dormant 4 years)
	Other copies	1 fiscal year
	Bank statements and reconciliation	
	Imprest banking accounts	6 fiscal years (Active 2 years, Dormant 4 years)
	Election warrants	6 fiscal years (Active 2 years, Dormant 4 years)
	Lists and transcripts (all)	
General lists	6 fiscal years (Active 2 years, Dormant 4 years)	
Cancelled cheques	1 fiscal year	
<i>(cont'd)</i>	Deposited to bank accounts	1 fiscal year

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks	
Cheques (<i>cont'd</i>)	Returned cheques		
		Subsequently cancelled	1 fiscal year
		Subsequently paid	6 fiscal years (Active 2 years, Dormant 4 years)
	Lost		
		Statutory declarations	2 fiscal years
	Pay		See "Pay - Lists"
	Receipts for		1 fiscal year
	Registers		6 fiscal years (Active 2 years, Dormant 4 years)
	Requisitions		See "Accounts payable - Vouchers"
	Returned		
		Undeliverable	Cancel after 6 months then retain for 6 fiscal years (Active 2 years, Dormant 4 years)
	Transcripts		6 fiscal years (Active 2 years, Dormant 4 years)
	Vouchers		
	Returned	1 fiscal year	

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Claims	By and against the Crown	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual claim files	
	Vehicle, ship, boat and aircraft accident and other claim files by and against the Crown finalized or authorized to be deleted or transferred to an inactive account receivable	6 fiscal years after the settlement of individual claims (Active 2 years, Dormant 4 years). This is a Retention and Disposal Standard 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 908, Vehicle, Ship, Boat and Aircraft Accidents. 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.
	Personnel	See "Occupational safety and health" under the Human Resources Management Function
Coding	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Contracts	Agreements, acceptances of tender, etc.	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual contract files	
	Capital plans and projects	
	Policy development, planning and evaluation	Exclusion C5.1 in Terms and Conditions of MIDA Number 99/004.
	Case files re purchases, rentals, services, etc.	6 fiscal years after completion and non-renewal (Active 2 years, Dormant 4 years)
	Ledgers and registers	6 fiscal years (Active 2 years, Dormant 4 years)
Credit		See “Accounts receivable”
Duties and tariffs	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Customs, excise, exports, imports and forms	2 fiscal years

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Encumbrances	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Adjustments	1 fiscal year
	Individual encumbrances	1 fiscal year
	Ledgers and registers	1 fiscal year
	Transfers	
	Sub-allotment	1 fiscal year
Estimates	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual estimates	
	Institutional	6 fiscal years (Active 2 years, Dormant 4 years)
	Directorate, Branch, Division	2 fiscal years
Fees	Consultant and professional services	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual	See "Accounts payable"

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Funds	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Ledgers and registers	See “Ledgers and registers”
	Non-public	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine (Flower, gift, etc.)	2 fiscal years
	Schools	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
Grants, contributions and transfer payments	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Pure financial management records related to accounting and control of expenditures / revenues, payment verification, budgeting and budgetary control of programs related to transfer payments, grants and contributions	6 fiscal years (Active 2 years, Dormant 4 years)
	Records related to grants and contribution programs, including true case files documenting applications, appraisals and interim reports	Exclusion C10.1 in Terms and Conditions of MIDA Number 99/004.
	Files containing a mixture of both categories of records described in the two preceding descriptions	Exclusion C10.1 in Terms and Conditions of MIDA Number 99/004.

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Imprest accounts	Ledgers and registers	See “Accounts payable - Ledgers and registers”
	Vouchers	See “Accounts payable - Vouchers”
Insurance	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
Ledgers and registers	General Ledgers	6 fiscal years (Active 2 years, Dormant 4 years)
	Accounts payable	See “Accounts payable”
	Accounts receivable	See “Accounts receivable”
	Allotment	See “Allotments”
	Allowance	See “Allowances”
	Canadian Pension Commission	6 fiscal years (Active 2 years, Dormant 4 years)
	Cash	See “Cash accounting”
	Central control of the Government of Canada	Excluded in MIDA Number 99/004.
	Contract	See “Contracts”
	Encumbrances	See “Encumbrances”
Eskimo loan	6 fiscal years (Active 2 years, Dormant 4 years)	
Establishment	6 fiscal years (Active 2 years, Dormant 4 years)	
Expenditure	See “Accounts payable - Ledgers and registers”	
<i>(cont'd)</i>	Family allowance	See “Allowances”

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Ledgers and registers (<i>cont'd</i>)	Federal-provincial	See "Agreements"
	Fishermen's Indemnity Fund	6 fiscal years (Active 2 years, Dormant 4 years)
	Harbour dues	6 fiscal years (Active 2 years, Dormant 4 years)
	Holdback	6 fiscal years (Active 2 years, Dormant 4 years)
	Imprest account	See "Accounts payable"
	Indian land sales and timber sales	Excluded in MIDA Number 99/004.
	Indian savings and trust funds	Exclusion C4.1 in Terms and Conditions of MIDA Number 99/004.
	Invoice	1 fiscal year
	Journal vouchers	See "Vouchers"
	Legal payments made record	1 fiscal year
	Loans and advances to employees	3 fiscal years
	Loans and investments	6 fiscal years (Active 2 years, Dormant 4 years)
	Old age security	6 fiscal years (Active 2 years, Dormant 4 years)
	Open accounts	6 fiscal years (Active 2 years, Dormant 4 years)
	Postage	See "Postage accounts"
	RCAF treasury accounts cards	6 fiscal years (Active 2 years, Dormant 4 years)
	Refund: Refund and drawback	See "Accounts receivable"
	Security deposit	6 fiscal years (Active 2 years, Dormant 4 years)
<i>(cont'd)</i>	Soldier settlement (WW1)	6 fiscal years (Active 2 years, Dormant 4 years)

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Ledgers and registers (<i>cont'd</i>)	Suspense	See "Accounts and accounting - Suspense"
	Travel advance	See "Travel"
	Treasury Bills	6 fiscal years (Active 2 years, Dormant 4 years)
	Trust	6 fiscal years (Active 2 years, Dormant 4 years)
	Veterans' benefit	6 fiscal years (Active 2 years, Dormant 4 years)
	War veterans' allowance	See "Allowances"
Multi-year operational plans (MYOPs)	Detailed plan for monitoring and controlling allocation of resources within planning frame-work	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual MYOPs	
	Institutional	6 fiscal years (Active 2 years, Dormant 4 years)
	Directorate, Branch or Division	2 fiscal years
Pay		See also "Human Resources Management Function"
	Accounts	
	Retirement fund (individual)	2 years after death provided all estate matters have been settled
	Superannuation opening balances as of 1 January 1954	Until age 80 provided 2 years have elapsed since the last administrative action on the file
	Allowances and deductions	
(<i>cont'd</i>)	RCMP authorization forms	6 fiscal years (Active 2 years, Dormant 4 years)

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Pay (<i>cont'd</i>)	Assigned pay	
	Documentation	6 fiscal years (Active 2 years, Dormant 4 years)
	Canada Savings Bonds	
	Pledges	2 fiscal years
	Cards	
	Earning records	Until age 80 provided 2 years have elapsed since the last administrative action on the file
	Complete pay record of employee service for classified, casual, locally engaged, part-time, prevailing rate, seasonal, sessional employees	
	Annuitants ledger	2 years after cessation of payment to the annuitant or heirs provided no action is pending or anticipated.
	Death benefit	See "Accounts payable - Vouchers"
	Pay files	
	Annuitants - Service records, benefit authorizations, life certificates and deduction notices (terminated files)	3 fiscal years
	Income tax	
(<i>cont'd</i>)	T4s and TP4s	6 fiscal years (Active 2 years, Dormant 4 years)

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Pay (<i>cont'd</i>)	Lists	
	Deduction remittance	2 fiscal years
	Pay lists	
	Annuitant deduction	2 fiscal years
	Cheque lists detailing salary cheques for:	
	a) Classified employees (including living allowances)	6 fiscal years (Active 2 years, Dormant 4 years)
	b) Casual, prevailing rates, etc., employees (where full earning record cards are maintained)	6 fiscal years (Active 2 years, Dormant 4 years)
	c) Where earning record cards either do NOT exist or do NOT contain all the information required	64 years from the date of the pay period
	Deduction	2 fiscal years
	Superannuation and pension payment cheque lists	6 fiscal years (Active 2 years, Dormant 4 years)
	Pay input records	2 fiscal years
	Payroll time summaries, controls and deduction authorizations	6 fiscal years (Active 2 years, Dormant 4 years)
	Pension	
(<i>cont'd</i>)	Locally engaged employees	Until age 80 provided 2 years have elapsed since the last administrative action on the file

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Pay (<i>cont'd</i>)	Refund	
	Individual	Until age 80 provided 2 years have elapsed since the last administrative action on the file
	Salary warrants	6 fiscal years (Active 2 years, Dormant 4 years)
	Statements	
	Annuitants earning records	2 fiscal years
	Cash gratuity	6 fiscal years (Active 2 years, Dormant 4 years)
	Salaries	6 fiscal years (Active 2 years, Dormant 4 years)
Petty cash		2 fiscal years
Postage accounts	Including bulk payment system	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Ledgers and registers	
	Daily records and advance accounts	1 fiscal year
Program evaluation		See "Audits and auditing"
Receipts	For goods and services received, letters of acknowledgement, lists, routine individual receipts, etc.	1 fiscal year
Refunds		See "Accounts payable - Vouchers" "Accounts receivable - Credit notes" "Accounts receivable - Ledgers and registers"

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Registers		See “Ledgers and registers” and under appropriate subject group
Regulations and orders	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual payments	6 fiscal years (Active 2 years, Dormant 4 years)
Revenue		See “Accounts receivable”
Signing authority	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Lists and signature cards	Until superseded
Statements, summaries, reports and statistics	Accounting	
	Miscellaneous	
	Not otherwise provided for herein	
	Daily, monthly, quarterly	1 fiscal year
	Yearly	6 fiscal years (Active 2 years, Dormant 4 years)
(cont'd)	Published in the Public Accounts	2 fiscal years

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Statements, summaries, reports and statistics <i>(cont'd)</i>	Accounts payable and receivable (expenditures and revenues)	
	Listings by vote, primary, sub-allotment, financial encumbrance, or establishment	
	Monthly	3 fiscal years
	Yearly	6 fiscal years (Active 2 years, Dormant 4 years)
	Bank	See "Banks"
	Pay	See "Pay"
Taxes	Federal, provincial, municipal, other than income tax	
	Amusement, property, sales taxes, etc.	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual accounts	See "Accounts payable", "Accounts receivable"
Transfer payments		See "Grants, contributions and transfer payments"

Retention Guidelines for Common Administrative Records of the Government of Canada

C o m p t r o l l e r s h i p F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Travel	Allocations, expenditures, etc.	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Expense claims - Individual	
	Advances, requisitions, warrants, etc. concerning mileage, relocation, travel, etc.	6 fiscal years (Active 2 years, Dormant 4 years) following the fiscal year in which the travel or relocation claim was settled. This is a Retention and Disposal Standard 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 913, Travel and Relocation.
	Ledgers and registers	
	Travel advance	6 fiscal years (Active 2 years, Dormant 4 years)
Trust accounts		See "Accounts and accounting"
Vouchers	Accounts payable	See "Accounts payable"
	Accounts receivable	See "Accounts receivable"
	Bank	See "Banks"
	Cheque	
	Abstracts	See "Cheques - abstracts"
	Vouchers	
	Interdepartmental settlement advice	6 fiscal years (Active 2 years, Dormant 4 years)
(cont'd)	Journal and journal registers	6 fiscal years (Active 2 years, Dormant 4 years)

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Vouchers (<i>cont'd</i>)	Security deposit release forms	1 fiscal year
	Stores issue	2 fiscal years

Retention Guidelines
for
Common Administrative Records
of the
Government of Canada

Part 5

Human Resources Management Function

Part 5
Human Resources Management Function

Coverage

The Human Resources Management Function covers records of sub-functions and activities related to staffing, training and development, performance assessment, occupational safety and health, staff relations, compensation and benefits, human resources planning and utilization, classification, official languages, and employment equity.

Records not authorized for disposition

Except for the Personnel files of former civilian employees of the Government of Canada, all other records covered in this Function are authorized for disposition by government institutions in the Multi-Institutional Disposition Authority Number 98/005 covering the Human Resources Management Function. More obvious in this Part is the presence of records containing personal information for which, when described in Standard Banks published in *Info Source: Sources of Federal Employee Information*, the retention guidelines are replaced with **Retention and Disposal Standards** which must be adhered to.

The Personnel files — or career files — of former civilian employees of the Government of Canada, once transferred to the National Archives of Canada by government institutions, are retained and disposed of by the Federal Records Centre, National Capital Region according to Records Disposition Authority 98/018 covering the Personnel files of former civilian employees of the Government of Canada.

Offices of Primary Interest

The Retention Guidelines do not apply to records of Offices of Primary Interest “OPIs”, or central agencies, in the pursuance of their mandated role in the area of Human Resources Management on behalf of the Government of Canada. Examples of such government bodies are the Treasury Board Secretariat and the Public Service Commission, and any other institution mandated to perform, in full or in part, a Human Resources Management function on behalf of the Government of Canada. The Retention Guidelines do apply, however, to such organizations’ internal human resources management records.

Use

Use of the Retention Guidelines should be in accordance with the proposals contained in the Introduction. For additional information on the disposition of records of this Function, the Multi-Institutional Disposition Authority, Number 98/005, covering the Human Resources Management Function should be consulted.

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 Retention and Disposal Standard 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 Retention and Disposal Standard 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. 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.

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
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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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. 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.

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
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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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 Retention and Disposal Standard 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

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
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 Retention and Disposal Standard 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 Retention and Disposal Standard 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. 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.
	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 Retention and Disposal Standard 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. 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>

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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>

Retention Guidelines
for
Common Administrative Records
of the
Government of Canada

I n d e x

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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
Annuitant deduction	Pay, lists, pay lists, Part 4
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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
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

Retention Guidelines for Common Administrative Records of the Government of Canada

I n d e x

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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
Hotel reservations	Transportation, Part 1
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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

I n d e x

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
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

Retention Guidelines for Common Administrative Records of the Government of Canada

I n d e x

Subject or Function	See
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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
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

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

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
Pay cheques	Pay, lists, Part 4
Pay deductions	Salaries, Part 5
Pay files, annuitants	Pay, pay files, Part 4
Pay, comptrollership	Part 4
Pay, human resources management	Salaries, Part 5
Pay input	Salaries, Part 5
Pay input records	Pay, Part 4
Pay lists	Pay, lists, Part 4
Pay rates	Classification, Part 5
Pay rates, arbitration tribunals	Staff relations, adjudication, Part 5
Pay stoppages	Salaries, Part 5
Payable and receivable accounts	Statements, accounts, Part 4
Payments and contributions, transfer	Grants, Part 4
Payroll time summaries	Pay, Part 4
Pennants	Badges, Part 1
Pension	Pay, Part 4
Performance assessment	Human resources planning, performance, Part 5
Performance reviews and employee appraisals	Human resources planning, Part 5
Periodicals, subscriptions	Procurement, Part 3
Permits	Licenses, Part 1
Personal exemptions and deductions, statements	Income tax, Part 5
Personal harassment	Staff relations, Part 5
Personal insurance	Insurance, Part 5
Personnel, accidents	Occupational safety and health, Part 5
Personnel, transportation and travel	Transportation, Part 1
Personnel file, employee	Personnel file, Part 5
Personnel inventory systems	Human resources planning, inventories, Part 5
Persons with disabilities	Employment equity, Part 5
Petty cash	Part 4
Photocopying equipment	Part 3
Photographs and photography	Information services, Part 1

Retention Guidelines for Common Administrative Records of the Government of Canada

I n d e x

Subject or Function	See
Photographs, requests for	Information services, Part 1
Physical security	Security, Part 1
Planning and utilization, human resources	Human resources planning, Part 5
Planning, contingency	Security, physical, Part 1
Plans and programs	Part 1
Plans and specifications	Buildings, Part 2
Pledges, Canada Savings Bonds	Pay, Canada Savings Bonds, Part 4
Plumbing and heating	Utilities, Part 2
Politics	Part 1
Position files	Official languages, Part 5
Position files	Classification, Part 5
Positions, conversion of	Classification, Part 5
Postage	Ledgers, Part 4
Postage accounts	Part 4
Postal services	Mail, Part 1
Post-employment code and conflict of interest	Staff relations, Part 5
Posters	Information services, Part 1
Postings and transfers	Transfers, Part 5
Powered launches	Ships, Part 3
Powers of Attorney	Legal matters, Part 1
Press clippings and releases	Information services, Part 1
Prevention and protection, fire	Buildings, Part 2
Price lists and manuals	Catalogues, Part 3
Prices	Catalogues, Part 3
Printers	Computer, Part 3
Priority Administration System	Staffing, Part 5
Priority lists	Staffing, Part 5
Privileges, admission	Security, Part 1
Probation, employee	Human resources planning, performance, Part 5
Probationary and notice period, employee	Human resources planning, performance, Part 5
Procurement	Part 3
Procurement, aircraft	Aircraft, Part 3
Production and manufacture, equipment	Manufacture, Part 3
Professional and consultant services	Fees, Part 4
Program evaluation	Audits, Part 4
Program evaluations, external audits	Audits, Part 4
Program evaluations, internal audits	Audits, Part 4
Programs and plans	Plans, Part 1
Promotions and reclassifications	Part 5
Property and goods, effects	Transportation, Part 1
Property, real	Accounting, Part 2
Property records	Accounting, Part 2
Property taxes	Taxes, Part 4
Protection	Buildings, Part 2
Protection and prevention, fire	Buildings, Part 2

Retention Guidelines for Common Administrative Records of the Government of Canada

I n d e x

Subject or Function	See
Provincial, acts and legislation	Acts, Part 1
Provincial, agreements	Agreements, Part 1
Provincial governments	Cooperation, Part 1
Provincial taxes	Taxes, Part 4
Public relations	Information services, Part 1
Publications	Books, Part 1
Publications	Procurement, Part 3
Publicity	Information services, Part 1
Punctuality	Attendance, Part 5
Purchase, buildings	Buildings, Part 2
Purchase, lands	Lands, Part 2
Purchase orders, procurement	Procurement, Part 3

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
Radio broadcasts	Information services, Part 1
Rail transportation and travel	Transportation, Part 1
Railway, accidents	Accidents, Part 1
Rates of pay	Classification, Part 5
Rates of pay, arbitration tribunals	Staff relations, adjudication, Part 5
Rates of pay, casuals and seasonals	Salaries, casuals, Part 5
Rates, transportation	Transportation, Part 1
RCAF treasury account cards, postage	Ledgers, postage, Part 4
Real property	Accounting, Part 2
Receipts for cheques	Cheques, Part 4
Receipts, comptrollership	Part 4
Receivable and payable accounts	Statements, Part 4
Reclassifications and promotions	Promotions, Part 5
Recognition	Incentive awards, Part 5
Reconciliations and statements, bank	Cheques, Part 4
Records management	Part 1
Records, property	Accounting, Part 2
Recreation areas	Lands, Part 2
Recreation and sports	Sports, Part 5
Recruitment	Staffing, Part 5
Recruitment programs	Staffing, recruitment, Part 5
Redecorating, maintenance	Buildings, Part 2
Reference services	Library services, Part 1
Reforestation	Lands, Part 2
Refrigeration systems	Utilities, Part 2
Refund	Pay, Part 4
Refund and drawback	Accounts receivable, ledgers, Part 4
Refunds	Accounts payable, vouchers, Part 4
Refunds	Accounts receivable, credit notes, Part 4
Refunds	Accounts receivable, ledgers and registers, Part 4
Regimental dress and uniforms	Clothing, Part 3
Registers, cheques	Cheques, Part 4
Registers and ledgers	Ledgers and registers
Registration and licenses, vehicles	Vehicles, Part 3
Regulations	Acts, Part 1
Regulations and directives, human resources management	Part 5
Regulations and orders, comptrollership	Part 4
Regulations and orders, security	Security, Part 1
Relations and affairs, international	International affairs and relations, Part 1
Relations, employee-management	Staff relations, Part 5
Relations, staff	Staff relations, Part 5
Relative salaries	Classification, Part 5
Release of information	Security, Part 1
Reliability checks and clearances	Security, Part 1
Rental	Buildings, Part 2

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
Rental	Lands, Part 2
Repairs and alterations	Buildings, Part 2
Repairs and maintenance, equipment	Maintenance, Part 3
Repairs and maintenance, vehicles	Vehicles, Part 3
Reports	Part 1
Reports and statistics, accounting	Statements, Part 4
Reports and statistics, accounts payable and receivable	Statements, Part 4
Reports and statistics, human resources planning	Human resources planning, Part 5
Reproduction and duplication services	Office services, Part 1
Requisitions, cheques	Accounts payable, vouchers, Part 4
Requisitions, materiel	Procurement, Part 3
Reservations, hotel	Transportation, Part 1
Resignations	Retirements, Part 5
Resources, human, planning and utilization	Human resources planning, Part 5
Responsibility and acting pay	Salaries, Part 5
Retirement fund	Pay, accounts, Part 4
Retirement leave	Leave, Part 5
Retirements and separations	Retirements, Part 5
Returned cheques	Cheques, Part 4
Revenue	Accounts receivable, Part 4
Reviews, performance	Human resources planning, Part 5
Revisions and increases, statutory	Salaries, Part 5
Risk allowances	Allowances, Part 4
Road transportation and travel	Transportation, Part 1
Roads	Lands, Part 2
Rotational training	Training, Part 5
Royal Commissions	Parliament, Part 1
Royalty	Visits, Part 1

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
Sabotage	Security, Part 1
Safety and health	Occupational, Part 5
Safety training and instruction	Occupational, Part 5
Salaries, relative	Classification, Part 5
Salaries, statements	Pay, statements, Part 4
Salaries and wages	Part 5
Salary warrants	Pay, Part 4
Salary warrants	Salaries, Part 5
Sales, disposal	Buildings, Part 2
Sales, disposal	Lands, Part 2
Sales, equipment	Part 3
Sales, tax	Taxes, Part 4
Sanitation, working conditions	Occupational, Part 5
Savings and trust funds, Indian	Ledgers and registers, imprest account, Part 4
Scanners	Computer, Part 3
Schedules	Transportation, Part 1
Scholarships, fellowships, bursaries	Part 5
Schools	Funds, Part 4
Scientific equipment	Technical equipment, Part 3
Scripts	Information services, Part 1
Seasonals and casuals, rates of pay	Salaries, casuals, Part 5
Secondments, loans and exchanges, human resources management	Exchanges, Part 5
Secretarial and stenographic services	Office services, Part 1
Security	Part 1
Security deposit, refund	Ledgers and registers, refund and drawback Part 4
Security deposit release	Vouchers, cheque, vouchers, Part 4
Selection standards	Staffing, Part 5
Separations and retirements	Retirements, Part 5
Sewage and water	Utilities, Part 2
Shift work, arbitration tribunals	Staff relations, adjudication, Part 5
Ships	Part 3
Ships, accidents	Accidents, Part 1
Ships, accidents, claims	Claims, Part 4
Ships' instruments	Technical equipment, Part 3
Sick leave	Leave, Part 5
Sidewalks	Lands, Part 2
Signage	Buildings, Part 2
Signature cards and lists	Signing, Part 4
Signing authority	Part 4
Sites and monuments, historical	Lands, Part 2
Slides	Information services, Part 1
Slides	Library services, Part 1
Smocks	Clothing, Part 3
Smoking in the workplace	Occupational, Part 5
Snow removal, roads, streets, sidewalks, highways	Lands, Part 2

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
Societies and orders	Associations, Part 1
Soldier settlement (WW1), refund	Ledgers, refund and drawback Part 4
Soliciting and canvassing	Campaigns, Part 1
Speakers, arrangements for	Information services, Part 1
Special leave	Leave, Part 5
Specifications and drawings	Drawings, Part 3
Specifications and plans	Buildings, Part 2
Speeches and addresses	Information services, Part 1
Sports and recreation	Part 5
Staff relations	Part 5
Staffing	Part 5
Standards, classification	Classification, Part 5
Standards, selection	Staffing, Part 5
Standing offer agreements, materiel management	Part 3
Statement of qualifications	Staffing, Part 5
Statements, accounting	Part 4
Statements, accounts payable and receivable	Statements, Part 4
Statements, pay	Pay, Part 4
Statements of personal exemptions and deductions	Income tax, Part 5
Statements and reconciliations	Banks, Part 4
Statements and reconciliations, bank	Cheques, bank, Part 4
Stationery	Part 3
Statistics	Reports, Part 1
Statistics and reports, accounting	Statements, Part 4
Statistics and reports, accounts payable and receivable	Statements, Part 4
Statutory increases and revisions	Salaries, Part 5
Statutory orders, acts and legislation	Acts and legislation, Part 1
Stocktaking of equipment	Accounting, Part 3
Stoppages, pay	Salaries, Part 5
Stoppages, work	Staff relations, Part 5
Stores issue, vouchers	Vouchers, cheque, vouchers, Part 4
Streets	Lands, Part 2
Strikes and work stoppages	Staff relations, Part 5
Studies, surveys and systems, human resources management	Part 5
Subscriptions to newspapers and periodicals	Procurement, Part 3
Subsistence allowances	Allowances, Part 4
Subversive activities	Security, Part 1
Suggestion awards	Incentive awards, Part 5
Summaries, accounting	Statements, Part 4
Summaries, accounts payable and receivable	Statements, Part 4
Superannuation	Part 5
Superannuation accounts	Pay, accounts Part 4
Surplus of materiel	Disposal, Part 3
Surveys, inspections	Security, Part 1
Surveys, studies and systems, human resources management	Studies, Part 5

Retention Guidelines for Common Administrative Records of the Government of Canada

I n d e x

Subject or Function	See
Survival, national	Emergency planning, Part 1
Suspense accounts	Accounts and accounting, Part 4
Symposia	Committees, Part 1
Systems, surveys and studies, human resources management	Studies, Part 5

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
Tariffs	Transportation, Part 1
Tariffs and duties	Duties, Part 4
Tax, income	Income tax, Part 5
Taxes	Part 4
Taxi services	Transportation, Part 1
Technical equipment	Part 3
Technology, management of	Management of technology, Part 1
Telecommunications equipment	Technical equipment, Part 3
Telecommunications systems	Utilities, Part 2
Telephone	Accounts payable, utilities Part 4
Television broadcasts	Information services, Part 1
Tenders, procurement	Procurement, Part 3
Term and acting appointments	Appointments, Part 5
Terminal allowances	Allowances, Part 4
Termination of employment	Retirements, Part 5
Territorial, acts and legislation	Acts, Part 1
Territorial, agreements	Agreements, Part 1
Territorial governments	Cooperation, Part 1
Testing and examination, language	Official languages, language, Part 5
Testing, investigation, inspection	Occupational, Part 5
Timber sales and land sales, Indian, imprest account	Ledgers, Part 4
Time summaries, payroll	Pay, payroll, Part 4
Tours and itineraries	Visits, Part 1
Trainee program, management	Human resources planning, career, Part 5
Training and development	Part 5
Training, educational equipment	Educational, Part 3
Training and instruction, safety	Occupational, safety, Part 5
Training, language	Official languages, language, Part 5
Transcribing services	Office services, Part 1
Transcripts	Cheques, Part 4
Transfer, disposal	Buildings, Part 2
Transfer, disposal	Lands, Part 2
Transfer of equipment	Accounting, Part 3
Transfer payments	Grants, Part 4
Transfers	Encumbrances, Part 4
Transfers and postings	Part 5
Translation services	Part 1
Transportation, travel	Part 1
Travel	Part 4
Travel advance	Travel, ledgers and registers, Part 4
Travel, transportation	Transportation, Part 1
Treasury Board minutes, acts and legislation	Acts, Part 1
Treasury Bills, travel advance	Ledgers, travel Part 4
Treaties and pacts	International affairs and relations, Part 1
Treatment, first aid	Occupational, Part 5

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
Trespassing	Lands, Part 2
Trust accounts	Accounts and accounting, Part 4
Trust agreements	Accounts and accounting, Part 4
Trust funds and savings, Indian	Ledgers, imprest account, Part 4
Trust, travel advance	Ledgers, travel, Part 4
Tugs	Ships, Part 3
Typing services	Office services, Part 1

Retention Guidelines for Common Administrative Records of the Government of Canada

I n d e x

Subject or Function	See
Unemployment insurance	Insurance, employment, Part 5
Uniforms	Clothing, Part 3
Union relations	Staff relations, Part 5
United Way	Campaigns, Part 1
Universities and colleges, co-operative programs	Staffing, programs, Part 5
Use of employer's facilities, union relations	Staff relations, union, Part 5
Utilities, accounts payable	Accounts payable, Part 4
Utilities, real property management	Part 2
Utilization and planning, human resources	Human resources planning, Part 5

Retention Guidelines for Common Administrative Records of the Government of Canada

I n d e x

Subject or Function	See
Vehicles, accidents	Accidents, Part 1
Vehicles, accidents, claims	Claims, Part 4
Vehicles, procurement, maintenance, repairs	Part 3
Vehicles, registration and licenses	Vehicles, Part 3
Vending machines	Cafeterias, Part 1
Ventilation and air conditioning	Utilities, Part 2
Veterans's allowance	Allowances, ledgers and registers, Part 4
Veterans's benefit, travel advance	Ledgers, travel, Part 4
Video and audio recordings	Library services, Part 1
Videos	Information services, Part 1
Visas and passports	Passports, Part 5
Visible minority groups	Employment equity, Part 5
Visitors	Security, Part 1
Visits	Security, Part 1
Visits, tours and itineraries	Part 1
Vouchers	Part 4
Vouchers	Accounts payable, Part 4
Vouchers	Accounts receivable, Part 4
Vouchers	Allotments, Part 4
Vouchers	Banks, Part 4
Vouchers	Cheques, Part 4
Vouchers, imprest accounts	Accounts payable, vouchers, Part 4
Vouchers, journal	Vouchers, cheque, vouchers, Part 4

Retention Guidelines for Common Administrative Records of the Government of Canada

Index

Subject or Function	See
Wages and Salaries	Salaries, Part 5
War veterans's allowance	Allowances, ledgers and registers, Part 4
Warrants, election	Cheques, Part 4
Warrants, salary	Pay, Part 4
Warrants, salary	Salaries, Part 5
Water and sewage	Utilities, Part 2
Water, transportation and travel	Transportation, Part 1
Weapons	Arms, Part 3
Winter works programs	Staffing, programs, Part 5
Word processing services	Office services, Part 1
Work experience programs	Staffing, programs, Part 5
Work force adjustment	Retirements, Part 5
Work stoppages and strikes	Staff relations, Part 5
Working conditions	Occupational, Part 5
Workforce adjustment	Retirements, Part 5
Workplace day care centres	Part 5
Workplace fitness programs	Occupational, Part 5
Write-offs, equipment	Disposal, Part 3