



Information  
Management

# **Administrative Records Disposition Authority (ARDA)**

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# **SUBJECT BLOCKS**

Section 1 – Administration [0100 – 0499]

Section 2 - Buildings and Sites [0500 – 0599]

Section 3 – Finance [0600 – 0799]

Section 4 – Information [0800 – 0999]

Section 5 - Materials and Equipment [1000 – 1099]

Section 6 – Personnel [1100 – 1399]

## PREFACE

The need for a consistent and efficient way to schedule common administrative records has long been evident. This publication was the product of a cooperative effort between the Records Management Branch (Public Works, Supply and Services), the Provincial Archives of Alberta, and the Public Records Officers' Advisory Council. It was approved as a disposition schedule by the Public Records Committee (now called the Alberta Records Management Committee) in 1986 and has been amended several times. It is currently under review and will be replaced.

**NOTE:** Use of ARDA may be restricted within your department. Check with your Senior Records Officer for any changes and current status of your department's use of ARDA.

# 1. Introduction

ARDA may be used as a records retention and disposition schedule for common administrative records in Alberta Government departments and agencies, subject to the approval of the Alberta Records Management Committee.

## Benefits of ARDA

1. Elimination of time-consuming, repetitive submissions for approval of schedules for similar categories of administrative records
2. Standardized retention periods for common administrative records
3. Standardized subject content description to enable the accurate use of the schedule and the differentiation between administrative and operational records
4. Standardized subject classification framework for the organization of administrative records
5. Identification of administrative records of enduring (archival) value

## 2. Structure and Format

1. Each of the six subject blocks is preceded by a list of the primaries in the block.
2. The schedule contains the following elements:

**Item Number** - this reference number must be used when transferring records to the Alberta Records Centre for storage or for final disposition.

**Primary Subject** - within each block, primary subjects are arranged alphabetically.

**Subject Description** - under each primary subject, there is a description of the type of records covered and, in a few instances, references to the type of records not covered.

**Cross-references** to other relevant primary subjects are provided.

**Master Set** - this term refers to the main or most complete version of a records series in a department.

**Copy Set** - This term refers to a secondary version of a records series in a department. It does not mean a transitory record, as defined in the Transitory Records Schedule (Schedule # 1995/007).

**Retention Period** - this is the total amount of time after closure that records must be retained before final disposition can be implemented. Retention periods are stated in years unless otherwise specified. Financial records are normally closed at the end of a fiscal year and the retention period is stated in fiscal years.

Implementation of retention periods is calculated from the date on which the records were closed. In many cases, this is a specific event or action that is specified on the schedule. In other cases, it is the end of a calendar or fiscal year.

If neither a master nor a copy set is identified for an item, the retention period applies to both.

Departments may transfer inactive records to the Alberta Records Centre (ARC) at any time within the retention period, however, the ARC will not accept records that require less than one year of storage before final disposition.

The responsibility to determine when a file is superseded or obsolete rests with a department.

**Final Disposition** - this means either destruction or transfer to the Provincial Archives of Alberta. Records designated for transfer to the Provincial Archives were



identified in the archival appraisal as having enduring value to the people and government of Alberta.

### 3.

## Conditions And Limitations on Use

1. The Alberta Records Management Committee (ARMC) reserves the right to limit the use of ARDA as a schedule.
2. A department should have in place, a file classification scheme based on or compatible with ARDA before applying for permission to use ARDA as a schedule. The ARMC may restrict approval to use ARDA as a schedule to those division/branches that have a file classification scheme based on or compatible with ARDA.
3. Departments must apply to the Alberta Records Management Committee to use ARDA as a schedule. Applications must be made with the understanding that the Alberta Records Management Committee may request any or all of the following:
  - A copy of the department's administrative file classification scheme.
  - A review of the department's records management program.
  - A memorandum from the Senior Records Officer, requesting approval to use ARDA as a schedule.
  - Further supporting documentation or an on-site examination of records by the Information Management Branch (Government Services) and the Provincial Archives to clarify the information.
4. If a department wishes to modify an ARDA retention period or final disposition, a request for an amendment must be submitted to the Alberta Records Management Committee in the prescribed manner. The amendment request must include the item number, primary subject and description, details of the proposed change and the business case for the proposed change.
5. If a provision in any legislation or in the Master and Subsidiary Agreements between the Government of the Province of Alberta and The Alberta Union of Provincial Employees conflicts with a retention period or a final disposition in ARDA, that provision automatically supersedes the retention period or final disposition in ARDA.

## **4.**

# **Status of Other Schedules**

1. Schedule # 1984/197 (Personnel Records Schedule) is cancelled for use when ARDA is approved for use in that department.
2. Approval to use ARDA as a schedule does not automatically cancel existing administrative records schedules approved previously by the Alberta Records Management Committee. Senior Records Officers should review their existing administrative records schedules to ensure that retention periods are not less than those prescribed in ARDA. If retention periods are less than those in ARDA are, an amendment must be submitted to the ARMC to amend the retention periods or cancel the item entirely.
3. If a department has received permission to use ARDA as a schedule, it should request cancellation of its existing administrative records schedules or parts thereof that have been rendered superseded or obsolete by ARDA, within 2 years from the date of approval to use ARDA as a schedule.

## 5. Implementation

1. When administrative records are being prepared for disposition using ARDA, Senior Records Officers must ensure that they are assigned the correct item numbers from ARDA. These numbers and other required information must appear on the transfer forms.
2. On the transfer forms, the Master set of an item must be identified by the item number assigned to it (e.g., 0515) while Copy sets of items must be identified by the item number assigned to that item and the suffix .1 (e.g., 0515.1).
3. In cases where an item is subdivided (for retention and identification purposes), the item number and decimal number should be used. For example, for Personnel - Reports and Statistics - Organization Charts would be 1345.7.
4. Procedures for implementing ARDA are the same as those for implementing other schedules. Refer to the publication *Records Scheduling and Disposition in the Government of Alberta* for further details. The Alberta Records Management Committee approval number (# 1986/050 – A011) must be quoted.
5. The Information Management Branch (Government Services) and the Provincial Archives of Alberta will monitor the implementation of ARDA to determine the level of compliance. If a department is applying ARDA incorrectly, the Alberta Records Management Committee may withdraw the department's approval to use ARDA as a schedule.

## 0100 ADMINISTRATION 0499

0100	ADMINISTRATION - GENERAL
0110	ADMINISTRATION - ORGANIZATION - Master Set
0110.01	ADMINISTRATION - ORGANIZATION - Copy Sets
0115	ADMINISTRATION - POLICY AND PROCEDURES - Master Set
0115.01	ADMINISTRATION - POLICY AND PROCEDURES - Copy Sets
0120	ACTS AND LEGISLATION - GENERAL
0125	ACTS AND LEGISLATION - DEPARTMENTAL - Master Set
0125.01	ACTS AND LEGISLATION - DEPARTMENTAL - Copy Sets
0135	AGREEMENTS - Master Set
0135.01	AGREEMENTS - Copy Sets
0145	APPRECIATION AND COMPLAINTS
0155	ASSOCIATIONS AND SOCIETIES - GENERAL - Master Set
0155.01	ASSOCIATIONS AND SOCIETIES - GENERAL - Copy Sets
0156	ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Master Set
0156.01	ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Copy Sets
0165	CAMPAIGNS AND CANVASSING
0175	COMMITTEES - Master Set
0175.01	COMMITTEES - Copy Sets
0190	DISASTER PLANNING - Master Set
0190.01	DISASTER PLANNING - Copy Sets
0225	LEGAL ACTIVITIES - Master Set
0225.01	LEGAL ACTIVITIES - Copy Sets
0230	LEGISLATURE ACTIVITIES - Master Set
0230.01	LEGISLATURE ACTIVITIES - Copy Sets
0235	LIAISON
0255	MEETINGS - Master Set
0255.01	MEETINGS - Copy Sets
0275	OFFICE SERVICES - GENERAL
0280	OFFICE SERVICES - MAIL AND COURIER - Master Set
0280.01	OFFICE SERVICES - MAIL AND COURIER - Copy Sets
0285	OFFICE SERVICES - PHOTOCOPYING AND PRINTING
0295	ORDERS AND DIRECTIVES - Master Set
0295.01	ORDERS AND DIRECTIVES - Copy Sets
0300	PLANNING, GOALS AND OBJECTIVES - Master Set
0300.01	PLANNING, GOALS AND OBJECTIVES - Copy Sets

## 0100 ADMINISTRATION 0499

0330	PUBLIC RELATIONS - GENERAL
0335	PUBLIC RELATIONS - PUBLICATION - Master Set
0335.01	PUBLIC RELATIONS - PUBLICATION - Copy Sets
0340	PUBLIC RELATIONS - PUBLICITY - Master Set
0340.01	PUBLIC RELATIONS - PUBLICITY - Copy Sets
0345	PUBLIC RELATIONS - SPECIAL EVENTS - Master Set
0345.01	PUBLIC RELATIONS - SPECIAL EVENTS - Copy Sets
0350	PUBLIC RELATIONS - VISITS AND TOURS - Master Set
0350.01	PUBLIC RELATIONS - VISITS AND TOURS - Copy Sets
0370	REPORTS, STUDIES AND STATISTICS - Master Set
0370.01	REPORTS, STUDIES AND STATISTICS - Copy Sets
0400	SECURITY - Master Set
0400.01	SECURITY - Copy Sets
0415	SIGNING AUTHORITIES - Master Set
0415.01	SIGNING AUTHORITIES - Copy Sets
0440	TELECOMMUNICATIONS - GENERAL
0445	TELECOMMUNICATIONS - TELEPHONES
0460	TRAVEL

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0100	ADMINISTRATION - GENERAL  Administrative functions not found elsewhere in the Administrative Block, such as general inquiries and metric conversion.	2	Y	Destroy
0110	ADMINISTRATION - ORGANIZATION - Master Set  Arrangement of departmental responsibilities in organizational structure; functions and relationships within the organization; organization charts.			
	Superseded or obsolete	5	Y	Archives
0110.01	ADMINISTRATION - ORGANIZATION - Copy Sets  Superseded or obsolete	0	Y	Destroy
0115	ADMINISTRATION - POLICY AND PROCEDURES - Master Set  Policy documents covering matters such as departmental responsibilities and structure, legislation, non-financial agreements, interaction with other official bodies, campaigns, emergencies, administrative services, public relations, security and travel.			
	Superseded or obsolete	5	Y	Archives
0115.01	ADMINISTRATION - POLICY AND PROCEDURES - Copy Sets  Superseded or obsolete	0	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions	
0120	<p>ACTS AND LEGISLATION - GENERAL</p> <p>Other jurisdictions' acts, including other departments' legislation, regulations and bylaws (federal, provincial, territorial, foreign) which could influence the operations of the department. Excludes legislative actions, such as inquiries, motions for return, throne speeches, Requests for Decision (RFD), Orders-in-Council, and proposed legislation.</p> <p>Legislature and Cabinet Activities - 0230</p> <p>Orders and Directives - 0295</p> <p>Superseded or obsolete</p>	2	Y	Destroy	
0125	<p>ACTS AND LEGISLATION - DEPARTMENTAL - Master Set</p> <p>The department's Act, its regulations and bylaws; working papers and rough drafts of proposed new or amended statutes; correspondence related to any of these. Excludes acts of other departments, legal opinions relating to the development of a department's Act and Regulations and decisions, patents, copyrights, or list of people who service in legal capacities.</p> <p>Legal Activities - 0225</p> <p>Superseded or obsolete</p>	12	Y	Destroy	
0125.01	<p>ACTS AND LEGISLATION - DEPARTMENTAL - Copy Sets</p> <p>Superseded or obsolete</p>	2	Y	Destroy	
0135	<p>AGREEMENTS - Master Set</p> <p>Non-financial agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals.</p> <p>Expiry of agreement and full satisfaction of all conditions</p>	10	Y	Destroy	providing no outstanding litigation
0135.01	<p>AGREEMENTS - Copy Sets</p>	2	Y	Destroy	



Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0145	<p>APPRECIATION AND COMPLAINTS</p> <p>Expressions of appreciation, congratulations, condolences, seasonal greetings, complaints or criticism.</p> <p>Superseded or obsolete</p>	2	Y	Destroy
0155	<p>ASSOCIATIONS AND SOCIETIES - GENERAL - Master Set</p> <p>The participation by representatives of the department, for professional or business-related purposes, in the functioning of recognized external organizations such as associations, societies, federations, foundations, leagues and orders. Includes agendas, minutes, and general information on conferences, seminars and workshops. Excludes strictly information exchange arrangements, internal meetings or participation on Boards of Directors.</p> <p>Associations and Societies - Boards of Directors - 0156</p> <p>Liason - 0235</p> <p>Meetings - 0255</p> <p>Superseded or Obsolete or Calendar Year</p>	5	Y	Destroy
0155.01	<p>ASSOCIATIONS AND SOCIETIES - GENERAL - Copy Sets</p> <p>Superseded or Obsolete or Calendar Year</p>	2	Y	Destroy
0156	<p>ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Master Set</p> <p>The participation by representatives of the department, for professional or business-related purposes, in the boards of directors of recognized external organizations such as associations, societies, federations, foundations, leagues and orders. Includes agendas, minutes and background information.</p> <p>Associations and Societies - General - 0155</p> <p>Liaison - 0235</p> <p>Meetings - 0255</p> <p>Superseded or Obsolete or Calendar Year</p>	10	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0156.01	ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Copy Sets  Superceded or Obsolete or Calendar Year	2 Y	Destroy	
0165	CAMPAIGNS AND CANVASSING  Campaigns and drives supported by the department, such as United Way, Canada Savings Bonds and Blood Donor Clinics.  Personnel - Employee Records - 1110	2 Y	Destroy	
0175	COMMITTEES - Master Set  The department's interaction with other bodies structured for specific tasks, such as boards, commissions, sub-committees, councils, panels, royal commissions, task forces and working groups. Includes agendas, minutes and background materials. Excludes mutual interest contact with permanent organizations or strictly information exchange arrangements.  Associations and Societies - 0155  Liaison - 0235	5 Y	Archives	
0175.01	COMMITTEES - Copy Sets	2 Y	Destroy	

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0190	DISASTER PLANNING - Master Set  Contingency plans for the continuation of Government operations in the event of disasters such as earthquakes, fires, floods, vandalism and other emergencies: includes civil defense. Excludes internal emergencies, such as bomb threats.  Occupational Health and Safety - General -1285  NOTE: Use of this item to dispose of records is suspended pending further analysis.	5	Y	Review
0225	LEGAL ACTIVITIES - Master Set  Departmental legal activities, such as decisions, rulings, patents, copyrights, opinions; lists of individuals who serve as Powers of Attorney, Commissioners for Oaths and Affidavits, Notaries Public.	10	Y	Archives
0225.01	LEGAL ACTIVITIES - Copy Sets	2	Y	Destroy
0230	LEGISLATURE ACTIVITIES - Master Set  Actions of the Provincial Legislature on matters of interest to departments and agencies, such as legislative inquiries, motions for return, and throne speech material.	10	Y	Destroy
0230.01	LEGISLATURE ACTIVITIES - Copy Sets	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0235	<p>LI A I S O N</p> <p>Information exchange between the department and other levels of government, other organizations and interest groups, such as universities and business.</p> <p>Agreements - 0135</p> <p>Committees - 0175</p> <p>Meetings - 0255</p>	2	Y	Destroy
0255	<p>MEETI N G S - Master Set</p> <p>Initiation, organization of and participation in meetings, including agendas, minutes, reports and materials of common-interest usually internal or with other Government organizations.</p> <p>Associations and Societies - 0155</p> <p>Committees - 0175</p>	5	Y	Destroy
0255.01	<p>MEETI N G S - Copy Sets</p>	2	Y	Destroy
0275	<p>OFFICE SERVICES - GENERAL</p> <p>General office services administration such as the provision of secretarial, translation services, audio-visual and word processing.</p> <p>Acquisition - 1015</p> <p>Office Services - Mail and Courier - 0280</p> <p>Office Services - Photocopying and Printing - 0285</p> <p>Requisition - 1070</p>	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0280	OFFICE SERVICES - MAIL AND COURIER - Master Set  The administration of Government mail, courier and messenger services, Canada Post services, shipping and receiving, distribution and mailing lists, receipts of registered or certified mail. Excludes mail blotters or other records of valuables.  Accounts - Cash - 0620			
	Superseded or obsolete	2	Y	Destroy
0280.01	OFFICE SERVICES - MAIL AND COURIER - Copy Sets			
	Superseded or obsolete	0	Y	Destroy
0285	OFFICE SERVICES - PHOTOCOPYING AND PRINTING  The administration of photocopying and duplicating services, such as internal printing operations.  Acquisition - 1015  Maintenance and Repair - 1050  Requisition - 1070			
		2	Y	Destroy
0295	ORDERS AND DIRECTIVES - Master Set  Administrative and operational orders, ministerial orders, circular letters, directives and Orders-in-Council.  Acts and Legislation - General - 0120  Legislature and Cabinet Activities - 0230			
	Superseded or obsolete	5	Y	Archives
0295.01	ORDERS AND DIRECTIVES - Copy Sets			
	Superseded or obsolete	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0300	<p>PLANNING, GOALS AND OBJECTIVES - Master Set</p> <p>Program planning, strategic and operational planning, review of program progress towards goals.</p> <p>Administration - Organization - 0110</p> <p>Budgets - 0655</p> <p>Human Resources Planning - Performance Appraisal - 1270</p> <p>Reports, Studies and Statistics - 0370</p>	10	Y	Destroy
0300.01	<p>PLANNING, GOALS AND OBJECTIVES - Copy Sets</p> <p>Superseded or obsolete</p>	2	Y	Destroy
0330	<p>PUBLIC RELATIONS - GENERAL</p> <p>Government communications to the general public, such as speeches, lectures by officials, press releases, newspaper clippings, media relations, requests for information for public relations purposes and signage.</p> <p>Public Relations - Publications - 0335</p> <p>Public Relations - Publicity - 0340</p> <p>Public Relations - Special Events - 0345</p> <p>Public Relations - Visits and Tours - 0350</p>	2	Y	Archives
0335	<p>PUBLIC RELATIONS - PUBLICATION - Master Set</p> <p>The planning, design, compilation, production and distribution of official Government publications, such as articles, books, periodicals, guides, manuscripts, pamphlets and newsletters to be distributed to the general public. Includes drafts and artwork.</p> <p>Public Relations - General 0330</p>	5	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0335.01	PUBLIC RELATIONS - PUBLICATION - Copy Sets  Superseded or obsolete	0	Y	Destroy
0340	PUBLIC RELATIONS - PUBLICITY - Master Set  Advertising and promotion of Government programs and activities, the planning, development and production of promotional materials, such as newspaper advertisements, posters, broadcast media, displays, exhibits, promotional campaigns; hospitality gifts, such as Alberta pins, maps and posters.  Public Relations - General - 0330  Public Relations - Publications - 0335	5	Y	Archives
0340.01	PUBLIC RELATIONS - PUBLICITY - Copy Sets	1	Y	Destroy
0345	PUBLIC RELATIONS - SPECIAL EVENTS - Master Set  Development and participation in celebrations, exhibits, fairs, ceremonies and festivals sponsored by either Government or non-Government agencies, such as Heritage Festival, Klondike Days and Canada Day.  Public Relations - 0340  Public Relations - Visits and Tours - 0350	2	Y	Archives
0345.01	PUBLIC RELATIONS - SPECIAL EVENTS - Copy Sets	1	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0350	<p>PUBLIC RELATIONS - VISITS AND TOURS - Master Set</p> <p>Preparations for visits by officials and dignitaries and tours by Cabinet, Government employees and officials, including briefing materials and itineraries.</p> <p>Public Relations - General - 0330</p> <p>Public Relations - Publicity - 0340</p> <p>Public Relations - Special Events - 0345</p>	2	Y	Archives
0350.01	<p>PUBLIC RELATIONS - VISITS AND TOURS - Copy Sets</p>	2	Y	Destroy
0370	<p>REPORTS, STUDIES AND STATISTICS - Master Set</p> <p>Administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. Includes working papers and drafts.</p> <p>Audits - 0640</p> <p>Information Technology - Word Processing - 0850</p> <p>Office Services - Photocopying and Printing - 0285</p> <p>Security - 0400</p> <p>Studies and Surveys (Personnel) - 1360</p>	5	Y	Destroy
0370.01	<p>REPORTS, STUDIES AND STATISTICS - Copy Sets</p>	2	Y	Destroy



Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0400	SECURITY - Master Set  Administration of security regulations for the handling of documents; exchange and release of information; personnel security program, including personnel clearances, passes, identification, fingerprinting; security of buildings and sites, such as alarm and detector systems, the use of locks, key and combinations; and the special requirements for sensitive areas.	10	Y	Destroy
0400.01	SECURITY - Copy Sets  Superseded or obsolete	2	Y	Destroy
0415	SIGNING AUTHORITIES - Master Set  Delegation of signing authority for correspondence, financial and personnel matters, including appointment announcements, acting appointments including holiday cover offs.  Superseded or obsolete	7	Y	Destroy
0415.01	SIGNING AUTHORITIES - Copy Sets  Superseded or obsolete	1	Y	Destroy
0440	TELECOMMUNICATIONS - GENERAL  Administration, installation, maintenance, use and repairs of telecommunications equipment such as facsimile transmission.  Renovations - 0590  Telecommunications - Telephones - 0445	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0445	<p>TELECOMMUNICATIONS - TELEPHONES</p> <p>Administration, installation, maintenance, use and repairs of telephone systems, such as Telus, RITE, radio and mobile telephones, intercom and telephone directories.</p> <p>Renovations - 0590</p> <p>Telecommunications - General - 0440</p>	2 Y	Destroy	
0460	<p>TRAVEL</p> <p>Administration and regulation of travel by Government employees, uses and modes of transportation for individuals, such as visa and passport requirements, taxis, private vehicles and limousine services.</p> <p>Accounts - Payable - Employee - 0627</p>	2 Y	Destroy	

## 0500 BUILDINGS AND SITES 0599

0500	BUILDINGS AND SITES - GENERAL
0505	BUILDINGS AND SITES - POLICY AND PROCEDURES - Master Set
0505.01	BUILDINGS AND SITES - POLICY AND PROCEDURES - Copy Sets
0510	ACCOMMODATION - GENERAL
0515	ACCOMMODATIONS - LEASING - Master Set
0515.01	ACCOMMODATION - LEASING - Copy Sets
0520	ACCOMMODATION - PLANNING - Master Set
0520.01	ACCOMMODATION - PLANNING - Copy Sets
0525	ACCOMMODATION - STAFF HOUSING - Master Set
0525.01	ACCOMMODATION - STAFF HOUSING - Copy Sets
0530	ACQUISITION - Master Set
0530.01	ACQUISITION - Copy Sets
0540	CONSTRUCTION - Master Set
0540.01	CONSTRUCTION - Copy Sets
0545	CONSULTING SERVICES - Master Set
0545.01	CONSULTING SERVICES - Copy Sets
0550	DEMOLITION AND DISPOSAL
0555	DESIGN SPECIFICATION
0560	FACILITIES - GENERAL
0565	FACILITIES - PARKING
0575	LANDSCAPING
0580	MAINTENANCE, REPAIR AND DAMAGES
0585	MATERIALS
0590	RENOVATIONS
0595	UTILITIES

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0500	BUILDINGS AND SITES - GENERAL  Records relating to buildings and sites used by the department, not found elsewhere in this block.	2	Y	Destroy
0505	BUILDINGS AND SITES - POLICY AND PROCEDURES - Master Set  Policy documents covering the planning, construction, leasing and disposal of Government buildings and space, also the attendant considerations, such as facilities, parking and maintenance.	5	Y	Archives
0505.01	BUILDINGS AND SITES - POLICY AND PROCEDURES - Copy Sets  Superseded or obsolete	0		Destroy
0510	ACCOMMODATION - GENERAL  Administration of space within structures occupied by the department, including space inventories.  Accommodation - Leasing - 0515  Accommodation - Planning - 0520  Facilities - General - 0560	2	Y	Destroy
0515	ACCOMMODATIONS - LEASING - Master Set  Requirement studies, leases and supporting documentation pertaining to the leasing of space for the leasing of space for the department.  Accommodation - Planning - 0520  Expiry of lease	10	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0515.01	ACCOMMODATION - LEASING - Copy Sets  Expiry of lease	2	Y	Destroy
0520	ACCOMMODATION - PLANNING - Master Set  Forecasts, proposals and studies for the long or short term space needs of the department.  Acquisition - 0530	10	Y	Destroy
0520.01	ACCOMMODATION - PLANNING - Copy Sets	2	Y	Destroy
0525	ACCOMMODATION - STAFF HOUSING - Master Set  Forecasts, requirements studies, specifications, condition reports, records for the renting or leasing of housing for department staff.	2	Y	Destroy
0525.01	ACCOMMODATION - STAFF HOUSING - Copy Sets	2	Y	Destroy
0530	ACQUISITION - Master Set  Requirement reports, needs, specifications, purchase of buildings and sites for the undertaking of business by the department.  Construction - 0540  Consulting Services - 0545  Design Specifications - 0555	5	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition	Concurrence Conditions
0530.01	ACQUISITION - Copy Sets	2	Y	Destroy	
0540	CONSTRUCTION - Master Set  Progress reports and project studies on the construction of offices, warehouses or other capital structures used by the department.				
	Takeover	5	Y	Destroy	
0540.01	CONSTRUCTION - Copy Sets	2	Y	Destroy	
0545	CONSULTING SERVICES - Master Set  Assessment of contracting of consulting firms engaged in evaluation of the exact requirements of the department for buildings and sites, including prospectuses.  Construction - 0540  Contracts - 0685	10	Y	Destroy	
0545.01	CONSULTING SERVICES - Copy Sets	2	Y	Destroy	
0550	DEMOLITION AND DISPOSAL  Records relating to the demolition, sale, transfer and disposal of structures owned by the Government and used by the department.	2	Y	Destroy	

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0555	DESIGN SPECIFICATION  Design specifications, blueprints, standards and entitlements for buildings and sites, including fixtures.  Specifications (Equipment) - 1080  Superseded or obsolete	2	Y	Destroy
0560	FACILITIES - GENERAL  Requirement studies and specifications for the location and use of facilities in, or within the proximity of, buildings and sites used by the department, such as cafeterias, camps, washrooms, research and recreation facilities.	2	Y	Destroy
0565	FACILITIES - PARKING  Requirement studies, specifications and parking permits relating to the parking of vehicles on Government sites.	2	Y	Destroy
0575	LANDSCAPING  Requirement reports, studies and specifications for the landscaping, levelling, farming, reforestation or other alterations to land.  Superseded or Obsolete or end of calendar year	10	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0580	<p>MAINTENANCE, REPAIR AND DAMAGES</p> <p>Requirement reports and specifications for the regular maintenance and repair of buildings and sites, including janitorial services and cost estimate records relating to damage, whether deliberate or accidental.</p> <p>Risk Management and Insurance - 0760</p> <p>Utilities - 0595</p> <p>Superseded or Obsolete or end of calendar year</p>	10	Y	Destroy Providing there is no outstanding litigation
0585	<p>MATERIALS</p> <p>Requirement reports and specifications for the determination of materials to be used in the construction, renovation and repair of buildings and sites.</p> <p>Maintenance, Repair and Damages - 0580</p> <p>Renovations - 0590</p> <p>Superseded or Obsolete or end of calendar year</p>	10	Y	Destroy
0590	<p>RENOVATIONS</p> <p>Renovation requirement reports, conduit installations and specifications for office, warehouse or other space.</p> <p>Superseded or Obsolete or end of calendar year</p>	10	Y	Destroy
0595	<p>UTILITIES</p> <p>Project studies, requirement reports, specifications relating to the installation and maintenance of utilities (gas, water, power).</p> <p>Telecommunications - Telephones - 0445</p>	2	Y	Destroy



## 0600 FINANCE 0799

0600	FINANCE - GENERAL
0605	FINANCE - POLICY AND PROCEDURES - Master Set
0605.01	FINANCE - POLICY AND PROCEDURES - Copy Sets
0610	ACCOUNTS - GENERAL
0615	ACCOUNTS - ADVANCES - Master Set
0615.01	ACCOUNTS - ADVANCES - Copy Sets
0620	ACCOUNTS - CASH - Master Set
0620.01	ACCOUNTS - CASH - Copy Sets
0625	ACCOUNTS - PAYABLE - GENERAL - Master Set
0625.01	ACCOUNTS - PAYABLE - GENERAL - Copy Sets
0626	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Master Set
0626.01	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Copy Sets
0627	ACCOUNTS - PAYABLE - EMPLOYEE - Master Set
0627.01	ACCOUNTS - PAYABLE - EMPLOYEE - Copy Sets
0628	ACCOUNTS - PAYABLE - REGULAR VENDOR - Master Set
0628.01	ACCOUNTS - PAYABLE - REGULAR VENDOR - Copy Sets
0630	ACCOUNTS - REVENUE - Master Set
0630.01	ACCOUNTS - REVENUE - Copy Sets
0635	ALLOWANCES
0640	AUDITS - Master Set
0640.01	AUDITS - Copy Sets
0650	BANKING - Master Set
0650.01	BANKING - Copy Sets
0655	BUDGETS - GENERAL - Master Set
0655.01	BUDGETS - GENERAL - Copy Sets
0660	BUDGETS - SUBMISSIONS AND APPROVALS - Master Set
0660.01	BUDGETS - SUBMISSIONS AND APPROVALS - Copy Sets
0680	CHEQUE ADMINISTRATION - Master Set
0680.01	CHEQUE ADMINISTRATION - Copy Sets
0685	CONTRACTS - Master Set
0685.01	CONTRACTS - Copy Sets
0690	EXPENDITURES - Master Set
0690.01	EXPENDITURES - Copy Sets
0695	FEES AND HONORARIA
0705	FUNDS - Master Set

0705.01	FUNDS - Copy Sets
0715	GRANTS - Master Set
0715.01	GRANTS - Copy Sets
0725	HOSPITALITY - Master Set
0725.01	HOSPITALITY - Copy Sets
0735	FINANCIAL REPORTS AND STATISTICS - GENERAL
0740.01	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - GENERAL LEDGERS
0740.02	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Master Set
0740.02.1	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Copy Sets
0740.03	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Master Set
0740.03.1	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Copy Sets
0740.04	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Master Set
0740.04.1	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Copy Sets
0740.05	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS
0740.06	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - CASH PAYMENT REPORTS
0740.07	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - COMPUTER PROCESSING REPORTS
0740.08	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - OTHER REPORTS
0740.09	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - REPORTS REQUIRED FOR THE AUDIT PROCESS
0740.10	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MANAGEMENT REPORTS
0760	RISK MANAGEMENT AND INSURANCE - Master Set
0760.01	RISK MANAGEMENT AND INSURANCE - Copy Sets
0780	TAXATION

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0600	FINANCE - GENERAL  Financial administration functions not found elsewhere in this block.			
	Fiscal Year	4	Y	Destroy
0605	FINANCE - POLICY AND PROCEDURES - Master Set  Policy documents covering revenue, accounts receivable and payable, and matters such as the handling of cash, cheques, advances, audits, budgets, contracts, honoraria, insurance and taxation.			
	Superseded or obsolete	5	Y	Archives
0605.01	FINANCE - POLICY AND PROCEDURES - Copy Sets  Superseded or obsolete	0		Destroy
0610	ACCOUNTS - GENERAL  General administration of accounting systems and procedures, financial controls and coding not shown elsewhere in the accounts series.			
	Fiscal Year	4	Y	Destroy
0615	ACCOUNTS - ADVANCES - Master Set  The control and operation of accountable advances, such as schedules, vouchers, approvals, and applications, also type C advances. Excludes type A and B  Budgets - General - 0655  Accounts - Payable - Employee - 0627			
	Repayment	7	Y	Destroy
0615.01	ACCOUNTS - ADVANCES - Copy Sets  Repayment	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0620	ACCOUNTS - CASH - Master Set  The initial receipt and recording of incoming cheques and cash, cash control systems, cash register tapes, cash blotters, cash receipt journals, petty cash and cashiers' day books.			
	Fiscal Year	4	Y	Destroy
0620.01	ACCOUNTS - CASH - Copy Sets			
	Fiscal Year	1	Y	Destroy
0625	ACCOUNTS - PAYABLE - GENERAL - Master Set  Correspondence and information relating to accounts payable. Excludes individual vendor and personal expense claim payments.			
	Fiscal Year	7	Y	Destroy
0625.01	ACCOUNTS - PAYABLE - GENERAL - Copy Sets			
	Fiscal Year	2	Y	Destroy
0626	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Master Set  Records of payment made to vendors who provide services to the department . Includes invoices along with supporting documentation, packing slips, direct purchase orders, commitments, receipt of materials. Excludes regular vendors.			
	Final payment	7	Y	Destroy
0626.01	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Copy Sets			
	Final payment	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0627	ACCOUNTS - PAYABLE - EMPLOYEE - Master Set  Employee expense accounts or other payments made to employees. Payments normally relate to travel but can also include training, education and staff development courses. Includes personal expense claims and supporting documentation, receipts, paid invoices.  Travel - 0460			
	Final payment	7	Y	Destroy
0627.01	ACCOUNTS - PAYABLE - EMPLOYEE - Copy Sets			
	Final payment	2	Y	Destroy
0628	ACCOUNTS - PAYABLE - REGULAR VENDOR - Master Set  Records of payment made to those vendors that are common to all departments in the Government of Alberta. Includes invoices along with supporting documentation, packing slips, direct purchase orders, commitments, receipt of materials. Excludes departmental vendors.			
	Final payment	7	Y	Destroy
0628.01	ACCOUNTS - PAYABLE - REGULAR VENDOR - Copy Sets			
	Final payment	2	Y	Destroy
0630	ACCOUNTS - REVENUE - Master Set  The control and operation of receivable accounts; records such as billings, vouchers, invoices, remittances, receipts, bad debts, write-offs, compromise of debts and aging accounts; charges by the department for services or goods; current expenditure refunds.  Accounts - Cash - 0620			
	Receipt	7	Y	Destroy
0630.01	ACCOUNTS - REVENUE - Copy Sets			
	Receipt	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0635	ALLOWANCES  General administration of supplementary benefits for employees, such as tuitions, business, living or isolation allowances, conference and membership allowances.  Accounts - Payable - Employee - 0627			
	Fiscal Year	2	Y	Destroy
0640	AUDITS - Master Set  Financial auditing methods, responsibilities, reports, statements, background documentation, recommendations resulting from audits and exit interviews; internal, Finance, and Auditor General audits.			
	Fiscal Year	5	Y	Archives
0640.01	AUDITS - Copy Sets			
	Fiscal Year	2	Y	Destroy
0650	BANKING - Master Set  Administration of banking methods and establishment of bank accounts; deposits, statements, reconciliation, currency rates and acquisition of currency.			
	Fiscal Year	5	Y	Destroy
0650.01	BANKING - Copy Sets			
	Fiscal Year	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0655	BUDGETS - GENERAL - Master Set  Budgeting for human resources, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, Information Technology plans, land acquisition and capital estimates. Records relating to A, B and X budgets, such as submissions, supporting documents, proposals, forecasts, transfers and requests. Reviews by Finance, Standing Policy Committees, Agencies and Priorities Committee, Legislative approval of detailed estimates, Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, transfers, special warrants and revolving trust funds.			
	Fiscal Year	5	Y	Destroy
0655.01	BUDGETS - GENERAL - Copy Sets			
	Fiscal Year	2	Y	Destroy
0660	BUDGETS - SUBMISSIONS AND APPROVALS - Master Set  Final departmental submissions to Finance, approved budgets and detailed estimates. NOTE: Where a budget applies to a long term project (Capital Budgets), the retention period listed applies after the completion of the project.			
	Fiscal Year	10	Y	Destroy
0660.01	BUDGETS - SUBMISSIONS AND APPROVALS - Copy Sets			
	Fiscal Year	2	Y	Destroy
0680	CHEQUE ADMINISTRATION - Master Set  Administration of issuance, replacement and distribution of cheques; requisitions, lists of authorized cheque distributors, statutory declarations, receipts, transcripts and cancelled cheques.			
	Fiscal Year	6	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition	Concurrence Conditions
0680.01	CHEQUE ADMINISTRATION - Copy Sets				
	Fiscal Year	2	Y	Destroy	
0685	CONTRACTS - Master Set				
	Financial agreements, cost sharing agreements, personal and service contracts, equipment, lease or rental agreements, negotiation offers and services, contract submissions.				
	Tendering - 1090				
	Expiry of contract and full satisfaction of all conditions	10	Y	Destroy	providing no outstanding litigation
0685.01	CONTRACTS - Copy Sets				
	Expiry of contract and full satisfaction of all conditions	2	Y	Destroy	
0690	EXPENDITURES - Master Set				
	Coding, analysis and administrative facets of expenditure operations; such as expenditure code transfers.				
	Fiscal Year	7	Y	Destroy	
0690.01	EXPENDITURES - Copy Sets				
	Fiscal Year	3	Y	Destroy	



Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0695	FEES AND HONORARIA  Administration of fees paid for services which are not subject to an employer-employee arrangement; honoraria paid to members of boards, foundations, commissions or other Government sponsored bodies.  Accounts - Payable Departmental Vendor - 0626  Contracts - 0685			
	Fiscal Year	2	Y	Destroy
0705	FUNDS - Master Set  Administrative information on the establishment and operation of trust funds, revolving funds including depreciation and working capital advances. NOTE: Once a fund has been established, all resulting records should be placed into the appropriate subject file (administrative or operational) and scheduled accordingly.			
	When funds have been dissolved and release obtained	7	Y	Destroy
0705.01	FUNDS - Copy Sets			
	When funds have been dissolved and release obtained	2	Y	Destroy
0715	GRANTS - Master Set  Administration of financial assistance programs, such as requests, submissions, approvals, follow-up reports and related documentation.			
	When all grant requirements are met	7	Y	Archives
0715.01	GRANTS - Copy Sets			
	When all grant requirements are met	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0725	HOSPITALITY - Master Set  Requests and approvals of hospitality and entertainment.  Accounts - Payable - Departmental Vendor - 0626  Accounts Payable - Employee - 0627  Public Relations - Special Events - 0345  Public Relations - Visits and Tours - 0350	7	Y	Destroy
0725.01	HOSPITALITY - Copy Sets  Fiscal Year	2	Y	Destroy
0735	FINANCIAL REPORTS AND STATISTICS - GENERAL  Correspondence relating to reports generation, enquiries, production and distribution.  Financial Reports and Statistics - Specific - 0740	2	Y	Destroy
0740.01	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - GENERAL LEDGERS  Reports generated to facilitate/support/ summarize and maintain a historic/ongoing cumulative record within the financial system.  General Ledgers	10	Y	Archives
0740.02	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Master Set  Month end cumulative/summary reports listing cash payments and outstanding commitments; month-end cumulative/summary reports.	7	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0740.02.1	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Copy Sets			
	Fiscal Year	1	Y	Destroy
0740.03	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Master Set Statistical reports providing trend analysis, forecasting.			
	Fiscal Year	5	Y	Destroy
0740.03.1	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Copy Sets			
	Fiscal Year	2	Y	Destroy
0740.04	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Master Set Program and Revolving Fund reports, including budget reforecasts, variances, budget turnaround documents.			
	Fiscal Year	3	Y	Destroy
0740.04.1	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Copy Sets			
	Fiscal Year	1	Y	Destroy
0740.05	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS Statistical reports providing expenditures by type and commodity or by user, etc.			
	Fiscal Year	2	Y	Destroy
0740.06	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - CASH PAYMENT REPORTS Cash payment reports produced on a weekly and monthly basis			
	Fiscal Year	1	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0740.07	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - COMPUTER PROCESSING REPORTS  Computer processing reports produced to validate, update, and correct financial information.  Superseded or obsolete	1 M	Destroy	
0740.08	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - OTHER REPORTS  Other reports required to support day to day activities on the financial system.  Superseded or obsolete	0 Y	Destroy	
0740.09	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - REPORTS REQUIRED FOR THE AUDIT PROCESS  Release of Public Accounts	0 Y	Destroy	
0740.10	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MANAGEMENT REPORTS  Management reports internally produced from the financial system on demand.  Superseded or obsolete	0 0	Destroy	
0760	RISK MANAGEMENT AND INSURANCE - Master Set  Government insurance programs, enquiries on coverage, bonds and bonding, assets and property valuations, claims and other insurance matters.  Occupational Health and Safety - Hazards - 1290  Maintenance, Repair and Damage - 0580  Settlement of claim	10 Y	Destroy	
0760.01	RISK MANAGEMENT AND INSURANCE - Copy Sets  Settlement of claim	2 Y	Destroy	

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0780	<p>TAXATION</p> <p>Taxation matters at all Government levels, records pertaining to sales tax, customs, excise tax, tax incentives, tax receipts for gifts and tax exemptions.</p> <p>Personnel - Employee Records - 0110</p>	3 Y	Destroy	
	Fiscal Year			

## 0800 INFORMATION 0999

0800	INFORMATION - GENERAL
0805	INFORMATION - POLICY AND PROCEDURES - Master Set
0805.01	INFORMATION - POLICY AND PROCEDURES - Copy Sets
0815	CORRESPONDENCE AND REPORTS MANAGEMENT - Master Set
0815.01	CORRESPONDENCE AND REPORTS MANAGEMENT - Copy Sets
0815.02.1	READING OR CHRONOLOGICAL FILES FILES - Executives
0815.02.2	READING OR CHRONOLOGICAL FILES - Copy Sets
0830	INFORMATION TECHNOLOGY - GENERAL
0830.01	COMPUTER TEST RUNS
0830.02	SYSOUTS - FINANCIAL
0830.03	SYSOUTS - NON FINANCIAL
0835	INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Master Set
0835.01	INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Copy Sets
0845	INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Master Set
0845.01	INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Copy Sets
0850	INFORMATION TECHNOLOGY - WORD PROCESSING - Master Set
0850.01	INFORMATION TECHNOLOGY - WORD PROCESSING - Copy Sets
0880	FORMS MANAGEMENT - Master Set
0880.01	FORMS MANAGEMENT - Copy Sets
0885	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Master Set
0885.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Copy Sets
0886	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Master Set
0886.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Copy Sets
0887	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Master Set
0887.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Copy Sets
0888	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Master Set
0888.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Copy Sets
0890	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Master Set
0890.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Copy Sets

0891 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS -  
CORRECTIONS OF PERSONAL INFORMATION - Master Set

0891.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS -  
CORRECTIONS OF PERSONAL INFORMATION - Copy Sets

0892 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS -  
PERSONAL INFORMATION - Master Set

0892.01 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS -  
PERSONAL INFORMATION - Copy Sets

0900 LIBRARIES - GENERAL - Master Set

0900.01 LIBRARIES - GENERAL - Copy Sets

0905 LIBRARIES - COLLECTION DEVELOPMENT - Master Set

0905.01 LIBRARIES - COLLECTION DEVELOPMENT - Copy Sets

0940 PUBLICATIONS AND MANUALS - GENERAL - Master Set

0940.01 PUBLICATIONS AND MANUALS - GENERAL - Copy Sets

0945 PUBLICATIONS AND MANUALS - DEVELOPMENT - Master Set

0945.01 PUBLICATIONS AND MANUALS - DEVELOPMENT - Copy Sets

0965 RECORDS MANAGEMENT - GENERAL - Master Set

0965.01 RECORDS MANAGEMENT - GENERAL - Copy Sets

0970 RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES - Master  
Set

0970.01 RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES - Copy  
Sets

0975 RECORDS MANAGEMENT - INVENTORIES - Master Set

0975.01 RECORDS MANAGEMENT - INVENTORIES - Copy Sets

0980 RECORDS MANAGEMENT - PROJECTS - Master Set

0980.01 RECORDS MANAGEMENT - PROJECTS - Copy Sets

0985 RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Master Set

0985.01 RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Copy Sets

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0800	INFORMATION - GENERAL  Material relating to the organization, management and delivery of information services not shown elsewhere in this block.	4	Y	Destroy
0805	INFORMATION - POLICY AND PROCEDURES - Master Set  Policy documents covering correspondence, publication and reports, Information Technology, FOIP systems, forms, records management and libraries.	5	Y	Archives
0805.01	INFORMATION - POLICY AND PROCEDURES - Copy Sets  Superseded or obsolete	0	Y	Destroy
0815	CORRESPONDENCE AND REPORTS MANAGEMENT - Master Set  Preparation, management and submission of correspondence, directive and reports, including forms of address, terminology, style, quality and production control systems.  Office Services - Mail and Courier - 0280  Public Relations - Publications - 0335	5	Y	Destroy
0815.01	CORRESPONDENCE AND REPORTS MANAGEMENT - Copy Sets  Superseded or obsolete	0	0	Destroy
0815.02.1	READING OR CHRONOLOGICAL FILES FILES - Executives  Reading or Chronological Files - Convenience (day, diary) files containing correspondence, usually in chronological order. - Assistant Deputy Minister, equivalent and above.	1	Y	Archives



Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0815.02.2	READING OR CHRONOLOGICAL FILES - Copy Sets  Convenience (day, diary) files containing correspondence, usually in chronological order.	1	Y	Destroy
0830	INFORMATION TECHNOLOGY - GENERAL  The development or consideration of automated or Information Technology systems not shown elsewhere in this block. Monitoring software or hardware products developed in the private sector or used by other department programs.  Superseded or obsolete	3	Y	Destroy
0830.01	COMPUTER TEST RUNS  Output generated as a result of a verification of computer programming, processing, or evaluation of hardware; output that cannot be certified as a production item by the user of the computer system. Excludes runs, current systems development or modification or representative test information.  When test run data no longer required	0	Y	Destroy
0830.02	SYSOUTS - FINANCIAL  Computer system administrative statistical information relating to the actual operation of the computer system on each job run. Excludes original reconciliation reports, edit routines, and specific operational program reports on computer systems.	30	M	Destroy
0830.03	SYSOUTS - NON FINANCIAL  Computer system administrative statistical information relating to the actual operation of the computer system on each job run. Excludes original reconciliation reports, edit routines, and specific operational program reports on computer systems. * Retention Period = 6 months or until completion of comparison/verification with reports generated by the next production cycle, whichever is longer.	0	*	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0835	<p>INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Master Set</p> <p>Development, consideration or use of internal electronic systems, including feasibility studies, all phases of project methodologies and reference materials on particular hardware and software.</p> <p>Budgets (IT Plans) - 0655</p> <p>Information Technology - Word Processing - 0850</p> <p>Planning, Goals and Objectives - 0300</p>	3	Y	Archives
0835.01	<p>INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Copy Sets</p> <p>Superseded or obsolete</p>	1	Y	Destroy
0845	<p>INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Master Set</p> <p>Networks set up to communicate between areas or types of machines, such as word processing networks, file sharing by personal computers, microcomputer interfaces, electronic mail systems.</p> <p>Telecommunications - General - 0440</p>	3	Y	Archives
0845.01	<p>INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Copy Sets</p> <p>Superseded or obsolete</p>	1	Y	Destroy
0850	<p>INFORMATION TECHNOLOGY - WORD PROCESSING - Master Set</p> <p>The development and use of word processing systems, including feasibility studies; configuration, implementation and use of equipment.</p>	3	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition	Concurrence Conditions
0850.01	INFORMATION TECHNOLOGY - WORD PROCESSING - Copy Sets				
	Superseded or obsolete	1	Y	Destroy	
0880	FORMS MANAGEMENT - Master Set				
	Analysis and design of forms, time-motion-unit studies, workflow analysis, cost-benefit analysis, functional analysis or cataloguing of forms, procurement data and numeric/historic files.				
	Requisition - 1070				
	Superseded or obsolete	2	Y	Destroy	
0880.01	FORMS MANAGEMENT - Copy Sets				
	Superseded or obsolete	0	Y	Destroy	
0885	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Master Set				
	Records relating to Freedom of Information and Protection of Privacy (FOIP) issues not found elsewhere in the Information block.				
	Superseded or obsolete	2	Y	Destroy	
0885.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Copy Sets				
	Superseded or obsolete	0	Y	Destroy	

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0886	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Master Set</p> <p>Records relating to the roles and responsibilities for administering the FOIP legislation; delegating of authority; internal and Government Services^ reporting requirements, information from other provinces and general information bulletins from Government Services. Includes information relating to the development, submission and maintenance of Alberta Directory information. Also includes automated or manual tracking and processing systems and testing procedures.</p> <p>FOIP - Administration - Freedom of Information - 0887</p> <p>FOIP - Administration - Protection of Privacy - 0888</p>	5	Y	Archives
0886.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Copy Sets</p> <p>Superseded or obsolete</p>	0	Y	Destroy
0887	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Master Set</p> <p>Records relating to the development, implementation and amendment of policies, guidelines and procedures to comply with the provisions of the Act, in regard to right of access to government information by individuals, groups and organizations as specified under the provisions of the Freedom of Information and Protection of Privacy Act - Part 1.</p> <p>FOIP - Administration - General - 0886</p> <p>FOIP - Administration - Protection of Privacy - 0888</p>	5	Y	Archives
0887.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Copy Sets</p> <p>Superseded or obsolete</p>	0	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0888	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Master Set</p> <p>Records relating to the development, implementation and amendment of policies, guidelines and procedures; to comply with the provisions of the Freedom of Information and Protection of Privacy Act, Part 2 in regard to the collection, use, disclosure and protection of personal information. Also includes security arrangements, including breeches, violations and administrative or disciplinary sanctions; data sharing agreements; data matching programs; privacy and personal information management guidelines.</p> <p>FOIP - Administration - General - 0886</p> <p>FOIP - Administration - Freedom of Information - 0887</p>	5	Y	Archives
0888.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Copy Sets</p> <p>Superseded or obsolete</p>	0	Y	Destroy
0890	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Master Set</p> <p>Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions; of the Freedom of Information and Protection of Privacy Act, Part 1. Includes original request, notice of change (of scope of request), collection of fees, acknowledgement of receipt of request, follow-up letters and transmittal memorandums, access request review, requests for extension, third party notification, access request review recommendations and summaries, and request response package, including any severed information. If access is denied, notification of a review or complaint request could be received from the Information and Privacy Commissioner. Includes mediation authorization and settlements, representations from parties and reports, recommendations and Orders issued by the Information and Privacy Commissioner or an Adjudicator, and judicial reviews. Also includes Abandoned Requests and Non-FOIP requests.</p> <p>Accounts - Revenue - 0630</p> <p>FOIP - Requests - Correction of Personal Information - 0891</p> <p>FOIP - Requests - Personal Information - 0892</p> <p>NOTE: Personal Information Bank</p>	5	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0890.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Copy Sets  Completion of request or issuance of Commissioner's Findings	1	Y	Destroy
0891	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Master Set Records relating to requests for correction of personal information by individuals under the provisions of the Freedom of Information and Protection of Privacy Act, Part 2. Includes original request, response package (notification of correction made or annotation or linkage of correction not made), including any severed information and disclosure to all public bodies and third parties. If correction of personal information is denied, notification of a review or complaint request could be received from Information and Privacy Commissioner. Includes mediation authorization and settlements, representations from parties and reports, recommendations and orders issued by the Information and Privacy Commissioner or an adjudicator, and judicial reviews.  FOIP - Requests - General Information - 0890  FOIP - Requests - Personal Information - 0892  NOTE: Personal Information Bank  Completion of request or issuance of Commissioner's Findings	5	Y	Destroy
0891.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Copy Sets  Completion of request or issuance of Commissioner's Findings	1	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0892	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Master Set</p> <p>Regular and reformulated, repetitious, systematic or continuing requests by individuals for access to personal information under the provisions of the Freedom of Information and Protection of Privacy Act (S.A. 1994, Chapter F-18.5 Part 1). Includes original request, notice of change (scope of request), acknowledgement of receipt of request, follow-up letters, transmittal memorandums, access request review, request for extensions, access request review recommendations and summaries and request response package, including any severed information. If access to personal information is denied, notification of a review or complaint request could be received from the Information and Privacy Commissioner. Includes mediation, authorization and settlements, representations from parties, and reports, recommendations and orders issued by the Information and Privacy Commissioner or an adjudicator, and judicial reviews.</p> <p>FOIP - Requests - General Information - 0890</p> <p>FOIP - Requests - Corrections of Personal Information - 0891</p> <p>NOTE: Personal Information Bank</p>	5	Y	Destroy
0892.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Copy Sets</p> <p>Completion of request or issuance of Commissioner's Findings</p>	1	Y	Destroy
0900	<p>LIBRARIES - GENERAL - Master Set</p> <p>Administration of library services, including cataloguing and acquisitions, subscriptions to newspapers, periodicals, newsletters, acquisition of recordings, slides and filmstrips; resource centres (sub-library) located in other buildings; guidelines for establishment and operation of a resource centre, cost analysis, feasibility studies; search, loan and distribution of books, periodicals and other materials; interlibrary loans, bibliography requests, database information services, reference searches, abstracts and bibliographies.</p>	3	Y	Destroy
0900.01	<p>LIBRARIES - GENERAL - Copy Sets</p>	1	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0905	LIBRARIES - COLLECTION DEVELOPMENT - Master Set  Reviews of needs for acquisition of material that is relative to program development; analysis of catalogue holdings and discussions on the direction of collection growth; plans and preparations for improvement of the collections.	5	Y	Destroy
0905.01	LIBRARIES - COLLECTION DEVELOPMENT - Copy Sets	1	Y	Destroy
0940	PUBLICATIONS AND MANUALS - GENERAL - Master Set  Standards, lists of publications, requests for publications and packing lists, including requests for internally produced publications from outside the department.	3	Y	Destroy
0940.01	PUBLICATIONS AND MANUALS - GENERAL - Copy Sets	1	Y	Destroy
0945	PUBLICATIONS AND MANUALS - DEVELOPMENT - Master Set  The development and maintenance of internal or technical publications produced by the department, such as manuals, brochures, newsletters, bulletins, posters and articles.  Superseded or obsolete	3	Y	Destroy
0945.01	PUBLICATIONS AND MANUALS - DEVELOPMENT - Copy Sets  Superseded or obsolete	1	Y	Destroy



Item #	Item Title Description Closure Criteria	Retention		Final Disposition	Concurrence Conditions
0965	RECORDS MANAGEMENT - GENERAL - Master Set  Administration of records management functions including planning, generation, maintenance, essential records, access restrictions, and access to public records.  Planning, Goals and Objectives - 0300  Reports, Studies and Statistics - 0370  Superseded or obsolete	3	Y	Destroy	
0965.01	RECORDS MANAGEMENT - GENERAL - Copy Sets  Superseded or obsolete	1	Y	Destroy	
0970	RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES - Master Set  Approved retention and disposition schedules, including legal opinions, supporting documentation, departmental approvals, amendments, consolidations or cancellations.  Records Management - Inventories - 0975  Records Management - Projects - 0980  Records Management - Transfer and Disposition - 0985  NOTE: Item Under Review	0	P	Review	
0970.01	RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES - Copy Sets  When cancelled, superseded or obsolete	0	Y	Destroy	

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0975	<p>RECORDS MANAGEMENT - INVENTORIES - Master Set</p> <p>Inventory listing and reports of departmental records holdings, department-wide inventory, including branch/section inventories for records system design or disposal.</p> <p>Records Management - Retention and Disposition Schedules- 0970</p> <p>Records Management - Projects - 0980</p> <p>Records Management - Transfer and Disposition - 0985</p>	10	Y	Destroy
0975.01	<p>RECORDS MANAGEMENT - INVENTORIES - Copy Sets</p> <p>Conversion or completion of disposition</p>	1	Y	Destroy
0980	<p>RECORDS MANAGEMENT - PROJECTS - Master Set</p> <p>Records management projects, including records schedule development (not approved schedules), classification system design, media conversions (including micrographics /imaging feasibility studies), electronic records/document management systems acquisition and implementation, records system improvements or upgrades, preliminary evaluations, indexes, terms of reference and work plans.</p> <p>Publications and Manuals - Development - 0945</p> <p>Records Management - Retention and Disposition Schedules- 0970</p> <p>Records Management - Inventories - 0975</p>	10	Y	Destroy
0980.01	<p>RECORDS MANAGEMENT - PROJECTS - Copy Sets</p> <p>Completion or abandonment of project</p>	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
0985	<p>RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Master Set</p> <p>Transfer and disposition of records, including lists of records transferred to the Provincial Archives, and Certificates of Destruction. NOTE: Departments must maintain documentation as to final disposition of their records.</p> <p>NOTE: Item Under Review</p>	0	P	Review
0985.01	<p>RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Copy Sets</p> <p>When records transferred to Archives</p>	1	Y	Destroy

## 1000 MATERIALS AND EQUIPMENT 1099

1000	MATERIALS AND EQUIPMENT - GENERAL
1005	MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Master Set
1005.01	MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Copy Sets
1015	ACQUISITION - Master Set
1015.01	ACQUISITION - Copy Sets
1025	DAMAGE AND LOSS - Master Set
1025.01	DAMAGE AND LOSS - Copy Sets
1030	DISPOSAL AND SURPLUS
1035	EQUIPMENT OPERATION
1045	INVENTORIES
1050	MAINTENANCE AND REPAIR
1055	PRODUCT AND SERVICE INFORMATION
1065	REGISTRATION AND LICENSING
1070	REQUISITION - Master Set
1070.01	REQUISITION - Copy Sets
1080	SPECIFICATIONS - Master Set
1080.01	SPECIFICATIONS - Copy Sets
1090	TENDERING - Master Set
1090.01	TENDERING - Copy Sets

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1000	MATERIALS AND EQUIPMENT - GENERAL  Non-financial documentation for materials and equipment procurement not specifically provided for elsewhere in this block.	2	Y	Destroy
1005	MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Master Set  Policy documents covering the acquisition, replacement, disposal, use and maintenance of materials and equipment.  Superseded or obsolete	5	Y	Archives
1005.01	MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Copy Sets  Superseded or obsolete	0	Y	Destroy
1015	ACQUISITION - Master Set  Orders for goods or services which do not require requisitions through purchase, rent, lease, lease/purchase, agreement renewals, transfer or interdepartmental loans. Includes acquisition, direct purchase orders, interdepartmental orders, display orders, film orders, and standing offers.  Accounts - Payable - Departmental Vendor - 0626  Accounts - Payable - Regular Vendor - 0628  Requisition - 1070	7	Y	Destroy
1015.01	ACQUISITION - Copy Sets	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition	Concurrence Conditions
1025	DAMAGE AND LOSS - Master Set  Reports of loss, theft and damage to government and personal property, including repair estimates, investigations and vehicle accident/loss reports.  Occupational Health and Safety - Hazards - 1290  Risk Management and Insurance - 0760	10	Y	Destroy	
	Superseded or obsolete or End of calendar year				
1025.01	DAMAGE AND LOSS - Copy Sets  Superseded or obsolete or End of calendar year	2	Y	Destroy	
1030	DISPOSAL AND SURPLUS  Disposal or write-off of obsolete or surplus fixed assets or supplies, trade-ins, including lists of surplus items, and surplus declarations.	3	Y	Destroy	
1035	EQUIPMENT OPERATION  Equipment operation including operating standards, manuals, warranties, guarantees.  *FINAL DISPOSITION: Transfer with equipment upon equipment disposal OR destroy upon expiry of guarantee/warranty, provided there is no outstanding litigation.  Contracts - 0685	0	0	Destroy	Provided there is no outstanding litigation.
	Disposal of equipment or expiry of guarantee/warranty				
1045	INVENTORIES  Recording, storage and distribution of equipment and supplies, stocktaking and control procedures, and fixed assets inventories.	1	Y	Destroy	
	Superseded or obsolete				

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1050	<p>MAINTENANCE AND REPAIR</p> <p>Maintenance and repair of equipment such as typewriters, photocopiers, and service call reports. Excludes services agreements.</p> <p>Contracts - 0685</p> <p>Telecommunications - General - 0440</p> <p>Telecommunications - Telephones - 0445</p>	2	Y	Destroy
1055	<p>PRODUCT AND SERVICE INFORMATION</p> <p>Equipment and supplies catalogues, price lists, standing offer agreement manuals, prospectives, brochures and requests for information (RFI).</p> <p>Superseded or obsolete</p>	0	Y	Destroy
1065	<p>REGISTRATION AND LICENSING</p> <p>Registration, licensing and permits required for the operation of equipment such as vehicles.</p> <p>Superseded or obsolete</p>	1	Y	Destroy
1070	<p>REQUISITION - Master Set</p> <p>Equipment, supplies and consulting services, which must undergo internal requisitioning or request for equipment or services (RES) (versus acquisition) process before an order can be placed. Includes commitment requisitions for data and word processing hardware and software; audio-visual, photographic, photocopying and printing services and micrographics equipment and services.</p> <p>Acquisition - 1015</p>	7	Y	Destroy
1070.01	<p>REQUISITION - Copy Sets</p>	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1080	SPECIFICATIONS - Master Set  Equipment specifications standards, blue prints and drawings.  Design Specifications - 0555  Superseded or obsolete	1	Y	Destroy
1080.01	SPECIFICATIONS - Copy Sets  Superseded or obsolete	0	Y	Destroy
1090	TENDERING - Master Set  Tendering or bidding process preceding issuing of a purchase order. Includes invitations to tender, advertising of tenders, request for proposals (RFP), tenders or quotations from bidders, evaluation and awarding of tenders, letters accepting or rejecting tenders and supporting documentation. Excludes successful bidders.  Contracts - 0685  Award of contract	10	Y	Destroy
1090.01	TENDERING - Copy Sets  Award of contract	2	Y	Destroy



## 1100 PERSONNEL 1399

1100	PERSONNEL - GENERAL
1105	PERSONNEL - POLICY AND PROCEDURES - Master Set
1105.01	PERSONNEL - POLICY AND PROCEDURES - Copy Sets
1110	PERSONNEL - EMPLOYEE RECORDS - Master Set
1110.01	PERSONNEL - EMPLOYEE RECORDS - Copy Sets
1115	PERSONNEL - EMPLOYEE RECORDS - SUPPLEMENTAL
1135	ATTENDANCE - GENERAL - Master Set
1135.01	ATTENDANCE - GENERAL - Copy Sets
1140	ATTENDANCE - REPORTING - Master Set
1140.01	ATTENDANCE - REPORTING - Copy Sets
1145	ATTENDANCE - TIME CERTIFICATES
1155	AWARDS AND HONOURS
1170	CLASSIFICATION - GENERAL - Master Set
1170.01	CLASSIFICATION - GENERAL - Copy Sets
1175	CLASSIFICATION - CLASS SERIES - Master Set
1175.01	CLASSIFICATION - CLASS SERIES - Copy Sets
1180	CLASSIFICATION - POSITION DESCRIPTIONS - Master Set
1180.01	CLASSIFICATION - POSITION DESCRIPTIONS - Copy Sets
1195	EMPLOYEE RELATIONS - GENERAL - Master Set
1195.01	EMPLOYEE RELATIONS - GENERAL - Copy Sets
1200	EMPLOYEE RELATIONS - COLLECTIVE BARGAINING
1205	EMPLOYEE RELATIONS - DISCIPLINE - Master Set
1205.01	EMPLOYEE RELATIONS - DISCIPLINE - Copy Sets
1210	EMPLOYEE RELATIONS - GRIEVANCES - Master Set
1210.01	EMPLOYEE RELATIONS - GRIEVANCES - Copy Sets
1215	EMPLOYEE RELATIONS - UNIONS - Master Set
1215.01	EMPLOYEE RELATIONS - UNIONS - Copy Sets
1230	EMPLOYMENT AND STAFFING - GENERAL - Master Set
1230.01	EMPLOYMENT AND STAFFING - GENERAL - Copy Sets
1235	EMPLOYMENT AND STAFFING - COMPETITIONS - Master Set
1235.01	EMPLOYMENT AND STAFFING - COMPETITIONS - Copy Sets
1235.02	EMPLOYMENT AND STAFFING - COMPETITIONS - UNSOLICITED APPLICATIONS
1240	EMPLOYMENT AND STAFFING - PROGRAMS - Master Set
1240.01	EMPLOYMENT AND STAFFING - PROGRAMS - Copy Sets
1260	HUMAN RESOURCES PLANNING - GENERAL - Master Set

1260.01 HUMAN RESOURCES PLANNING - GENERAL - Copy Sets  
1265 HUMAN RESOURCES PLANNING - CAREER PLANNING - Master Set  
1265.01 HUMAN RESOURCES PLANNING - CAREER PLANNING - Copy Sets  
1270 HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Master Set  
1270.01 HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Copy Sets  
1285 OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Master Set  
1285.01 OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Copy Sets  
1290 OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Master Set  
1290.01 OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Copy Sets  
1295 OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Master Set  
1295.01 OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Copy Sets  
1305 PAY AND BENEFITS - GENERAL - Master Set  
1305.01 PAY AND BENEFITS - GENERAL - Copy Sets  
1310 PAY AND BENEFITS - PENSION - Master Set  
1310.01 PAY AND BENEFITS - PENSION - Copy Sets  
1325 REPORTS AND STATISTICS - GENERAL  
1330.01 REPORTS AND STATISTICS - ABSENCE REPORTING - Leave Entitlements Summary  
1330.02 REPORTS AND STATISTICS - ABSENCE REPORTING - Processing Reports  
1330.03 REPORTS AND STATISTICS - ABSENCE REPORTING - Statistical Reports  
1335.01 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - YEARLY SALARY  
AND WAGE HISTORIES  
1335.02.1 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL  
REGISTERS  
1335.02.2 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL  
REGISTERS - Non-Salary Payroll Register (hardcopy)  
1335.02.3 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL  
REGISTERS - Non-Salary Payroll Register (hardcopy)  
1335.02.4 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL  
REGISTERS - Non-Salary Payroll Register (Microfiche)  
1335.03 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - DEDUCTIONS AND  
WITHHOLDINGS REPORTS  
1335.04 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - ACCOMMODATION  
DEDUCTIONS  
1335.05 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - STATISTICAL  
REPORTS  
1335.06 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - TAXATION REPORTS  
1335.07 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - PROCESSING  
REPORTS  
1335.08 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - CHEQUE  
DISTRIBUTION REPORTS  
1340 REPORTS AND STATISTICS - PENSIONS  
1345 REPORTS AND STATISTICS - PERSONNEL MANAGEMENT

1350 REPORTS AND STATISTICS - POSITION REPORTING

1360 STUDIES AND SURVEYS - Master Set

1360.01 STUDIES AND SURVEYS - Copy Sets

1375 TRAINING AND DEVELOPMENT - GENERAL - Master Set

1375.01 TRAINING AND DEVELOPMENT - GENERAL - Copy Sets

1380 TRAINING AND DEVELOPMENT - DEPARTMENTAL - Master Set

1380.01 TRAINING AND DEVELOPMENT - DEPARTMENTAL - Copy Sets

1385 TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS -  
Master Set

1385.01 TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS - Copy  
Sets

1390 TRAINING AND DEVELOPMENT - PRIVATE SECTOR

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1100	PERSONNEL - GENERAL  Medical boards and general administration of personnel management activities not shown elsewhere in this block. Excludes medical board hearings.	3	Y	Destroy
1105	PERSONNEL - POLICY AND PROCEDURES - Master Set  Policy documents covering the hiring, attendance, pay, discipline, training, job related activities, safety of employees and human resources planning.	5	Y	Archives
1105.01	PERSONNEL - POLICY AND PROCEDURES - Copy Sets  Superseded or obsolete	0	Y	Destroy
1110	PERSONNEL - EMPLOYEE RECORDS - Master Set  Letter of offer; commencement notice; official oath; personal information such as age, gender, social insurance number, address and citizenship; education; employment history; passport and firearm permits related to employment; notice of promotion; change in employment or pension status; transfer, assignment, termination or retirement; appraisal, disciplinary actions; notations of decision relating to staffing; attendance records and leave; pay and benefits including LTDI; staff development and training; payroll and tax deductions; occupational health and safety; employee assistance; health and life insurance; bonds; master attendance records; probationary periods; classification; names of pension beneficiaries, and other personal data. NOTE: Purged individual disciplinary papers shall be forwarded to the Secretary of the Alberta Records Management Committee for destruction.  * RETENTION CONDITIONS: a) until employee reaches age 70; or b) 10 years after termination (whichever is greater); or c) 10 years after date of death (if employee deceased while employed), then review.	0	*	Destroy
1110.01	PERSONNEL - EMPLOYEE RECORDS - Copy Sets  Superseded or obsolete	0	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1115	PERSONNEL - EMPLOYEE RECORDS - SUPPLEMENTAL  Employee records, created on ^as required^ basis, providing additional information on long term disability insurance (LTDI), occupational health and safety, and grievances. NOTE: These files are not part of the official employee record.			
	Superseded or obsolete	10	Y	Destroy
1135	ATTENDANCE - GENERAL - Master Set  Information on hours of work, flexible hours, requests for overtime, compressed work week, early closing, vacation, illness, special leave, authorized leave, maternity leave, education leave, paid holidays, time off in lieu, overtime including overtime documentation and sabbatical leave.			
	Superceded or obsolete or End of calendar year	10	Y	Destroy
1135.01	ATTENDANCE - GENERAL - Copy Sets			
		1	Y	Destroy
1140	ATTENDANCE - REPORTING - Master Set  Individual attendance reports, related attachments, and forms relating to permanent, temporary and wage employees, which include project and contract employees.  Attendance - Time Certificates - 1145  Personnel - Employee Records - 1110			
	Expiry of attendance year and filing of after master attendance record on employee's personal file	1	Y	Destroy
1140.01	ATTENDANCE - REPORTING - Copy Sets			
	Expiry of attendance year	6	M	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1145	ATTENDANCE - TIME CERTIFICATES  Completed attendance related forms for wage employees completed prior to December 31, 1985, including documents for certification of illness.  Attendance - Reporting - 1140	70	Y	Destroy
1155	AWARDS AND HONOURS  Programs for Achievement awards, honorary awards and long service recognition.  Personnel - Employee Records - 1110	1	Y	Destroy
1170	CLASSIFICATION - GENERAL - Master Set  Delegation of classification authority, holding classifications (red circled positions); and audits.  Policies and Procedures - 1105	5	Y	Destroy
1170.01	CLASSIFICATION - GENERAL - Copy Sets	1	Y	Destroy
1175	CLASSIFICATION - CLASS SERIES - Master Set  Classification of positions by category and group including classification standards, challenges and conversion.  Changes to class series	3	Y	Destroy
1175.01	CLASSIFICATION - CLASS SERIES - Copy Sets  Changes to class series	0	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1180	CLASSIFICATION - POSITION DESCRIPTIONS - Master Set  Record of classification decision, reclassification actions, position transfers, classification appeals, changes in duties correspondence and forms relating to payroll position control. Notice of Vacancy, position class title and working title.  Budgets - 0655  Personnel Employee Records - 1110			
	Abolishment of position	3	Y	Destroy
1180.01	CLASSIFICATION - POSITION DESCRIPTIONS - Copy Sets			
	Superseded or obsolete	0	Y	Destroy
1195	EMPLOYEE RELATIONS - GENERAL - Master Set  The code of ethics for Government employees; counselling and retirement programs, including matters such as conduct, conflict of interest situations and morale.			
		2	Y	Destroy
1195.01	EMPLOYEE RELATIONS - GENERAL - Copy Sets			
		1	Y	Destroy
1200	EMPLOYEE RELATIONS - COLLECTIVE BARGAINING  Bargaining and collective agreements, including negotiations, bargaining agent certification, interpretation of terms and conditions of employment, and employees excluded from agreements.			
	Superseded or obsolete	10	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1205	EMPLOYEE RELATIONS - DISCIPLINE - Master Set  Disciplinary methods for misconduct, misuse of Government property, discharges, testimony by witnesses, legal opinions, investigations, analysis reports.  Personnel - Employee Records Supplemental - 1115	3	Y	Destroy
1205.01	EMPLOYEE RELATIONS - DISCIPLINE - Copy Sets	1	Y	Destroy
1210	EMPLOYEE RELATIONS - GRIEVANCES - Master Set  Methods for handling grievances and complaints of employees, also demotion and suspension.  Personnel - Employee Records - Supplemental - 1115	10	Y	Destroy
	Superseded or obsolete or End of calendar year			
1210.01	EMPLOYEE RELATIONS - GRIEVANCES - Copy Sets	1	Y	Destroy
	Superseded or obsolete or End of calendar year			
1215	EMPLOYEE RELATIONS - UNIONS - Master Set  Relationships between management and employees, unions, groups or associations; use of employers^ facilities and union dues, including union representatives and shop steward lists.	3	Y	Destroy
1215.01	EMPLOYEE RELATIONS - UNIONS - Copy Sets	1	Y	Destroy



Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1230	EMPLOYMENT AND STAFFING - GENERAL - Master Set  Staffing of positions, delegation of staffing authority, employment of disabled persons, employees request for transfer.	5	Y	Destroy
1230.01	EMPLOYMENT AND STAFFING - GENERAL - Copy Sets	1	Y	Destroy
1235	EMPLOYMENT AND STAFFING - COMPETITIONS - Master Set  Competitions and examinations including requests to fill vacancies, interview ratings, eligibility lists, selection profiles, competition bulletins, unsuccessful candidates applications, lists of candidates, competition, summaries, copies of job descriptions, salary range and related correspondence, application requests for hiring employees into a position without a competition.			
	Closing date of competition	3	Y	Destroy
1235.01	EMPLOYMENT AND STAFFING - COMPETITIONS - Copy Sets			
	Closing date of competition	1	Y	Destroy
1235.02	EMPLOYMENT AND STAFFING - COMPETITIONS - UNSOLICITED APPLICATIONS  Applications, resumes and related correspondence.			
		6	M	Destroy
1240	EMPLOYMENT AND STAFFING - PROGRAMS - Master Set  Employment programs, such as cooperative work experience programs (Summer) Student Temporary Employment Programs (STEP), Priority Employment Programs (PEP). Also includes departmental guidelines, applications for employment programs and job sharing.  Employment and Staffing - 1230			
		3	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1240.01	EMPLOYMENT AND STAFFING - PROGRAMS - Copy Sets	1	Y	Destroy
1260	HUMAN RESOURCES PLANNING - GENERAL - Master Set  Administration of human resources control and planning, such as downsizing, attrition, and redeployment. Excludes projected man-year requirements.  Budgets - 0655			
	Superseded or obsolete or End of calendar year	10	Y	Destroy
1260.01	HUMAN RESOURCES PLANNING - GENERAL - Copy Sets			
	Superseded or obsolete or End of calendar year	1	Y	Destroy
1265	HUMAN RESOURCES PLANNING - CAREER PLANNING - Master Set  Career development of employees' capabilities through programs of selection, assignments, self development and programmed training.  Training and Development - General - 1375			
		5	Y	Destroy
1265.01	HUMAN RESOURCES PLANNING - CAREER PLANNING - Copy Sets			
		1	Y	Destroy
1270	HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Master Set  Employee performance appraisal systems process, application, implementation and evaluation.			
	Superseded or obsolete	10	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1270.01	HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Copy Sets  Superseded or obsolete	1	Y	Destroy
1285	OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Master Set  The administration of a safe and healthy working environment, including factors such as noise levels, lighting and stress; evacuation procedures for fire or bomb threats.  Disaster Planning - 0190  Superseded or obsolete	3	Y	Destroy
1285.01	OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Copy Sets  Superseded or obsolete	1	Y	Destroy
1290	OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Master Set  Accidents, dangerous substances, and industrial hazards; includes Workers^ Compensation Board claim information.  Risk Management and Insurance - 0760  Superseded or obsolete or End of calendar year	10	Y	Destroy
1290.01	OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Copy Sets  Superseded or obsolete or End of calendar year	1	Y	Destroy
1295	OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Master Set  Occupational health and safety programs, such as the Hearing Conservation Program, Fibrosis Program, and Alberta Government Safety Programs information.  Superseded or obsolete	3	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1295.01	OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Copy Sets  Superseded or obsolete	1	Y	Destroy
1305	PAY AND BENEFITS - GENERAL - Master Set  Administration of salary and wage matters, forms, rates of pay, employee benefits such as, Long Term Disability Insurance (LTDI), life insurance, Blue Cross, Alberta Health Care (AHC) and dental plan and union dues deductions.	3	Y	Destroy
1305.01	PAY AND BENEFITS - GENERAL - Copy Sets	3	M	Destroy
1310	PAY AND BENEFITS - PENSION - Master Set  General documentation for Canada Pension Plan, Public Service Pension Plan, reciprocal transfer agreements, request for pension information (pensionable service).  Superseded or obsolete	3	Y	Destroy
1310.01	PAY AND BENEFITS - PENSION - Copy Sets  Superseded or obsolete	1	Y	Destroy
1325	REPORTS AND STATISTICS - GENERAL  Correspondence relating to reports generation, enquiries, production and distribution. Excludes actual reports.	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1330.01	REPORTS AND STATISTICS - ABSENCE REPORTING - Leave Entitlements Summary  Annual summary of employee leave entitlements.&nbsp; * Placed on individual employee files annually.  Placed on individual employee file	0 0	Destroy	
1330.02	REPORTS AND STATISTICS - ABSENCE REPORTING - Processing Reports  Reports generated to verify, update and correct ATRS (Absence Time Reporting System)  Acceptance of transactions by system	1 M	Destroy	
1330.03	REPORTS AND STATISTICS - ABSENCE REPORTING - Statistical Reports  Statistical Reports outlining absence time averages, trends and profiles including LTDI (Long Term Disability Insurance) absences.	2 Y	Destroy	
1335.01	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - YEARLY SALARY AND WAGE HISTORIES  Reports generated to facilitate/support/summaries and maintain a historic/ongoing/cumulative records for salaried, wage and temporary staff service employees.	70 Y	Destroy	
1335.02.1	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS  Month payroll registers outlining earnings and deductions for all payments made (before January 1, 1986).	70 Y	Destroy	
1335.02.2	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy)  NOTE: The archival appraisal for this sub-item was not required because the report type fall under 1335.02.1 which as a final disposition of Destroy.	2 Y	Destroy	

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1335.02.3	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy) NOTE: The archival appraisal for this sub-item was not required because the report type fall under 1335.02.1 which as a final disposition of Destroy.	1	M	Destroy
1335.02.4	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (Microfiche) NOTE: The archival appraisal for this sub-item was not required because the report type fall under 1335.02.1 which as a final disposition of Destroy.	2	Y	Destroy
1335.03	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - DEDUCTIONS AND WITHHOLDINGS REPORTS Deductions and withholding reports such as CPP, Employment Insurance, AUPE, Blue Cross, Canada Savings Bonds.	1	Y	Destroy
1335.04	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - ACCOMMODATION DEDUCTIONS Accommodation deductions for rent, laundry, room and board.	1	Y	Destroy
1335.05	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - STATISTICAL REPORTS  Statistical reports such as anniversary, employee or position status, listing of employees on LTDI.  Superseded or obsolete	1	M	Destroy
1335.06	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - TAXATION REPORTS  Taxation reports relating to production and distribution of earning records such as T4's, T4A's.  Superseded or obsolete	1	M	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1335.07	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - PROCESSING REPORTS  Processing report consisting of transaction and reconciliation reports, used to verify, validate, or summarize information generated, direct deposit, by payroll administration system.	2	Y	Destroy
1335.08	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - CHEQUE DISTRIBUTION REPORTSG  Cheque Distribution reports generated to facilitate verification and handing out of cheques. NOTE: See Appendix C for subitem details.	1	M	Destroy
1340	REPORTS AND STATISTICS - PENSIONS  Reports relating to additional pension contributions, deductions, advances and employee status.  Personnel - Employee Records - 1100	1	M	Destroy
1345	REPORTS AND STATISTICS - PERSONNEL MANAGEMENT  Management information system reports relating to personnel activities.  - Employee Information Reporting such as alpha, location, class, position listing.  - Management Information Reporting such as alpha, location, class, position listing.  - Information Listing of wage employee data such as alpha, statistics, position.  - Classification Reporting such as position changes and history.  - Position and Employee Statistics such as comparisons, transactions, summaries.  - Premium Pay Information reporting detailed pay and benefits such as overtime, shift differential.  - Organization Charts outlining the organizational structure, changes, listings, updates.	1	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition	Concurrence Conditions
1350	REPORTS AND STATISTICS - POSITION REPORTING  Reports providing manpower statistics and costs by position number or input code, vacancy reports and summaries.  Superseded or obsolete	1	Y	Destroy	
1360	STUDIES AND SURVEYS - Master Set  Background information and correspondence relating to personnel management studies, and surveys such as personnel management evaluation and information systems.	5	Y	Destroy	
1360.01	STUDIES AND SURVEYS - Copy Sets	2	Y	Destroy	
1375	TRAINING AND DEVELOPMENT - GENERAL - Master Set  General administration of training functions and activities such as the overall programming and scheduling of training and development plans.	3	Y	Destroy	
1375.01	TRAINING AND DEVELOPMENT - GENERAL - Copy Sets	2	Y	Destroy	
1380	TRAINING AND DEVELOPMENT - DEPARTMENTAL - Master Set  Calendars, course syllabuses, presentation outlines, attendance records, handout material, evaluation reports and comments, seminars, workshops and conferences offered by the department (In-house).  Enhancements to or termination of course	3	Y	Destroy	



Item #	Item Title Description Closure Criteria	Retention	Final Disposition	Concurrence Conditions
1380.01	TRAINING AND DEVELOPMENT - DEPARTMENTAL - Copy Sets	1 Y	Destroy	
1385	TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS - Master Set  Calendars, course syllabuses, presentation outlines, attendance records, handout material, evaluation reports, and comments, seminars, workshops. Includes other levels of government.	3 Y	Destroy	
1385.01	TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS - Copy Sets	2 Y	Destroy	
1390	TRAINING AND DEVELOPMENT - PRIVATE SECTOR  Calendars, brochures, course syllabuses, presentation outlines, attendance records, handout material, evaluation reports and comments, seminars, workshops and conferences offered by companies, corporations, firms and consultants. Also includes universities, colleges and schools.	1 Y	Destroy	

# **APPENDIX A**

**Deleted**

# APPENDIX B

## 740 – REPORTS AND STATISTICS – FINANCIAL

NOTE: Please note that this appendix has not been updated to reflect reports from the IMAGIS Financial System. It is only applicable to reports from the DFS/CFS system that are still in existence.

Appendix B has been split into two parts.

1. Appendix B – Part 1 (Active)
2. Appendix B – Part 2 (Inactive)

Part 1 (Active) lists the current reports as identified by the Office of the Controller, Alberta Treasury. New reports will be inserted under Part 1 (Active) whenever ARDS is revised.

Part 2 (Inactive) lists reports that have changed or have been deleted from the active list. The inactive list serves two purposes.

1. To identify reports that are no longer active or have changed in some way (reference number, name, etc.) These should be processed by the PRO and staff as soon as the retention periods have elapsed.
2. To recognize the fact that retention periods must elapse before disposition action may take place. This process may take effect several years after the originator has changed, amended or dropped the report. The Part 2 inactive list is simply a temporary cost-effective, report-tracking mechanism to aid records disposal.

## APPENDIX B – PART 1 (ACTIVE)

### 740 REPORTS AND STATISTICS - FINANCIAL

Report Number	Report Name	Subitem	Retention
AP-4210	Update Report – MA Transactions	.8	Destroy when superseded or obsolete
AP-4220	Update Report – System Balancing Summary	.8	Destroy when superseded or obsolete
AP-8801	Vendor Purged Report	.8	Destroy when superseded or obsolete
CFSD1016	Returned Cheques by Department	.9	Destroy after Public Accounts are released
CFSD2140	AFF Account/Centre Records	.9	Destroy after Public Accounts are released
CFSD3090	DFS Rejects Report	.9	Destroy after Public Accounts are released
CFSD3115	Cancelled Invoices Report	.2	7 fiscal years, destroy 1 fiscal year (copy), destroy
CFSD3121	Extract Invoices Summary Report	.8	Destroy when superseded or obsolete
CFSD3140	Invoice Review Rejects Report	.9	Destroy when superseded or obsolete
CFSD3150	Invoice Batch Rejects Report	.9	Destroy after Public Accounts are released
CFSD3160	Invoice Accepted Transaction Report, signed by Accounting Officer	.2	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Invoice Accepted Transaction Report, unsigned	.9	Destroy after Public Accounts are released
CFSD3240	Purchase Order Review Rejects Report	.9	Destroy after Public Accounts are released
CFSD3250	Purchase Order Batch Reject Report	.9	Destroy after Public Accounts are released
CFSD3260	Purchase Order Accepted Transaction Report	.9	Destroy after Public Accounts are released
CFSD3340	Requisition Review Rejects Report	.9	Destroy after Public Accounts are released
CFSD3350	Requisition Batch Reject Report	.9	Destroy after Public Accounts are released
CFSD3360	Requisition Accepted Transactions Report	.9	Destroy after Public Accounts are released
CFSD3421	Extract Adjustments Summary Report	.8	Destroy when superseded or obsolete
CFSD3440	Adjustment Review Rejects Report	.8	Destroy when superseded or obsolete
CFSD3450	Adjustment Batch Rejects Report	.9	Destroy after Public Accounts are released
CFSD3460	Adjustment Accepted Transaction Report, signed by Accounting Officer	.2	7 fiscal years, destroy 1 fiscal year (copy) destroy
"	Adjustment Accepted Transaction Report, unsigned	.9	Destroy after Public Accounts are released
CFSD3811	Notice of Delay Log	.7	1 month after superseded or obsolete, destroy
CFSD3990	DFS Control Total	.9	Destroy after Public Accounts are released
CFSD5051	G/L Maintenance Reject Transaction Report	.7	1 month after superseded or obsolete, destroy

CFSD5052	DFS Accepted Maintenance Transaction Report	.9	Destroy after Public Accounts are released
CFSD6140	Rejected Transactions Reports	.7	1 month after superseded or obsolete, destroy
CFSD6144	Department Vendor Report	.9	Destroy after Public Accounts are released
CFSM2019	AFF Rebuild – Available Funds Alert Report	.8	Destroy when superseded or obsolete
CFSM4910	Holdback Account Transaction Report	.8	Destroy when superseded or obsolete
CFSM9030	Hosting Report	.6	1 fiscal year, destroy
CFSM9040	Interest Report	.6	1 fiscal year, destroy
CFSW0010	Departmental Financial System Terminal Listing	.8	Destroy when superseded or obsolete
CFSW0050	Departmental Financial System Operator Restriction Listing	.8	Destroy when superseded or obsolete
CFSW0080	DFS Online Systems Security File Report	.8	Destroy when superseded or obsolete
CFSW2031	Unexpended Budget Report	.8	Destroy when superseded or obsolete
CFSW6036	Regular Vendor File Changes	.8	Destroy when superseded or obsolete
CFSW6037	Departmental Vendor File Changes	.8	Destroy when superseded or obsolete
CFSW6038	Employee Vendor File Changes	.8	Destroy when superseded or obsolete
CFSW6210	Debit Balance Vendor Report	.8	Destroy when superseded or obsolete
CFSW6290	Cumulative Item Purged Report, Quarterly	.2	7 fiscal years, destroy
"	Cumulative Item Purged Report, all others	.9	1 fiscal year (copy), destroy Destroy after Public Accounts are released
CFSW7111	List of Suspense Account Transactions	.9	Destroy after Public Accounts are released
CFSW7113	Payroll Interface Control Totals	.9	Destroy after Public Accounts are released
CFSW7310	Salary Charge Distribution	.9	Destroy after Public Accounts are released
CFSW7410	Wage Charge Distribution	.9	Destroy after Public Accounts are released
CFSY5092	Budget Structure – Synchronization Report, Preliminary Synchronization (Additions, Changes)	.8	Destroy when superseded or obsolete
CFSY5093	Budget Structure – Final Synchronization (Additions, Changes, Deletions)	.8	Destroy when superseded or obsolete
CFSY5100	Budget Structure for DFS List of De-activated – G3 – Account/Centre Combinations	.6	1 fiscal year, destroy
DFSD1010	Cheque Register by Department	.9	Destroy after Public Accounts are released
DFSD3610	CRR Transaction Report	.9	Destroy after Public Accounts are released
DFSD3620	Interface Input Transactions Report, signed by Accounting Officer	.2	7 fiscal years, destroy, 1 fiscal year (copy), destroy
"	Interface Input Transactions Report, unsigned	.9	Destroy after Public Accounts are released
DFSD3690	DFS Interface Control Totals	.9	Destroy after Public Accounts are released
DFSD3991	Daily G/L Input Reconciliation Report	.8	Destroy when superseded or obsolete
DFSM2013	Outstanding Commitment/Encumbrance Details	.8	Destroy when superseded or obsolete
DFSM2014	Outstanding Commitment/Encumbrance Details	.8	Destroy when superseded or obsolete
DFSM3033	Request/Billing Report	.8	Destroy when superseded or obsolete
DFSM3034	Monthly Billing Report	.8	Destroy when superseded or obsolete
DFSM4012	Fixed Asset Expenditures by Centre	.8	Destroy when superseded or obsolete
DFSM4012S	Fixed Assets – Summary Totals	.8	Destroy when superseded or obsolete
DFSM4021	Expenditure/Budget Comparison by Centre	.6	1 fiscal year, destroy

DFSM4021S	Expenditure/Budget Comparison by Centre Summary	.8	Destroy when superseded or obsolete
DFSM4022	Expenditure/Budget Comparison by Account	.8	Destroy when superseded or obsolete
DFSM4022S	Expenditure/Budget by Account – Summary	.8	Destroy when superseded or obsolete
DFSM4023	Expenditure/Budget Comparison by Organization	.8	Destroy when superseded or obsolete
DFSM4023S	Expenditure/Budget Comparison by Organization – Summary	.8	Destroy when superseded or obsolete
DFSM4031	Expenditure/Budget Comparison by Centre – Account Payable Period	.9	Destroy after Public Accounts are released
DFSM4031S	Expenditure/Budget Comparison by Centre – Summary – Accounts Payable Period	.2	7 fiscal years, destroy 1 fiscal year (copy), destroy
DFSM4032	Expenditure/Budget Comparison by Account – Summary – Accounts Payable Period	.8	Destroy when superseded or obsolete
DFSM4033	Expenditure/Budget Comparison by Organization – Accounts Payable Period	.8	Destroy when superseded or obsolete
DFSM4033S	Expenditure/Budget Comparison by Organization – Summary – Accounts Payable Period	.8	Destroy when superseded or obsolete
DFSM6029	Department Vendors by Vendor Number	.8	Destroy when superseded or obsolete
DFSM6030	Departmental Vendors by Vendor Name	.8	Destroy when superseded or obsolete
DFSM9160	Cumulative Employee Expenses	.7	1 month after superseded or obsolete, destroy
DFSQ6032	Employee Vendors in Name Sequence	.8	Destroy when superseded or obsolete
DFSQ6034	Regular Vendors in Name Sequence	.8	Destroy when superseded or obsolete
DFSW2030	Mandatory Budget Control Report	.8	Destroy when superseded or obsolete
DFSW3992	DFS Weekly G/L Input Reconciliation Report	.8	Destroy when superseded or obsolete
DFSW4010	Expenditure Distribution by Centre	.9	Destroy after Public Accounts are released
DFSW4010S	Expenditure Distribution by Centre Summary Totals	.7	1 month after superseded or obsolete, destroy
DFSW4013	Expenditure Distribution by Organization	.8	Destroy when superseded or obsolete
DFSW4013S	Expenditure Distribution by Organization	.8	Destroy when superseded or obsolete
DFSW4090	DFS General Ledger Trial Balance, yearly final summary	.2	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	DFS General Ledger Trial Balance, all others	.9	Destroy after Public Accounts are released
DFSW4090S	DFS General Ledger Trial Balance – Summary	.9	Destroy after Public Accounts are released
DFSX3030	Report Requests by Ledger	.8	Destroy when superseded or obsolete
DFSX3031	Report Requests on File by Report Number	.8	Destroy when superseded or obsolete
DFSX3032	Report – Request Processing Report	.8	Destroy when superseded or obsolete
DFSX5010	Listing of Accounts	.8	Destroy when superseded or obsolete
DFSX5030	G/L Account/Centre Listing	.8	Destroy when superseded or obsolete
DFSX5031	G/L Centre/Account Listing	.8	Destroy when superseded or obsolete
DFSX5032	G/L Centre/Account Listing by Centre	.8	Destroy when superseded or obsolete
DFSX5033	Listing of Accounts	.8	Destroy when superseded or obsolete
DFSX5034	Listing of Centres and Report Description	.8	Destroy when superseded or obsolete
DFSY9175	Purge of GL Closed Years Segment – GMP21	.1	10 fiscal years, transfer to Archives for permanent retention
FICS 10151	Master File Maintenance	.8	Destroy when superseded or obsolete
FICS 10362	Transaction Alert	.8	Destroy when superseded or obsolete
FICS 10363	Centre Alert	.8	Destroy when superseded or obsolete
FICS 10422	CCF Alpha Description Maintenance Listing	.8	Destroy when superseded or obsolete
FICS 10423	Master Control File Maintenance Listing	.8	Destroy when superseded or obsolete
FICS 11500	Batch Proof List	.8	Destroy when superseded or obsolete

FICS 20317	DFS Ledger Trial Balance	.8	Destroy when superseded or obsolete
GAAP1924	Schedule of Accountable Advances	.8	Destroy when superseded or obsolete
GAAP1926	Notice of Indebtedness	.8	Destroy when superseded or obsolete
GAAP1930	Accountable Advances – Travel Claim Activity	.8	Destroy when superseded or obsolete
MUMS3500	Adjustment Report	.5	2 fiscal years, destroy
MUMS3507	Monthly F.T.E. Utilization	.5	2 fiscal years, destroy
MUMS3508	Cumulative F.T.E. Utilization	.5	2 fiscal years, destroy
MUMS3509	Summary of F.T.E. Utilization	.5	2 fiscal years, destroy
MUMS3518	Year-End Utilization	.3	M – 5 fiscal years, destroy C – 2 years, destroy
RICS101	List of RICS Accounts	.8	Destroy when superseded or obsolete
RICS102	RICS – List of Centres by Department, Sub-Dept.	.8	Destroy when superseded or obsolete
RICS103	RICS – List of RICS Centres and Accounts	.8	Destroy when superseded or obsolete
RICS110	Account Activity Report, yearly final summary	.2	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Account Activity Report, all others	.9	Destroy after Public Accounts are released
RICS120	Centre Activity Report, yearly final summary	.2	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Centre Activity Report, all others	.9	Destroy after Public Accounts are released
RICS121	Centre Activity Summary	.9	Destroy after Public Accounts are released

## APPENDIX B – PART 2 (INACTIVE)

### 740 – REPORTS AND STATISTICS – FINANCIAL

Report Number	Report Name	Subitem	Retention
AP-3410	Transaction Validation	.8	Destroy when superseded or obsolete
AP-7009	Debit Balance Vendor Report	.8	Destroy when superseded or obsolete
CFSD3422	Extract Adjustments Grant Totals	.8	Destroy when superseded or obsolete
CFSD9220	Hosting	.7	1 month after superseded or obsolete, destroy
CFSD9230	Travel	.7	1 month after superseded or obsolete, destroy
CFSM2031	Prior Year Mandatory Budget Control	.8	Destroy when superseded or obsolete
CFSM2033	Prior Year Credits	.8	Destroy when superseded or obsolete
CFSM2060	Advertising	.6	1 fiscal year, destroy
CFSW4091	DFS Cumulative General Ledger Trial Balance	.8	Destroy when superseded or obsolete
DFSM9140	Ledger Services	.6	1 fiscal year, destroy
DFSQ6032	Employee Vendors Reference Listing (Name Change)	.8	Destroy when superseded or obsolete
DFSQ6034	Regular Vendor Reference Listing (Name Change)	.8	Destroy when superseded or obsolete
DFSW2020	Centre Listing of Available Funds File	.8	Destroy when superseded or obsolete



## APPENDIX C – PART 1 (ACTIVE)

### REPORTS AND STATISTICS – PERSONNEL

**NOTE:** Please note that this appendix has not been updated to reflect reports from the IMAGIS Human Resources System. It is only applicable to reports from previous payroll and personnel information systems that are still in existence.

Report Number	Report Name	Item and Subitem	Retention
AGP1000	Salary Payroll register	1335.2	Before January 1, 1986, 1 year in department, Records Centre for 69 years, destroy After January 1, 1986, (hardcopy) 2 years, destroy After January 1, 1988, (hardcopy) 1 month, destroy After January 1, 1988, (microfiche) 2 years, destroy
AGP1002	Salary Cheque Distribution Register	1335.8	1 month after superseded or obsolete, destroy
AGP1003	LTDI Cheque Register	1335.8	1 month after superseded or obsolete, destroy
AGP1006	Bank Rejects Report	1335.7	2 years, destroy
AGP1012	Status of Processing – Salary System	1335.7	2 years, destroy
AGP1013	Notice of Return – Salary System	1335.7	2 years, destroy
AGP1097	Tax Exemption Report	1335.7	2 years, destroy
AGP1100	Salary Expenditure Estimates	1335.5	1 month after superseded or obsolete, destroy
AGP1121	Departmental Vacancy Register	1335.5	1 month after superseded or obsolete, destroy
AGP1221	Anniversary Report	1335.5	1 month after superseded or obsolete, destroy
AGP1223	Salary Positions by Class	1335.5	1 month after superseded or obsolete, destroy
AGP1245	Position and Appointment Expires	1335.5	1 month after superseded or obsolete, destroy
AGP1270	Group Life Insurance – Ineligible Deductions	1335.3	1 year, destroy
AGP1280	Position Status Report	1335.5	1 month after superseded or obsolete, destroy
AGP1506	Rent Reductions Report	1335.4	1 year, destroy
AGP1508	Room, Board and Laundry Deductions Report	1335.4	1 year, destroy
AGP1517	Assignment Deductions	1335.8	1 month after superseded or obsolete, destroy
AGP1532	Bondholders with Exceptional Balances Report	1335.3	1 year, destroy
AGP1539	Blue Cross Differences	1335.3	1 year, destroy
AGP1580	Group Insurance Zero Premiums	1335.3	1 year, destroy
AGP1605	Salary Summary of Error Messages	1335.7	2 years, destroy
AGP1635	Summary of Overtime Payments Exceeding	1335.7	2 years, destroy

	20% of Earnings		
AGP1637	Acting Pay Report	1335.7	2 years, destroy
AGP1649	Zero Sin/Class Number Report	1335.5	1 month after superseded or obsolete, destroy
AGP1670	Monthly Transaction Report	1335.7	2 years, destroy
AGP1695	Centre/Account Code Validation	1335.7	2 years, destroy
AGP1720	Assigned Employee Number – Salary System	1335.7	2 years, destroy
AGP1743	Salary Employee Status Report	1335.5	1 month after superseded or obsolete, destroy
AGP1744	Salary Employee Status Report	1335.5	1 month after superseded or obsolete, destroy
AGP1800	Non-Salary Payroll Register	1335.2	Before January 1, 1986, 1 year in department, Records Centre for 69 years, destroy After January 1, 1986, (hardcopy) 2 years, destroy After January 1, 1988, (hardcopy) 1 month, destroy After January 1, 1988, (microfiche) 2 years, destroy
AGP1810	Wage Duplicate Payment Report	1335.7	2 years, destroy
AGP1815	Document Processing Report	1335.7	2 years, destroy
AGP1820	Late Payment of Wage Time Certificates Report	1335.5	1 month after superseded or obsolete, destroy
AGP1822	Wage Charge File – Centre Code Validation	1335.7	2 years, destroy
AGP1824	Number and Classification of Wage Employees Report	1335.5	1 month after superseded or obsolete, destroy
AGP1825	Status of Processing – Wage System	1335.7	2 years, destroy
AGP1826	Notice of Return – Wage System	1335.7	2 years, destroy
AGP1827	Daily Garnishee Report – Wage System	1335.7	2 years, destroy
AGP1830	Wage Room, Board and Laundry Deductions Report	1335.4	1 year, destroy
AGP1832	Wage Rent Deductions Report	1335.4	1 year, destroy
AGP1833	Wage Assignment Deductions	1335.8	1 month after superseded or obsolete, destroy
AGP1835	Wage Summary of Error Messages	1335.7	2 years, destroy
AGP1865	Retroactive Pay Rate Information Change Report – Wages	1335.7	2 years, destroy
AGP1866	Retroactive Amounts to be Paid – Wage System	1335.7	2 years, destroy
AGP1897	Wage Employee Exemption	1335.7	2 years, destroy
AGP1950	Salary Payroll History	1335.1	1 year in department, Records Centre for 69 years, destroy
AGP1951	Wage Payroll History	1335.1	1 year in Department, Records Centre for 69 years, destroy
AGP1952	Equipment Rental/Truck Haul Histories	1335.1	1 year in Department, Records Centre for 69 years, destroy
AGP1978	Cumulative LDI Deductions	1335.3	1 year, destroy
AGP2505	AHC Rejected Transaction Details	1335.7	2 years, destroy
AGP2510	AHC Difference Listing	1335.7	2 years, destroy
AGP2515	Pre-Payment Reconciliation	1335.7	2 years, destroy
AGP2516	Pre-Payment Alert Report	1335.7	2 years, destroy
AGP2517	Pre-Payment Rate Change Alert Report	1335.7	2 years, destroy
GATA0003-1	Monthly Taxable Payments – T4A/T4A-NR System	1335.6	1 month after superseded or obsolete, destroy
GATA0003-2	Monthly Totals by Ledger – T4A/T4A-NR System	1335.6	1 month after superseded or obsolete, destroy

GATA0003-3	Monthly Warnings by Ledger – T4A/T4A–NR System	1335.6	1 month after superseded or obsolete, destroy
GATA0004-1	Tax Adjustments – T4A/T4A–NR System	1335.6	1 month after superseded or obsolete, destroy
GATA0004-2	Accepted Transaction – T4A/T4A-NR System	1335.6	1 month after superseded or obsolete, destroy
GATA0004-3	Rejected Transaction – T4A/T4A-NR System	1335.6	1 month after superseded or obsolete, destroy
GATA0004-4	YTD Taxable Payments – T4A/T4A-NR System	1335.6	1 month after superseded or obsolete, destroy
GATA0004-5	YTD Totals by Ledger – T4A/T4A-NR System	1335.6	1 month after superseded or obsolete, destroy
GATA0004-6	YTD Warnings by Ledger – T4A/T4A-NR System	1335.6	1 month after superseded or obsolete, destroy
GATA0015-1	Transaction Details Report	1335.1	1 year in department, Records Centre for 69 years, destroy
GATA0016-2	Transaction Details Report	1335.1	1 year in department, Records Centre for 69 years, destroy

## **APPENDIX C – PART 2 (INACTIVE) REPORTS AND STATISTICS – PERSONNEL**

<b>Report Number</b>	<b>Report Name</b>	<b>Item and Subitem</b>	<b>Retention</b>
DPC 625	Anniversary Report	1335.5	1 month after superseded or obsolete, destroy
DPC 635A	Department Vacancy Report	1350	1 month after superseded or obsolete, destroy
DPC 647	Salary Positions by Class	1350	1 month after superseded or obsolete, destroy

## ALPHABETICAL LISTING

ACCOMMODATION - GENERAL	0510
ACCOMMODATION - LEASING - Copy Sets	0515.01
ACCOMMODATION - PLANNING - Copy Sets	0520.01
ACCOMMODATION - PLANNING - Master Set	0520
ACCOMMODATION - STAFF HOUSING - Copy Sets	0525.01
ACCOMMODATION - STAFF HOUSING - Master Set	0525
ACCOMMODATIONS - LEASING - Master Set	0515
ACCOUNTS - ADVANCES - Copy Sets	0615.01
ACCOUNTS - ADVANCES - Master Set	0615
ACCOUNTS - CASH - Copy Sets	0620.01
ACCOUNTS - CASH - Master Set	0620
ACCOUNTS - GENERAL	0610
ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Copy Sets	0626.01
ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Master Set	0626
ACCOUNTS - PAYABLE - EMPLOYEE - Copy Sets	0627.01
ACCOUNTS - PAYABLE - EMPLOYEE - Master Set	0627
ACCOUNTS - PAYABLE - GENERAL - Copy Sets	0625.01
ACCOUNTS - PAYABLE - GENERAL - Master Set	0625
ACCOUNTS - PAYABLE - REGULAR VENDOR - Copy Sets	0628.01
ACCOUNTS - PAYABLE - REGULAR VENDOR - Master Set	0628
ACCOUNTS - REVENUE - Copy Sets	0630.01
ACCOUNTS - REVENUE - Master Set	0630
ACQUISITION - Copy Sets	1015.01
ACQUISITION - Copy Sets	0530.01
ACQUISITION - Master Set	1015
ACQUISITION - Master Set	0530
ACTS AND LEGISLATION - DEPARTMENTAL - Copy Sets	0125.01
ACTS AND LEGISLATION - DEPARTMENTAL - Master Set	0125
ACTS AND LEGISLATION - GENERAL	0120

ADMINISTRATION - GENERAL	0100
ADMINISTRATION - ORGANIZATION - Copy Sets	0110.01
ADMINISTRATION - ORGANIZATION - Master Set	0110
ADMINISTRATION - POLICY AND PROCEDURES - Copy Sets	0115.01
ADMINISTRATION - POLICY AND PROCEDURES - Master Set	0115
AGREEMENTS - Copy Sets	0135.01
AGREEMENTS - Master Set	0135
ALLOWANCES	0635
APPRECIATION AND COMPLAINTS	0145
ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Copy Sets	0156.01
ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Master Set	0156
ASSOCIATIONS AND SOCIETIES - GENERAL - Copy Sets	0155.01
ASSOCIATIONS AND SOCIETIES - GENERAL - Master Set	0155
ATTENDANCE - GENERAL - Copy Sets	1135.01
ATTENDANCE - GENERAL - Master Set	1135
ATTENDANCE - REPORTING - Copy Sets	1140.01
ATTENDANCE - REPORTING - Master Set	1140
ATTENDANCE - TIME CERTIFICATES	1145
AUDITS - Copy Sets	0640.01
AUDITS - Master Set	0640
AWARDS AND HONOURS	1155
BANKING - Copy Sets	0650.01
BANKING - Master Set	0650
BUDGETS - GENERAL - Copy Sets	0655.01
BUDGETS - GENERAL - Master Set	0655
BUDGETS - SUBMISSIONS AND APPROVALS - Copy Sets	0660.01
BUDGETS - SUBMISSIONS AND APPROVALS - Master Set	0660
BUILDINGS AND SITES - GENERAL	0500
BUILDINGS AND SITES - POLICY AND PROCEDURES - Copy Sets	0505.01
BUILDINGS AND SITES - POLICY AND PROCEDURES - Master Set	0505

CAMPAIGNS AND CANVASSING	0165
CHEQUE ADMINISTRATION - Copy Sets	0680.01
CHEQUE ADMINISTRATION - Master Set	0680
CLASSIFICATION - CLASS SERIES - Copy Sets	1175.01
CLASSIFICATION - CLASS SERIES - Master Set	1175
CLASSIFICATION - GENERAL - Copy Sets	1170.01
CLASSIFICATION - GENERAL - Master Set	1170
CLASSIFICATION - POSITION DESCRIPTIONS - Copy Sets	1180.01
CLASSIFICATION - POSITION DESCRIPTIONS - Master Set	1180
COMMITTEES - Copy Sets	0175.01
COMMITTEES - Master Set	0175
COMPUTER TEST RUNS	0830.01
CONSTRUCTION - Copy Sets	0540.01
CONSTRUCTION - Master Set	0540
CONSULTING SERVICES - Copy Sets	0545.01
CONSULTING SERVICES - Master Set	0545
CONTRACTS - Copy Sets	0685.01
CONTRACTS - Master Set	0685
CORRESPONDENCE AND REPORTS MANAGEMENT - Copy Sets	0815.01
CORRESPONDENCE AND REPORTS MANAGEMENT - Master Set	0815
DAMAGE AND LOSS - Copy Sets	1025.01
DAMAGE AND LOSS - Master Set	1025
DEMOLITION AND DISPOSAL	0550
DESIGN SPECIFICATION	0555
DISASTER PLANNING - Copy Sets	0190.01
DISASTER PLANNING - Master Set	0190
DISPOSAL AND SURPLUS	1030
EMPLOYEE RELATIONS - COLLECTIVE BARGAINING	1200
EMPLOYEE RELATIONS - DISCIPLINE - Copy Sets	1205.01
EMPLOYEE RELATIONS - DISCIPLINE - Master Set	1205

EMPLOYEE RELATIONS - GENERAL - Copy Sets	1195.01
EMPLOYEE RELATIONS - GENERAL - Master Set	1195
EMPLOYEE RELATIONS - GRIEVANCES - Copy Sets	1210.01
EMPLOYEE RELATIONS - GRIEVANCES - Master Set	1210
EMPLOYEE RELATIONS - UNIONS - Copy Sets	1215.01
EMPLOYEE RELATIONS - UNIONS - Master Set	1215
EMPLOYMENT AND STAFFING - COMPETITIONS - Copy Sets	1235.01
EMPLOYMENT AND STAFFING - COMPETITIONS - Master Set	1235
EMPLOYMENT AND STAFFING - COMPETITIONS - UNSOLICITED APPLICATIONS	1235.02
EMPLOYMENT AND STAFFING - GENERAL - Copy Sets	1230.01
EMPLOYMENT AND STAFFING - GENERAL - Master Set	1230
EMPLOYMENT AND STAFFING - PROGRAMS - Copy Sets	1240.01
EMPLOYMENT AND STAFFING - PROGRAMS - Master Set	1240
EQUIPMENT OPERATION	1035
EXPENDITURES - Copy Sets	0690.01
EXPENDITURES - Master Set	0690
FACILITIES - GENERAL	0560
FACILITIES - PARKING	0565
FEES AND HONORARIA	0695
FINANCE - GENERAL	0600
FINANCE - POLICY AND PROCEDURES - Copy Sets	0605.01
FINANCE - POLICY AND PROCEDURES - Master Set	0605
FINANCIAL REPORTS AND STATISTICS - GENERAL	0735
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - CASH PAYMENT REPORTS	0740.06
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - COMPUTER PROCESSING REPORTS	0740.07
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - GENERAL LEDGERS	0740.01
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MANAGEMENT REPORTS	0740.10
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Copy Sets	0740.02.1
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Master Set	0740.02



FINANCIAL REPORTS AND STATISTICS - SPECIFIC - OTHER REPORTS	0740.08
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Copy Sets	0740.04.1
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - PROGRAM AND REVOLVING FUND REPORTS - Master Set	0740.04
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - REPORTS REQUIRED FOR THE AUDIT PROCESS	0740.09
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS	0740.05
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Copy Sets	0740.03.1
FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Master Set	0740.03
FORMS MANAGEMENT - Copy Sets	0880.01
FORMS MANAGEMENT - Master Set	0880
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Copy Sets	0887.01
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Master Set	0887
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Copy Sets	0886.01
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Master Set	0886
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Copy Sets	0888.01
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Master Set	0888
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Copy Sets	0885.01
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Master Set	0885
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Copy Sets	0891.01
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Master Set	0891
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Copy Sets	0890.01
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Master Set	0890
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Copy Sets	0892.01
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Master Set	0892

FUNDS - Copy Sets	0705.01
FUNDS - Master Set	0705
GRANTS - Copy Sets	0715.01
GRANTS - Master Set	0715
HOSPITALITY - Copy Sets	0725.01
HOSPITALITY - Master Set	0725
HUMAN RESOURCES PLANNING - CAREER PLANNING - Copy Sets	1265.01
HUMAN RESOURCES PLANNING - CAREER PLANNING - Master Set	1265
HUMAN RESOURCES PLANNING - GENERAL - Copy Sets	1260.01
HUMAN RESOURCES PLANNING - GENERAL - Master Set	1260
HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Copy Sets	1270.01
HUMAN RESOURCES PLANNING - PERFORMANCE APPRAISAL - Master Set	1270
INFORMATION - GENERAL	0800
INFORMATION - POLICY AND PROCEDURES - Copy Sets	0805.01
INFORMATION - POLICY AND PROCEDURES - Master Set	0805
INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Copy Sets	0845.01
INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Master Set	0845
INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Copy Sets	0835.01
INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Master Set	0835
INFORMATION TECHNOLOGY - GENERAL	0830
INFORMATION TECHNOLOGY - WORD PROCESSING - Copy Sets	0850.01
INFORMATION TECHNOLOGY - WORD PROCESSING - Master Set	0850
INVENTORIES	1045
LANDSCAPING	0575
LEGAL ACTIVITIES - Copy Sets	0225.01
LEGAL ACTIVITIES - Master Set	0225
LEGISLATURE ACTIVITIES - Copy Sets	0230.01
LEGISLATURE ACTIVITIES - Master Set	0230
LIAISON	0235
LIBRARIES - COLLECTION DEVELOPMENT - Copy Sets	0905.01

LIBRARIES - COLLECTION DEVELOPMENT - Master Set	0905
LIBRARIES - GENERAL - Copy Sets	0900.01
LIBRARIES - GENERAL - Master Set	0900
MAINTENANCE AND REPAIR	1050
MAINTENANCE, REPAIR AND DAMAGES	0580
MATERIALS	0585
MATERIALS AND EQUIPMENT - GENERAL	1000
MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Copy Sets	1005.01
MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Master Set	1005
MEETINGS - Copy Sets	0255.01
MEETINGS - Master Set	0255
OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Copy Sets	1285.01
OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Master Set	1285
OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Copy Sets	1290.01
OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Master Set	1290
OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Copy Sets	1295.01
OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Master Set	1295
OFFICE SERVICES - GENERAL	0275
OFFICE SERVICES - MAIL AND COURIER - Copy Sets	0280.01
OFFICE SERVICES - MAIL AND COURIER - Master Set	0280
OFFICE SERVICES - PHOTOCOPYING AND PRINTING	0285
ORDERS AND DIRECTIVES - Copy Sets	0295.01
ORDERS AND DIRECTIVES - Master Set	0295
PAY AND BENEFITS - GENERAL - Copy Sets	1305.01
PAY AND BENEFITS - GENERAL - Master Set	1305
PAY AND BENEFITS - PENSION - Copy Sets	1310.01
PAY AND BENEFITS - PENSION - Master Set	1310
PERSONNEL - EMPLOYEE RECORDS - Copy Sets	1110.01
PERSONNEL - EMPLOYEE RECORDS - Master Set	1110
PERSONNEL - EMPLOYEE RECORDS - SUPPLEMENTAL	1115

PERSONNEL - GENERAL	1100
PERSONNEL - POLICY AND PROCEDURES - Copy Sets	1105.01
PERSONNEL - POLICY AND PROCEDURES - Master Set	1105
PLANNING, GOALS AND OBJECTIVES - Copy Sets	0300.01
PLANNING, GOALS AND OBJECTIVES - Master Set	0300
PRODUCT AND SERVICE INFORMATION	1055
PUBLIC RELATIONS - PUBLICITY - Copy Sets	0340.01
PUBLIC RELATIONS - PUBLICITY - Master Set	0340
PUBLIC RELATIONS - GENERAL	0330
PUBLIC RELATIONS - PUBLICATION - Copy Sets	0335.01
PUBLIC RELATIONS - PUBLICATION - Master Set	0335
PUBLIC RELATIONS - SPECIAL EVENTS - Copy Sets	0345.01
PUBLIC RELATIONS - SPECIAL EVENTS - Master Set	0345
PUBLIC RELATIONS - VISITS AND TOURS - Copy Sets	0350.01
PUBLIC RELATIONS - VISITS AND TOURS - Master Set	0350
PUBLICATIONS AND MANUALS - DEVELOPMENT - Copy Sets	0945.01
PUBLICATIONS AND MANUALS - DEVELOPMENT - Master Set	0945
PUBLICATIONS AND MANUALS - GENERAL - Copy Sets	0940.01
PUBLICATIONS AND MANUALS - GENERAL - Master Set	0940
READING OR CHRONOLOGICAL FILES - Copy Sets	0815.02.2
READING OR CHRONOLOGICAL FILES FILES - Executives	0815.02.1
RECORDS MANAGEMENT - GENERAL - Copy Sets	0965.01
RECORDS MANAGEMENT - GENERAL - Master Set	0965
RECORDS MANAGEMENT - INVENTORIES - Copy Sets	0975.01
RECORDS MANAGEMENT - INVENTORIES - Master Set	0975
RECORDS MANAGEMENT - PROJECTS - Copy Sets	0980.01
RECORDS MANAGEMENT - PROJECTS - Master Set	0980
RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES - Copy Sets	0970.01
RECORDS MANAGEMENT - RETENTION AND DISPOSITION SCHEDULES - Master Set	0970
RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Copy Sets	0985.01

RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Master Set	0985
REGISTRATION AND LICENSING	1065
RENOVATIONS	0590
REPORTS AND STATISTICS - ABSENCE REPORTING - Leave Entitlements Summary	1330.01
REPORTS AND STATISTICS - ABSENCE REPORTING - Processing Reports	1330.02
REPORTS AND STATISTICS - ABSENCE REPORTING - Statistical Reports	1330.03
REPORTS AND STATISTICS - GENERAL	1325
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - ACCOMMODATION DEDUCTIONS	1335.04
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - CHEQUE DISTRIBUTION REPORTS	1335.08
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - DEDUCTIONS AND WITHHOLDINGS REPORTS	1335.03
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS	1335.02.1
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy)	1335.02.2
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy)	1335.02.3
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (Microfiche)	1335.02.4
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - PROCESSING REPORTS	1335.07
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - STATISTICAL REPORTS	1335.05
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - TAXATION REPORTS	1335.06
REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - YEARLY SALARY AND WAGE HISTORIES	1335.01
REPORTS AND STATISTICS - PENSIONS	1340
REPORTS AND STATISTICS - PERSONNEL MANAGEMENT	1345
REPORTS AND STATISTICS - POSITION REPORTING	1350
REPORTS, STUDIES AND STATISTICS - Copy Sets	0370.01
REPORTS, STUDIES AND STATISTICS - Master Set	0370
REQUISITION - Copy Sets	1070.01
REQUISITION - Master Set	1070
RISK MANAGEMENT AND INSURANCE - Copy Sets	0760.01

RISK MANAGEMENT AND INSURANCE - Master Set	0760
SECURITY - Copy Sets	0400.01
SECURITY - Master Set	0400
SIGNING AUTHORITIES - Copy Sets	0415.01
SIGNING AUTHORITIES - Master Set	0415
SPECIFICATIONS - Copy Sets	1080.01
SPECIFICATIONS - Master Set	1080
STUDIES AND SURVEYS - Copy Sets	1360.01
STUDIES AND SURVEYS - Master Set	1360
SYSOUTS - FINANCIAL	0830.02
SYSOUTS - NON FINANCIAL	0830.03
TAXATION	0780
TELECOMMUNICATIONS - GENERAL	0440
TELECOMMUNICATIONS - TELEPHONES	0445
TENDERING - Master Set	1090
TENDERING - Copy Sets	1090.01
TRAINING AND DEVELOPMENT - DEPARTMENTAL - Copy Sets	1380.01
TRAINING AND DEVELOPMENT - DEPARTMENTAL - Master Set	1380
TRAINING AND DEVELOPMENT - GENERAL - Copy Sets	1375.01
TRAINING AND DEVELOPMENT - GENERAL - Master Set	1375
TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS - Copy Sets	1385.01
TRAINING AND DEVELOPMENT - OTHER GOVERNMENT DEPARTMENTS - Master Set	1385
TRAINING AND DEVELOPMENT - PRIVATE SECTOR	1390
TRAVEL	0460
UTILITIES	0595