



Administrative Records Disposition Authority (ARDA)

Number: 1986/050-A018*

Administrative Records Disposition Authority (ARDA) Number: 1986/050-A018* | Technology and Innovation

© 2024 Government of Alberta | December 19, 2024 | ISBN 978-1-4601-3108-4

This publication is available online at <https://www.alberta.ca/enterprise-information-management>

Administrative Records Disposition Authority | Number: 1986/050-A018*

ii

Classification: Public

Contents

Amendment Record	1
Introduction	3
Transition to Functional Retention Schedules.....	3
Why are we doing this?	3
Who is impacted?	3
What is happening?	3
Structure and Format	3
Conditions for Use	4
Implementation	5
Subject Blocks	5

Amendment Record

AMENDMENT LIST NO.	DATED	REASON
1	June 1987	Changed from Item 0525 from 2 years' selective retention to 2 years After expiry of lease, selective retention; Item 0625 7 fiscal years after final payment, destroy to 7 fiscal years, destroy. Revised scope note in item 0815a (M) Assistant Deputy Minister, equivalent and above 1 year, selective retention; (C) All others 1 year, destroy
2	March 1988	Removed from Excludes: <i>"receipts of registered or certified mail"</i> from item 0280 which was moved into the descriptor. Financial records have had a Fiscal Year qualifier added to the retention period wording (0600,0610,0620,0635,0640,0650,0655,0660,0680,0685,0690,0695,0705,0715,0725,0735,0760,0780); To ensure that all financial records are retained by fiscal periods (April 1 to March 31 of any year) Appendix has been added to specifically identify the types of reports contained in the sub items 0740. (b),(c),(d),(e), (f),(g),(h),(i),(j)
3	April 1989	Added <i>"Access may be restricted for Assistant Deputy Minister, equivalent or above"</i> for item 0815a; Reason: Master may contain records that warrant an access restriction
4	July 10, 1990	The retention period for item 0985 was changed to reflect the Master records must be kept permanently within each department, Copy 1 year after records have been destroyed or transferred to Archives, destroy; revised the descriptor in item 1335. Retention updated in items 1335 (2) to <i>"After January 1, 1988 (hard copy) 1 month, destroy and After January 1, 1988 (microfiche) 2 years, destroy"</i> . Item 1335 (4) Master 5 years, destroy removed and the word Copy removed
5	November 1992	Revised item 0685 to include a note <i>"To alert records staff that contracts may contain rights and obligations which extend beyond the financial termination date"</i> as requested by the Provincial Archives of Alberta.
6	November 1992	Revised the descriptor for item 0230 to resolve issues related to the interfiling and disposition of cabinet records. Cabinet records were removed from this primary
7	February 1993	Increased the retention for item 1235 due to since departments maintain the master competition file. Master records 2 years after interview date, destroy changed to Master 3 years after competition closing date, destroy
8	March 1996	Added items 0885; 0887; 0888; 0980 and 0892 address records resulting from applying the Freedom of Information and Protection of Privacy Act in departments
9	January 1997	Revised the closure criteria for item 1110.2 allowing departments to dispose of copies of employee files as required.

AMENDMENT LIST NO.	DATED	REASON
10	June 2001	Increased the retention period of several items due to the impact of the <i>Limitations Acts</i> on the management of records in the Government of Alberta (0135; 0155; 0225; 0230; 0400; 0515; 0575; 0580 0585; 0590;0685; 0760; 1025; 1090; 1110; 1115; 1135; 1200; 1210; 1260; 1270 and 1290) to 10 years.
11	August 2002	An archival appraisal was conducted to change the final disposition of "Selective Retention" to either "Archives" or Destroy". Also the retention period for FOIP files (items 0890; 0891 and 0892) was increased for three years to five years.
12	December 2006	Added a source records items to support the disposition of imaged source records.
13	May 2007	At the request of ARMC, the Provincial Archives of Alberta conducted a reappraisal on several items (0110; 0115; 0175; 0225; 0295 and 0715) resulting a change of the final disposition from "Archives" to "Destroy"
14	January 2011	Due to system process changes within IMAGIS, the retention period for item 1140 was amended to the timesheets can be destroyed after 7 years. Two new items was added to address T4 Statements (0785 and 0785.01)
15	October 2012	Increased the retention period from 3 years to five years for Employee competitions files to align with the analysis from the IMAGIS project on retention periods
16	May 2013	Added two new items Life Insurance Form item (1110.02) and created one item for Source Records (1400) to address imaging activities for all items in the schedule.
17	November 2016	Updated items to resolve final disposition for disaster planning; remove references to operational records in some item descriptors; change the retention period to one year and add missing closure criteria for all copy sets items; and added four new items (0320; 0405; 1120 and 1212).
18	November 2019	Updated the closure criteria for item 1180 to facilitate the disposition of position descriptions that no longer align with current business practices.
18*	September 2024	Finance functional schedule 2022/015 cancelled ARDA items; 0626 Accounts Payable - Departmental Vendor - Master Set, 0627 Accounts-Payable-Employee-Master Set, 0628 Accounts Payable-Regular Vendor-Master Set, 0630 Accounts- Revenue-Master Set, 0740.02 Financial Reports and Statistics- Specific-Month End Cumulative/Summary Reports – Master Set.
18*	October 2024	Human Resource functional schedule 2025/001 cancelled ARDA items; 1265 Human Resources Planning-Career Planning-Master Set, 1110 Personnel-Employee Records-Master Set, 1212 Employee Relations-Grievances-Hearings, 1180 Classification- Position Descriptions-Master Set, 1235 Employment and Staffing-Competitions-Master Set.

Introduction

The Administrative Records Disposition Authority (ARDA) must be used as a records retention and disposition schedule for common administrative records in Government of Alberta departments and agencies.

Transition to Functional Retention Schedules

Recent changes regarding how the Government of Alberta (GoA) manages its records (including data and information) by modernizing functional schedules that will replace ARDA and may impact departmental processes and procedures.

Why are we doing this?

New schedules will align with electronic disposition in content management systems (i.e., SharePoint Online). Managing records within SharePoint Online (SPO) will improve search functionality for business users, automate the process of managing records and standardize processes for electronic disposition.

Functional schedules apply broadly across government business, as compared to subject-based schedules, which commonly are focused on specific program area business.

New functional schedules are written in plain language and align with functional classification and activities resulting in significant reduction to the number of approved schedules.

Who is impacted?

Departments, Agencies, Boards and Commissions (ABCs) that use Administrative Records Disposition Authority (ARDA) to disposition common administrative records such as, finance, human resources, communications, asset management, etc.

What is happening?

The GoA is transitioning from subject-based retention and disposition to functional-based retention and disposition.

Disclaimer: An approved functional schedule may not cancel all items within the corresponding ARDA section/subject block. As new activities are added to functional schedules through future amendments, remaining ARDA items will be cancelled.

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.

Closure Criteria - refers to a business condition/trigger that ends all business transactions and usefulness of the records for the business activity. This includes an event or special condition that must take place in order for the records to be considered closed (i.e. employee termination; investigation completed and no outstanding issues; expiry/termination of contract and all conditions met; loan fully paid, etc.).

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

Copy Set - this term refers to a secondary version of a record series in a department (e.g., a file that is used by regional offices for verification purposes). It is not a transitory record, as defined in the Transitory Records Schedule (Schedule # 1995/007-A003).

DO NOT USE: Copy set items appearing under cancelled master set items that are for internal (Transfers, Storage and Disposition team) use only. Client departments should use Transitory Records (1995/007-A003) schedule Item 04 Duplicate Records to disposition their copies of these types of records.

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 two years of storage before final disposition.

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

Concurrence Conditions - for records series with a final disposition of Destroy is: "Providing no outstanding litigation or litigation that is reasonably anticipated and providing no outstanding FOIP requests." See ARMC Circular 2016-001 for more details.

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. ARDA is a media neutral schedule.

Conditions for Use

1. If records relate to the organization's mandate or purpose, ARDA should not be used for these records. Use the appropriate department (subject-based) or functional records schedule.
2. 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.

Implementation

1. When administrative records are being prepared for disposition using ARDA, Departmental Information Management staff must ensure that the records are assigned the correct item numbers from ARDA. These numbers and other required information must appear on the inventory forms.
2. On the inventory 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., 0515.01).
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 1345.07.
4. Procedures for implementing ARDA are the same as those for implementing other government wide schedules.

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]
Section 7 -- Source Documents	[1400]

0100 ADMINISTRATION 0499

0100	ADMINISTRATION - GENERAL
0110	ADMINISTRATION - ORGANIZATION - MasterSet
0110.01	ADMINISTRATION - ORGANIZATION - CopySets
0115	ADMINISTRATION - POLICY AND PROCEDURES - MasterSet
0115.01	ADMINISTRATION - POLICY AND PROCEDURES - CopySets
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 - MasterSet
0155.01	ASSOCIATIONS AND SOCIETIES - GENERAL - Copy Sets
0156	ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - MasterSet
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 - CopySets
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

0100 ADMINISTRATION 0499

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

0320 PUBLIC INTEREST DISCLOSURE – INVESTIGATION RESULTS

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

0405 SECURITY – SURVEILLANCE INFORMATION

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
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	Destroy
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. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule. Superseded or obsolete	5 Y	Destroy
0115.01	ADMINISTRATION - POLICY AND PROCEDURES - Copy Sets Superseded or obsolete	0 Y	Destroy
0120	ACTS AND LEGISLATION - GENERAL 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. Legislature and Cabinet Activities - 0230 Orders and Directives - 0295 Superseded or obsolete	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0125	ACTS AND LEGISLATION - DEPARTMENTAL - Master Set The department`s Act, its regulations and bylaws; working papers and rough drafts of proposed new or amended statues; 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. Legal Activities - 0225	12 Y	Destroy
0125.01	ACTS AND LEGISLATION - DEPARTMENTAL - Copy Sets Superseded or obsolete	1 Y	Destroy
0135	AGREEMENTS - Master Set Non-financial agreements between federal, provincial, municipal, foreign, private and public sector organizations and individuals. Expiry of agreement and full satisfaction of all conditions	10 Y	Destroy
0135.01	AGREEMENTS - Copy Sets Superseded or obsolete	1 Y	Destroy
0145	APPRECIATION AND COMPLAINTS Expressions of appreciation, congratulations, condolences, seasonal greetings, complaints or criticism. Rescinded or replaced by an approved version	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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. Associations and Societies - Boards of Directors - 0156 Liaison - 0235 Meetings - 0255</p>	5 Y	Destroy
0155.01	<p>ASSOCIATIONS AND SOCIETIES - GENERAL - Copy Sets</p> <p>Rescinded or replaced by an approved version</p>	1 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. Associations and Societies - General - 0155 Liaison - 0235 Meetings - 0255</p>	10 Y	Destroy
0156.01	<p>ASSOCIATIONS AND SOCIETIES - BOARDS OF DIRECTORS - Copy Sets</p> <p>Rescinded or replaced by an approved version</p>	1 Y	Destroy
0165	<p>CAMPAIGNS AND CANVASSING</p> <p>Campaigns and drives supported by the department, such as United Way, Canada Savings Bonds and Blood Donor Clinics. Personnel - Employee Records - 1110</p>	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule. Associations and Societies - 0155 Liaison - 0235	5 Y	Destroy
0175.01	COMMITTEES - Copy Sets Superseded or obsolete	1 Y	Destroy
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 Superseded or obsolete	5 Y	Destroy
0190.01	DISASTER PLANNING - Copy Sets Rescinded or replaced by an approved version	0 Y	Destroy
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. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule. Superseded or obsolete	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0225.01	LEGAL ACTIVITIES - Copy Sets		
	Superseded or obsolete	1 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.		
	Superseded or obsolete	10 Y	Destroy
0230.01	LEGISLATURE ACTIVITIES - Copy Sets		
	Superseded or obsolete	1 Y	Destroy
0235	LIAISON		
	Information exchange between the department and other levels of government, other organizations and interest groups, such as universities and business. Agreements - 0135 Committees - 0175 Meetings - 0255		
		2 Y	Destroy
0255	MEETINGS - Master Set		
	Initiation, organization of and participation in meetings, including agendas, minutes, reports and materials of common-interest usually internal or with other Government organizations. Associations and Societies - 0155 Committees - 0175		
		5 Y	Destroy
0255.01	MEETINGS - Copy Sets		
	Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0275	<p>OFFICE SERVICES - GENERAL</p> <p>General office services administration such as the provision of secretarial, translation services, audio-visual and word processing. Acquisition - 1015 Office Services - Mail and Courier - 0280 Office Services - Photocopying and Printing - 0285 Requisition - 1070</p>	2 Y	Destroy
0280	<p>OFFICE SERVICES - MAIL AND COURIER - Master Set</p> <p>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</p>	2 Y	Destroy
0280.01	<p>OFFICE SERVICES - MAIL AND COURIER - Copy Sets</p> <p>Rescinded or replaced by an approved version</p>	0 Y	Destroy
0285	<p>OFFICE SERVICES - PHOTOCOPYING AND PRINTING</p> <p>The administration of photocopying and duplicating services, such as internal printing operations. Acquisition - 1015 Maintenance and Repair - 1050 Requisition - 1070</p>	2 Y	Destroy
0295	<p>ORDERS AND DIRECTIVES - Master Set</p> <p>Administrative orders, ministerial orders, circular letters, directives and Orders-in-Council. Note: ARDA should not be used for operational records related to the organization's mandate or purpose. Acts and Legislation - General - 0120 Legislature and Cabinet Activities - 0230</p>	5 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0295.01	ORDERS AND DIRECTIVES - Copy Sets		
	Rescinded or replaced by an approved version	1 Y	Destroy
0300	PLANNING, GOALS AND OBJECTIVES - Master Set		
	Program planning, strategic and operational planning, review of program progress towards goals. Administration - Organization - 0110 Budgets - 0655 Human Resources Planning - Performance Appraisal - 1270 Reports, Studies and Statistics - 0370		
	Superseded or obsolete	10 Y	Destroy
0300.01	PLANNING, GOALS AND OBJECTIVES - Copy Sets		
	Rescinded or replaced by an approved version	1 Y	Destroy
0320	PUBLIC INTEREST DISCLOSURE – INVESTIGATION RESULTS		
	The Designated Officer will create an investigation report with recommendation for corrective actions. This report along with any related information will be given to the government organization to action. The Public Interest Commissioner may also conduct investigations under the <i>Public Interest Disclosure (Whistleblower Protection) Act</i> and will forward an investigation report along with any related information to the appropriate government organization for action.		
	After investigation completed	5 Y	Destroy
0330	PUBLIC RELATIONS - GENERAL		
	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. Public Relations - Publications - 0335 Public Relations - Publicity - 0340 Public Relations - Special Events - 0345 Public Relations - Visits and Tours - 0350		
	Superseded or obsolete	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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. Public Relations - General 0330</p>	5 Y	Destroy
0335.01	<p>PUBLIC RELATIONS - PUBLICATION - Copy Sets</p> <p>Rescinded or replaced by an approved version</p>	0 Y	Destroy
0340	<p>PUBLIC RELATIONS - PUBLICITY - Master Set</p> <p>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</p>	5 Y	Destroy
0340.01	<p>PUBLIC RELATIONS - PUBLICITY - Copy Sets</p> <p>Superseded or obsolete</p>	1 Y	Destroy
0345	<p>PUBLIC RELATIONS - SPECIAL EVENTS - Master Set</p> <p>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</p>	2 Y	Destroy
0345.01	<p>PUBLIC RELATIONS - SPECIAL EVENTS - Copy Sets</p> <p>Superseded or obsolete</p>	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0350	PUBLIC RELATIONS - VISITS AND TOURS - Master Set Preparations for visits by officials and dignitaries and tours by Cabinet, Government employees and officials, including briefing materials and itineraries. Public Relations - General - 0330 Public Relations - Publicity - 0340 Public Relations - Special Events - 0345	2 Y	Destroy
0350.01	PUBLIC RELATIONS - VISITS AND TOURS - Copy Sets Superseded or obsolete	1 Y	Destroy
0370	REPORTS, STUDIES AND STATISTICS - Master Set Administrative reports produced by or for the department, such as management studies and surveys, reprographics, periodic reports, annual reports. Includes working papers and drafts. Audits - 0640 Information Technology - Word Processing - 0850 Office Services - Photocopying and Printing - 0285 Security - 0400 Studies and Surveys (Personnel) - 1360	5 Y	Destroy
0370.01	REPORTS, STUDIES AND STATISTICS - Copy Sets Superseded or obsolete	1 Y	Destroy
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

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0400.01	SECURITY - Copy Sets		
	Rescinded or replaced by an approved version	1 Y	Destroy
0405	SECURITY – SURVEILLANCE INFORMATION		
	<p>These records contain information related to security monitoring processes that prevent, detect and respond to security threats and vulnerabilities. Security monitoring tracks access to application systems, databases and physical locations by users. Surveillance cameras are used to minimize damage or loss of government assets and personal property as well as monitor the buildings for safety. If a breach occurs, the surveillance information is handled as a security incident.</p> <p>The records may include information related to security assessment, access control logs, access videos, security monitoring and logging.</p> <p>0400 SECURITY – Master Set</p>		
	Superseded or obsolete	0 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.		
	Rescinded or replaced by an approved version	7 Y	Destroy
0415.01	SIGNING AUTHORITIES - Copy Sets		
	Rescinded or replaced by an approved version	1 Y	Destroy
0440	TELECOMMUNICATIONS - GENERAL		
	<p>Administration, installation, maintenance, use and repairs of telecommunications equipment such as facsimile transmission.</p> <p>Renovations - 0590</p> <p>Telecommunications - Telephones - 0445</p>		
		2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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. Renovations - 0590 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. 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 - MasterSet
0505.01	BUILDINGS AND SITES - POLICY AND PROCEDURES - CopySets
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
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. Superseded or obsolete	5 Y	Destroy
0505.01	BUILDINGS AND SITES - POLICY AND PROCEDURES - Copy Sets Rescinded or replaced by an approved version	0 Y	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
0515.01	ACCOMMODATION - LEASING - Copy Sets Expiry of lease	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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 Superseded or obsolete	1 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 Superseded or obsolete	1 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
0530.01	ACQUISITION - Copy Sets Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0540	CONSTRUCTION - Master Set Progress reports and project studies on the construction of offices, warehouses or other capital structures used by the department.	5 Y	Destroy
0540.01	CONSTRUCTION - Copy Sets Superseded or obsolete	1 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 Superseded or obsolete	1 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
0555	DESIGN SPECIFICATION Design specifications, blueprints, standards and entitlements for buildings and sites, including fixtures. Specifications (Equipment) - 1080	2 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0560	<p>FACILITIES - GENERAL</p> <p>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.</p>	2 Y	Destroy
0565	<p>FACILITIES - PARKING</p> <p>Requirement studies, specifications and parking permits relating to the parking of vehicles on Government sites.</p>	2 Y	Destroy
0575	<p>LANDSCAPING</p> <p>Requirement reports, studies and specifications for the landscaping, levelling, farming, reforestation or other alterations to land.</p>	10 Y	Destroy
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. Risk Management and Insurance - 0760 Utilities - 0595</p>	10 Y	Destroy
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. Maintenance, Repair and Damages - 0580 Renovations - 0590</p>	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0590	RENOVATIONS Renovation requirement reports, conduit installations and specifications for office, warehouse or other space.	10 Y	Destroy
0595	UTILITIES Project studies, requirement reports, specifications relating to the installation and maintenance of utilities (gas, water, power). Telecommunications - Telephones - 0445	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 CANCELLED
0626.01	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Copy Sets
0627	ACCOUNTS - PAYABLE - EMPLOYEE - Master Set CANCELLED
0627.01	ACCOUNTS - PAYABLE - EMPLOYEE - Copy Sets
0628	ACCOUNTS - PAYABLE - REGULAR VENDOR - Master Set CANCELLED
0628.01	ACCOUNTS - PAYABLE - REGULAR VENDOR - Copy Sets
0630	ACCOUNTS - REVENUE - Master Set CANCELLED
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 - GENERALLEDGERS
~~0740.02 FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Master Set~~ **CANCELLED**
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
0785 TAX SUMMARY - T4/T4A Statements

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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	Destroy
0605.01	FINANCE - POLICY AND PROCEDURES - Copy Sets Rescinded or replaced by an approved version	0 Y	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	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention		Final Disposition
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	1	Y	Destroy
0626	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Master Set CANCELLED			
	0626 Cancelled See Finance functional schedule 2022/015			
0626.01	ACCOUNTS - PAYABLE - DEPARTMENTAL VENDOR - Copy Sets			
	Fiscal year end (Mar 31)	1	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0627	ACCOUNTS - PAYABLE - EMPLOYEE - Master Set		CANCELLED
	0627 Cancelled See Finance functional schedule 2022/015		
0627.01	ACCOUNTS - PAYABLE - EMPLOYEE - Copy Sets		
	Fiscal year end (Mar 31)	1 Y	Destroy
0628	ACCOUNTS - PAYABLE - REGULAR VENDOR - Master Set		CANCELLED
	0628 Cancelled See Finance functional schedule 2022/015		
0628.01	ACCOUNTS - PAYABLE - REGULAR VENDOR - Copy Sets		
	Fiscal year end (Mar 31)	1 Y	Destroy
0630	ACCOUNTS - REVENUE - Master Set		CANCELLED
	0630 Cancelled See Finance functional schedule 2022/015		
0630.01	ACCOUNTS - REVENUE - Copy Sets		
	Fiscal year end (Mar 31)	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0635	<p>ALLOWANCES</p> <p>General administration of supplementary benefits for employees, such as tuitions, business, living or isolation allowances, conference and membership allowances. Accounts - Payable - Employee - 0627</p>	2 Y	Destroy
0640	<p>AUDITS - Master Set</p> <p>Financial auditing methods, responsibilities, reports, statements, background documentation, recommendations resulting from audits and exit interviews; internal, Finance, and Auditor General audits. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule.</p>	5 Y	Destroy
0640.01	<p>AUDITS - Copy Sets</p>	1 Y	Destroy
0650	<p>BANKING - Master Set</p> <p>Administration of banking methods and establishment of bank accounts; deposits, statements, reconciliation, currency rates and acquisition of currency.</p>	5 Y	Destroy
0650.01	<p>BANKING - Copy Sets</p>	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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.	5 Y	Destroy
0655.01	BUDGETS - GENERAL - Copy Sets	1 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.	10 Y	Destroy
0660.01	BUDGETS - SUBMISSIONS AND APPROVALS - Copy Sets	1 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.	6 Y	Destroy
0680.01	CHEQUE ADMINISTRATION - CopySets	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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
0685.01	CONTRACTS - Copy Sets Expiry of contract and full satisfaction of all conditions		
		1 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		
		1 Y	Destroy
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

Item #	Item Title Description Closure Criteria	Retention		Final Disposition
0705.01	FUNDS - Copy Sets			
	When funds have been dissolved and release obtained	1	Y	Destroy
0715	GRANTS - Master Set			
	Administration of financial assistance projects, such as requests, submissions, approvals, follow-up reports and related documentation. If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule.			
	When all grant requirements are met	7	Y	Destroy
0715.01	GRANTS - Copy Sets			
	When all grant requirements are met	1	Y	Destroy
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			
	Fiscal Year	7	Y	Destroy
0725.01	HOSPITALITY - Copy Sets			
	Fiscal Year	1	Y	Destroy
0735	FINANCIAL REPORTS AND STATISTICS - GENERAL			
	Correspondence relating to reports generation, enquiries, production and distribution. Financial Reports and Statistics - Specific - 0740			
	Fiscal Year	2	Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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 If records relate to the organization's mandate or purpose, ARDA should not be used on these records. Use the appropriate program (operational) Records Schedule.	10 Y	Destroy
0740.02	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Master Set CANCELLED		
	0740.02 Cancelled See Finance functional schedule 2022/015		
0740.02.1	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MONTH END CUMULATIVE / SUMMARY REPORTS - Copy Sets	1 Y	Destroy
0740.03	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Master Set Statistical reports providing trend analysis, forecasting.	5 Y	Destroy
0740.03.1	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - STATISTICAL REPORTS - Copy Sets	1 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.	3 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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
0740.07	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - COMPUTER PROCESSING REPORTS Computer processing reports produced to validate, update, and correct financial information. Rescinded or replaced by an approved version	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. Rescinded or replaced by an approved version	0 Y	Destroy
0740.09	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - REPORTS REQUIRED FOR THE AUDIT PROCESS Release of Public Accounts	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0740.10	FINANCIAL REPORTS AND STATISTICS - SPECIFIC - MANAGEMENT REPORTS Management reports internally produced from the financial system on demand.	0 Y	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	10 Y	Destroy
0760.01	RISK MANAGEMENT AND INSURANCE - Copy Sets	1 Y	Destroy
0780	TAXATION Taxation matters at all Government levels, records pertaining to sales tax, customs, excise tax, tax incentives, tax receipts for gifts and tax exemptions. Personnel - Employee Records - 1110	3 Y	Destroy
0785	TAX SUMMARY - T4/T4A Statements Records resulting from the production and circulation of tax documents required by employees for the purpose of filing individual tax returns. T4 statements are produced for each employee and show the total earnings and tax deductions for a specific calendar year. T4As are produced for each employee who uses the Learning Account. This item includes T4 and T4A statements.	7 Y	Destroy

0800 INFORMATION 0999

0800 INFORMATION - GENERAL

0805 INFORMATION - POLICY AND PROCEDURES - MasterSet

0805.01 INFORMATION - POLICY AND PROCEDURES - CopySets

0815 CORRESPONDENCE AND REPORTS MANAGEMENT - MasterSet

0815.01 CORRESPONDENCE AND REPORTS MANAGEMENT - CopySets

0815.02.1 READING OR CHRONOLOGICAL FILES - Executives

0815.02.2 READING OR CHRONOLOGICAL FILES - CopySets

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 - MasterSet

0850.01 INFORMATION TECHNOLOGY - WORD PROCESSING - CopySets

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 - MasterSet

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
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. Superseded or obsolete	5 Y	Destroy
0805.01	INFORMATION - POLICY AND PROCEDURES - CopySets 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 Superseded or obsolete	5 Y	Destroy
0815.01	CORRESPONDENCE AND REPORTS MANAGEMENT - CopySets Superseded or obsolete	0 Y	Destroy
0815.02.1	READING OR CHRONOLOGICAL FILES - Executives Reading or Chronological Files - Convenience (day, diary) files containing correspondence, usually in chronological order. - Assistant Deputy Minister, equivalent and above. 1 Y	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0815.02.2	READING OR CHRONOLOGICAL FILES - Copy Sets Convenience (day, diary) files containing correspondence, usually in chronological order. Superseded or obsolete	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 = 3 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
0835	INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Master Set Development, consideration or use of internal electronic systems, including feasibility studies, all phases of project methodologies and reference materials on particular hardware and software. Budgets (IT Plans) - 0655 Information Technology - Word Processing - 0850 Planning, Goals and Objectives - 0300	3 Y	Destroy
0835.01	INFORMATION TECHNOLOGY - DEPARTMENTAL SYSTEMS - Copy Sets	1 Y	Destroy
0845	INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Master Set 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. Telecommunications - General - 0440	3 Y	Destroy
0845.01	INFORMATION TECHNOLOGY - COMMUNICATIONS NETWORKS - Copy Sets	1 Y	Destroy
0850	INFORMATION TECHNOLOGY - WORD PROCESSING - Master Set The development and use of word processing systems, including feasibility studies; configuration, implementation and use of equipment.	3 Y	Destroy
0850.01	INFORMATION TECHNOLOGY - WORD PROCESSING - Copy Sets	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0880	<p>FORMS MANAGEMENT - Master Set</p> <p>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</p>	2 Y	Destroy
0880.01	<p>FORMS MANAGEMENT - Copy Sets</p>	0 Y	Destroy
0885	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Master Set</p> <p>Records relating to Freedom of Information and Protection of Privacy (FOIP) issues not found elsewhere in the Information block.</p>	2 Y	Destroy
0885.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - GENERAL - Copy Sets</p>	0 Y	Destroy
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. FOIP - Administration - Freedom of Information - 0887 FOIP - Administration - Protection of Privacy - 0888</p>	5 Y	Destroy
0886.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - GENERAL - Copy Sets</p>	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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 FOIP - Administration - Protection of Privacy - 0888</p>	5 Y	Destroy
0887.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - FREEDOM OF INFORMATION - Copy Sets</p>	0 Y	Destroy
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 breaches, violations and administrative or disciplinary sanctions; data sharing agreements; data matching programs; privacy and personal information management guidelines.</p> <p>FOIP - Administration - General - 0886 FOIP - Administration - Freedom of Information - 0887</p>	5 Y	Destroy
0888.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - ADMINISTRATION - PROTECTION OF PRIVACY - Copy Sets</p>	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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 FOIP - Requests - Correction of Personal Information - 0891 FOIP - Requests - Personal Information - 0892 NOTE: Personal Information Bank</p>	5 Y	Destroy
0890.01	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - GENERAL INFORMATION - Copy Sets</p> <p>Completion of request or issuance of Commissioner's Findings</p>	1 Y	Destroy
0891	<p>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Master Set</p> <p>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.</p> <p>FOIP - Requests - General Information - 0890 FOIP - Requests - Personal Information - 0892 NOTE: Personal Information Bank</p>	5 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0891.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - CORRECTIONS OF PERSONAL INFORMATION - Copy Sets	1 Y	Destroy
	Completion of request or issuance of Commissioner's Findings		
0892	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Master Set		
	<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 FOIP - Requests - Corrections of Personal Information - 0891 NOTE: Personal Information Bank</p>		
	Completion of request or issuance of Commissioner's Findings	5 Y	Destroy
0892.01	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY - REQUESTS - PERSONAL INFORMATION - Copy Sets		
	Completion of request or issuance of Commissioner's Findings	1 Y	Destroy
0900	LIBRARIES - GENERAL - Master Set		
	<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

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0900.01	LIBRARIES - GENERAL - Copy Sets		
	Superseded or obsolete	1 Y	Destroy
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		
	Superseded or obsolete	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		
	Superseded or obsolete	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
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	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 Rescinded or replaced by an approved version	0 Y	Destroy
0975	RECORDS MANAGEMENT - INVENTORIES - Master Set Inventory listing and reports of departmental records holdings, department-wide inventory, including branch/section inventories for records system design or disposal. Records Management - Retention and Disposition Schedules- 0970 Records Management - Projects - 0980 Records Management - Transfer and Disposition - 0985	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
0975.01	RECORDS MANAGEMENT - INVENTORIES - Copy Sets		
	Conversion or completion of disposition	1 Y	Destroy
0980	RECORDS MANAGEMENT - PROJECTS - Master Set		
	<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. Publications and Manuals - Development - 0945 Records Management - Retention and Disposition Schedules- 0970 Records Management - Inventories - 0975</p>		
	Completion or abandonment of project	10 Y	Destroy
0980.01	RECORDS MANAGEMENT - PROJECTS - Copy Sets		
	Completion or abandonment of project	1 Y	Destroy
0985	RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Master Set		
	<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. NOTE: Item Under Review</p>		
		0 P	Review
0985.01	RECORDS MANAGEMENT - TRANSFER AND DISPOSITION - Copy Sets		
	When records transferred to Archives	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
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.	5 Y	Destroy
1005.01	MATERIALS AND EQUIPMENT - POLICY AND PROCEDURES - Copy Sets Rescinded or replaced by an approved version	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 Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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
1025.01	DAMAGE AND LOSS - Copy Sets Rescinded or replaced by an approved version	1 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 Y	Destroy
1045	INVENTORIES Recording, storage and distribution of equipment and supplies, stocktaking and control procedures, and fixed assets inventories. Rescinded or replaced by an approved version	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1050	MAINTENANCE AND REPAIR Maintenance and repair of equipment such as typewriters, photocopiers, and service call reports. Excludes services agreements. Contracts - 0685 Telecommunications - General - 0440 Telecommunications - Telephones - 0445	2 Y	Destroy
1055	PRODUCT AND SERVICE INFORMATION Equipment and supplies catalogues, price lists, standing offer agreement manuals, prospectives, brochures and requests for information (RFI). Rescinded or replaced by an approved version	0 Y	Destroy
1065	REGISTRATION AND LICENSING Registration, licensing and permits required for the operation of equipment such as vehicles. Rescinded or replaced by an approved version	1 Y	Destroy
1070	REQUISITION - Master Set 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. Acquisition - 1015	7 Y	Destroy
1070.01	REQUISITION - Copy Sets Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1050	MAINTENANCE AND REPAIR Maintenance and repair of equipment such as typewriters, photocopiers, and service call reports. Excludes services agreements. Contracts - 0685 Telecommunications - General - 0440 Telecommunications - Telephones - 0445	2 Y	Destroy
1055	PRODUCT AND SERVICE INFORMATION Equipment and supplies catalogues, price lists, standing offer agreement manuals, prospectives, brochures and requests for information (RFI). Rescinded or replaced by an approved version	0 Y	Destroy
1065	REGISTRATION AND LICENSING Registration, licensing and permits required for the operation of equipment such as vehicles. Rescinded or replaced by an approved version	1 Y	Destroy
1070	REQUISITION - Master Set 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. Acquisition - 1015	7 Y	Destroy
1070.01	REQUISITION - Copy Sets Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1080	SPECIFICATIONS - Master Set Equipment specifications standards, blue prints and drawings. Design Specifications - 0555	1 Y	Destroy
1080.01	SPECIFICATIONS - Copy Sets Rescinded or replaced by an approved version	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	10 Y	Destroy
1090.01	TENDERING - Copy Sets Award of contract	1 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 CANCELLED
1110.01	PERSONNEL - EMPLOYEE RECORDS - Copy Sets
1110.02	PERSONNEL - EMPLOYEE LIFE INSURANCE
1115	PERSONNEL - EMPLOYEE RECORDS - SUPPLEMENTAL
1120	PERSONNEL - COMPLAINTS TO LEGISLATED BODIES
1135	ATTENDANCE - GENERAL - Master Set
1135.01	ATTENDANCE - GENERAL - Copy Sets
1140	ATTENDANCE - REPORTING - Master Set
1140.01	ATTENDANCE - REPORTING - Copy Sets
1145	ATTENDANCE - TIMECERTIFICATES
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 CANCELLED
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
1212	EMPLOYEE RELATIONS - GRIEVANCES - HEARINGS CANCELLED
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 CANCELLED
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 CANCELLED~~

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) - Master Set

1335.02.3 REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy) - Copy Sets

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 - MasterSet
1375.01	TRAINING AND DEVELOPMENT - GENERAL - CopySets
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
1400	SOURCE DOCUMENTS

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1100	<p>PERSONNEL - GENERAL</p> <p>Medical boards and general administration of personnel management activities not shown elsewhere in this block. Excludes medical board hearings.</p>	3 Y	Destroy
1105	<p>PERSONNEL - POLICY AND PROCEDURES - Master Set</p> <p>Policy documents covering the hiring, attendance, pay, discipline, training, job related activities, safety of employees and human resources planning.</p> <p>Superseded or obsolete</p>	5 Y	Destroy
1105.01	<p>PERSONNEL - POLICY AND PROCEDURES - Copy Sets</p> <p>Rescinded or replaced by an approved version</p>	0 Y	Destroy
<p>1110 PERSONNEL - EMPLOYEE RECORDS - Master Set Cancelled</p> <p>1110 Cancelled See Human Resource functional schedule 2025/001</p>			
1110.01	<p>PERSONNEL - EMPLOYEE RECORDS - Copy Sets</p> <p>Rescinded or replaced by an approved version</p>	0 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1110.02	PERSONNEL - EMPLOYEE LIFE INSURANCE The original signed insurance forms are required because the wet signatures are required by the insurance company to process claims. These documents are extracted from the hardcopy employee file and added to the collection of original signed life insurance forms which is managed manually in conjunction with the electronic employee files. After termination of employee	1 Y	Destroy
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
1120	PERSONNEL - COMPLAINTS TO LEGISLATED BODIES A current or former employee may lodge a complaint against the department with Alberta Human Rights Commission or the Ombudsman. Employment Standards complaints will also be included in this item. Includes a copy of the official complaint, correspondence, responses and final disposition of the complaint including the withdrawal of the complaint. Once a decision is rendered OR the complaint dismissed	5 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. Rescinded or replaced by an approved version	10 Y	Destroy
1135.01	ATTENDANCE - GENERAL - Copy Sets Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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. Employee attendance reports, including timesheets, are considered payroll information because they provide supporting documentation on the appropriate pay for an employee. Attendance - Time Certificates - 1145 Personnel - Employee Records - 1110		
	Expiry of attendance year	7 Y	Destroy
1140.01	ATTENDANCE - REPORTING - CopySets		
	Expiry of attendance year	6 M	Destroy
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		
	Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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
1180	CLASSIFICATION - POSITION DESCRIPTIONS - Master Set CANCELLED 1180 Cancelled See Human Resources functional schedule 2025/001		
1180.01	CLASSIFICATION - POSITION DESCRIPTIONS - Copy Sets Rescinded or replaced by an approved version	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	2 Y	Destroy
1195.01	EMPLOYEE RELATIONS - GENERAL - Copy Sets Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1200	<p>EMPLOYEE RELATIONS - COLLECTIVE BARGAINING</p> <p>Bargaining and collective agreements, including negotiations, bargaining agent certification, interpretation of terms and conditions of employment, and employees excluded from agreements.</p>	10 Y	Destroy
1205	<p>EMPLOYEE RELATIONS - DISCIPLINE - Master Set</p> <p>Disciplinary methods for misconduct, misuse of Government property, discharges, testimony by witnesses, legal opinions, investigations, analysis reports. Personnel - Employee Records Supplemental - 1115</p>	3 Y	Destroy
1205.01	<p>EMPLOYEE RELATIONS - DISCIPLINE - Copy Sets</p> <p>Superseded or obsolete</p>	1 Y	Destroy
1210	<p>EMPLOYEE RELATIONS - GRIEVANCES - Master Set</p> <p>Methods for handling grievances and complaints of employees, also demotion and suspension. Personnel - Employee Records - Supplemental - 1115</p>	10 Y	Destroy
1210.01	<p>EMPLOYEE RELATIONS - GRIEVANCES - Copy Sets</p> <p>Rescinded or replaced by an approved version</p>	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1212	EMPLOYEE RELATIONS - GRIEVANCES - HEARINGS CANCELLED		
	1212 Cancelled See Human Resources functional schedule 2025/001		
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 Superseded or obsolete	1 Y	Destroy
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 Superseded or obsolete	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1235	EMPLOYMENT AND STAFFING - COMPETITIONS - Master Set		CANCELLED
	1235 Cancelled See Human Resources functional schedule 2025/001		
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
1240.01	EMPLOYMENT AND STAFFING - PROGRAMS - Copy Sets		
	Superseded or obsolete	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		
	Rescinded or replaced by an approved version	10 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1260.01	HUMAN RESOURCES PLANNING - GENERAL - Copy Sets		
	Rescinded or replaced by an approved version	1 Y	Destroy
1265	HUMAN RESOURCES PLANNING - CAREER PLANNING - Master Set CANCELLED		
	1265 Cancelled See Human Resources functional schedule 2025/001		
1265.01	HUMAN RESOURCES PLANNING - CAREER PLANNING - Copy Sets		
	Superseded or obsolete	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
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		
	Rescinded or replaced by an approved version	3 Y	Destroy
1285.01	OCCUPATIONAL HEALTH AND SAFETY - GENERAL - Copy Sets		
	Rescinded or replaced by an approved version	1 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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		
	Rescinded or replaced by an approved version	10 Y	Destroy
1290.01	OCCUPATIONAL HEALTH AND SAFETY - HAZARDS - Copy Sets		
	Rescinded or replaced by an approved version	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.		
	Rescinded or replaced by an approved version	3 Y	Destroy
1295.01	OCCUPATIONAL HEALTH AND SAFETY - PROGRAMS - Copy Sets		
	Rescinded or replaced by an approved version	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

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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). Rescinded or replaced by an approved version	3 Y	Destroy
1310.01	PAY AND BENEFITS - PENSION - Copy Sets Rescinded or replaced by an approved version	1 Y	Destroy
1325	REPORTS AND STATISTICS - GENERAL Correspondence relating to reports generation, enquiries, production and distribution. Excludes actual reports.	2 Y	Destroy
1330.01	REPORTS AND STATISTICS - ABSENCE REPORTING - Leave Entitlements Summary Annual summary of employee leave entitlements. *Placed on individual employee files annually. Placed on individual employee file	0 Y	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

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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) - Master Set 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
1335.02.3	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy) - Copy Sets 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

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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) - Master Set 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
1335.02.3	REPORTS AND STATISTICS - PAYROLL ADMINISTRATION - MONTHLY PAYROLL REGISTERS - Non-Salary Payroll Register (hardcopy) - Copy Sets 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

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
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. Rescinded or replaced by an approved version	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. Rescinded or replaced by an approved version	1 M	Destroy
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 REPORTS Cheque Distribution reports generated to facilitate verification and handing out of cheques. NOTE: See Appendix C for sub item details. Rescinded or replaced by an approved version	1 M	Destroy
1340	REPORTS AND STATISTICS - PENSIONS Reports relating to additional pension contributions, deductions, advances and employee status. Personnel - Employee Records - 1100 Rescinded or replaced by an approved version	1 M	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1345	<p>REPORTS AND STATISTICS - PERSONNEL MANAGEMENT</p> <p>Management information system reports relating to personnel activities.</p> <ul style="list-style-type: none"> - 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
1350	<p>REPORTS AND STATISTICS - POSITION REPORTING</p> <p>Reports providing manpower statistics and costs by position number or input code, vacancy reports and summaries.</p>	1 Y	Destroy
1360	<p>STUDIES AND SURVEYS - Master Set</p> <p>Background information and correspondence relating to personnel management studies, and surveys such as personnel management evaluation and information systems.</p>	5 Y	Destroy
1360.01	<p>STUDIES AND SURVEYS - Copy Sets</p> <p>Superseded or obsolete</p>	1 Y	Destroy
1375	<p>TRAINING AND DEVELOPMENT - GENERAL - Master Set</p> <p>General administration of training functions and activities such as the overall programming and scheduling of training and development plans.</p>	3 Y	Destroy

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1375.01	TRAINING AND DEVELOPMENT - GENERAL - Copy Sets		
	Superseded or obsolete	1 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
1380.01	TRAINING AND DEVELOPMENT - DEPARTMENTAL - Copy Sets		
	Superseded or obsolete	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		
	Superseded or obsolete	1 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

1400 SOURCE DOCUMENTS

1400 SOURCE DOCUMENTS

Item #	Item Title Description Closure Criteria	Retention	Final Disposition
1400	<p data-bbox="318 212 639 239">SOURCE DOCUMENTS</p> <p data-bbox="318 268 1471 401">Includes the source documents that have been successfully captured: - electronically by scanning or imaging into an electronic records management repository, and/or - scanned and stored on microfilm, microfiche or aperture cards (microform).</p> <p data-bbox="318 436 1511 835">The process used to scan, image and microfilm source records comply with an applicable standard as determined through a business risk assessment. Adherence to a standard is determined by the level of risk associated with the records series being scanned. The application of a specific standard (no standard, GoA Standard and or/ CAN/CGSB-72.11-93) is implemented prior to commencement of scanning activities. A pre-determined ratio of scanned/imaged documents will be verified against the original source documents as part of the required quality assurance procedures under the selected standard, to ensure that the image quality and scanning process are correct. The verified electronic or microform image is designated the master version and the original source document constitutes a copy. All processes, including creation, capture, receipt, identification, management and protection of records through their life cycle have been documented in a procedures manual as required by the selected standard.</p> <p data-bbox="318 871 1500 968">If applicable, the requirements under the Canadian e-evidence standard CAN/CGSB-72.11-93 have been implemented to ensure the legal admissibility of records in court.</p> <p data-bbox="318 1003 1146 1037">This item applies to source records for all items in this schedule.</p>	30 D	Destroy

APPENDIX A

Deleted

APPENDIX B

740 – REPORTS AND STATISTICS – FINANCIAL

NOTE: This appendix has not been updated to reflect reports from the IMAGIS Financial System. It is only applicable to reports from the DFS/CFS systems 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 Alberta Finance. New reports will be inserted under Part 1 (Active) whenever ARDA 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 SRO 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	.08	Destroy when superseded or obsolete
AP-4220	Update Report – System Balancing Summary	.08	Destroy when superseded or obsolete
AP-8801	Vendor Purged Report	.08	Destroy when superseded or obsolete
CFSD1016	Returned Cheques by Department	.09	Destroy after Public Accounts are released
CFSD2140	AFF Account/Centre Records	.09	Destroy after Public Accounts are released
CFSD3090	DFS Rejects Report	.09	Destroy after Public Accounts are released
CFSD3115	Cancelled Invoices Report	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
CFSD3121	Extract Invoices Summary Report	.08	Destroy when superseded or obsolete
CFSD3140	Invoice Review Rejects Report	.09	Destroy when superseded or obsolete
CFSD3150	Invoice Batch Rejects Report	.09	Destroy after Public Accounts are released
CFSD3160	Invoice Accepted Transaction Report, signed by Accounting Officer	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Invoice Accepted Transaction Report, unsigned	.09	Destroy after Public Accounts are released
CFSD3240	Purchase Order Review Rejects Report	.09	Destroy after Public Accounts are released
CFSD3250	Purchase Order Batch Reject Report	.09	Destroy after Public Accounts are released
CFSD3260	Purchase Order Accepted Transaction Report	.09	Destroy after Public Accounts are released
CFSD3340	Requisition Review Rejects Report	.09	Destroy after Public Accounts are released
CFSD3350	Requisition Batch Reject Report	.09	Destroy after Public Accounts are released
CFSD3360	Requisition Accepted Transactions Report	.09	Destroy after Public Accounts are released
CFSD3421	Extract Adjustments Summary Report	.08	Destroy when superseded or obsolete
CFSD3440	Adjustment Review Rejects Report	.08	Destroy when superseded or obsolete
CFSD3450	Adjustment Batch Rejects Report	.09	Destroy after Public Accounts are released
CFSD3460	Adjustment Accepted Transaction Report, signed by Accounting Officer	.02	7 fiscal years, destroy 1 fiscal year (copy) destroy
"	Adjustment Accepted Transaction Report, unsigned	.09	Destroy after Public Accounts are released
CFSD3811	Notice of Delay Log	.07	1 month after superseded or obsolete, destroy
CFSD3990	DFS Control Total	.09	Destroy after Public Accounts are released
CFSD5051	G/L Maintenance Reject Transaction Report	.07	1 month after superseded or obsolete, destroy
CFSD5052	DFS Accepted Maintenance Transaction Report	.09	Destroy after Public Accounts are released

Report Number	Report Name	Subitem	Retention
CFSD6140	Rejected Transactions Reports	.07	1 month after superseded or obsolete, destroy
CFSD6144	Department Vendor Report	.09	Destroy after Public Accounts are released
CFSM2019	AFF Rebuild – Available Funds Alert Report	.08	Destroy when superseded or obsolete
CFSM4910	Holdback Account Transaction Report	.08	Destroy when superseded or obsolete
CFSM9030	Hosting Report	.06	1 fiscal year, destroy
CFSM9040	Interest Report	.06	1 fiscal year, destroy
CFSW0010	Departmental Financial System Terminal Listing	.08	Destroy when superseded or obsolete
CFSW0050	Departmental Financial System Operator Restriction Listing	.08	Destroy when superseded or obsolete
CFSW0080	DFS Online Systems Security File Report	.08	Destroy when superseded or obsolete
CFSW2031	Unexpended Budget Report	.08	Destroy when superseded or obsolete
CFSW6036	Regular Vendor File Changes	.08	Destroy when superseded or obsolete
CFSW6037	Departmental Vendor File Changes	.08	Destroy when superseded or obsolete
CFSW6038	Employee Vendor File Changes	.08	Destroy when superseded or obsolete
CFSW6210	Debit Balance Vendor Report	.08	Destroy when superseded or obsolete
CFSW6290	Cumulative Item Purged Report, Quarterly	.02	7 fiscal years, destroy
"	Cumulative Item Purged Report, all others	.09	1 fiscal year (copy), destroy Destroy after Public Accounts are released
CFSW7111	List of Suspense Account Transactions	.09	Destroy after Public Accounts are released
CFSW7113	Payroll Interface Control Totals	.09	Destroy after Public Accounts are released
CFSW7310	Salary Charge Distribution	.09	Destroy after Public Accounts are released
CFSW7410	Wage Charge Distribution	.09	Destroy after Public Accounts are released
CFSY5092	Budget Structure – Synchronization Report, Preliminary Synchronization (Additions, Changes)	.08	Destroy when superseded or obsolete
CFSY5093	Budget Structure – Final Synchronization (Additions, Changes, Deletions)	.08	Destroy when superseded or obsolete
CFSY5100	Budget Structure for DFS List of De-activated – G3 – Account/Centre Combinations	.06	1 fiscal year, destroy
DFSD1010	Cheque Register by Department	.09	Destroy after Public Accounts are released
DFSD3610	CRR Transaction Report	.09	Destroy after Public Accounts are released
DFSD3620	Interface Input Transactions Report, signed by Accounting Officer	.02	7 fiscal years, destroy, 1 fiscal year (copy), destroy
"	Interface Input Transactions Report, unsigned	.09	Destroy after Public Accounts are released
DFSD3690	DFS Interface Control Totals	.09	Destroy after Public Accounts are released
DFSD3991	Daily G/L Input Reconciliation Report	.08	Destroy when superseded or obsolete
DFSM2013	Outstanding Commitment/Encumbrance Details	.08	Destroy when superseded or obsolete
DFSM2014	Outstanding Commitment/Encumbrance Details	.08	Destroy when superseded or obsolete
DFSM3033	Request/Billing Report	.08	Destroy when superseded or obsolete
DFSM3034	Monthly Billing Report	.08	Destroy when superseded or obsolete
DFSM4012	Fixed Asset Expenditures by Centre	.08	Destroy when superseded or obsolete
DFSM4012S	Fixed Assets – Summary Totals	.08	Destroy when superseded or obsolete

Report Number	Report Name	Subitem	Retention
DFSM4021	Expenditure/Budget Comparison by Centre	.06	1 fiscal year, destroy
DFSM4021S	Expenditure/Budget Comparison by Centre Summary	.08	Destroy when superseded or obsolete
DFSM4022	Expenditure/Budget Comparison by Account	.08	Destroy when superseded or obsolete
DFSM4022S	Expenditure/Budget by Account – Summary	.08	Destroy when superseded or obsolete
DFSM4023	Expenditure/Budget Comparison by Organization	.08	Destroy when superseded or obsolete
DFSM4023S	Expenditure/Budget Comparison by Organization – Summary	.08	Destroy when superseded or obsolete
DFSM4031	Expenditure/Budget Comparison by Centre – Account Payable Period	.09	Destroy after Public Accounts are released
DFSM4031S	Expenditure/Budget Comparison by Centre – Summary – Accounts Payable Period	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
DFSM4032	Expenditure/Budget Comparison by Account – Summary – Accounts Payable Period	.08	Destroy when superseded or obsolete
DFSM4033	Expenditure/Budget Comparison by Organization – Accounts Payable Period	.08	Destroy when superseded or obsolete
DFSM4033S	Expenditure/Budget Comparison by Organization – Summary – Accounts Payable Period	.08	Destroy when superseded or obsolete
DFSM6029	Department Vendors by Vendor Number	.08	Destroy when superseded or obsolete
DFSM6030	Departmental Vendors by Vendor Name	.08	Destroy when superseded or obsolete
DFSM9160	Cumulative Employee Expenses	.07	1 month after superseded or obsolete, destroy
DFSQ6032	Employee Vendors in Name Sequence	.08	Destroy when superseded or obsolete
DFSQ6034	Regular Vendors in Name Sequence	.08	Destroy when superseded or obsolete
DFSW2030	Mandatory Budget Control Report	.08	Destroy when superseded or obsolete
DFSW3992	DFS Weekly G/L Input Reconciliation Report	.08	Destroy when superseded or obsolete
DFSW4010	Expenditure Distribution by Centre	.09	Destroy after Public Accounts are released
DFSW4010S	Expenditure Distribution by Centre Summary Totals	.07	1 month after superseded or obsolete, destroy
DFSW4013	Expenditure Distribution by Organization	.08	Destroy when superseded or obsolete
DFSW4013S	Expenditure Distribution by Organization	.08	Destroy when superseded or obsolete
DFSW4090	DFS General Ledger Trial Balance, yearly final summary	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	DFS General Ledger Trial Balance, all others	.09	Destroy after Public Accounts are released
DFSW4090S	DFS General Ledger Trial Balance – Summary	.09	Destroy after Public Accounts are released
DFSX3030	Report Requests by Ledger	.08	Destroy when superseded or obsolete
DFSX3031	Report Requests on File by Report Number	.08	Destroy when superseded or obsolete
DFSX3032	Report – Request Processing Report	.08	Destroy when superseded or obsolete
DFSX5010	Listing of Accounts	.08	Destroy when superseded or obsolete
DFSX5030	G/L Account/Centre Listing	.08	Destroy when superseded or obsolete
DFSX5031	G/L Centre/Account Listing	.08	Destroy when superseded or obsolete
DFSX5032	G/L Centre/Account Listing by Centre	.08	Destroy when superseded or obsolete
DFSX5033	Listing of Accounts	.08	Destroy when superseded or obsolete
DFSX5034	Listing of Centres and Report Description	.08	Destroy when superseded or obsolete
DFSY9175	Purge of GL Closed Years Segment – GMP21	.01	10 fiscal years, destroy
FICS 10151	Master File Maintenance	.08	Destroy when superseded or obsolete
FICS 10362	Transaction Alert	.08	Destroy when superseded or obsolete
FICS 10363	Centre Alert	.08	Destroy when superseded or obsolete

Report Number	Report Name	Subitem	Retention
FICS 10422	CCF Alpha Description Maintenance Listing	.08	Destroy when superseded or obsolete
FICS 10423	Master Control File Maintenance Listing	.08	Destroy when superseded or obsolete
FICS 11500	Batch Proof List	.08	Destroy when superseded or obsolete
FICS 20317	DFS Ledger Trial Balance	.08	Destroy when superseded or obsolete
GAAP1924	Schedule of Accountable Advances	.08	Destroy when superseded or obsolete
GAAP1926	Notice of Indebtedness	.08	Destroy when superseded or obsolete
GAAP1930	Accountable Advances – Travel Claim Activity	.08	Destroy when superseded or obsolete
MUMS3500	Adjustment Report	.05	2 fiscal years, destroy
MUMS3507	Monthly F.T.E. Utilization	.05	2 fiscal years, destroy
MUMS3508	Cumulative F.T.E. Utilization	.05	2 fiscal years, destroy
MUMS3509	Summary of F.T.E. Utilization	.05	2 fiscal years, destroy
MUMS3518	Year-End Utilization	.03	M – 5 fiscal years, destroy C – 2 years, destroy
RICS101	List of RICS Accounts	.08	Destroy when superseded or obsolete
RICS102	RICS – List of Centres by Department, Sub-Dept.	.08	Destroy when superseded or obsolete
RICS103	RICS – List of RICS Centres and Accounts	.08	Destroy when superseded or obsolete
RICS110	Account Activity Report, yearly final summary	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Account Activity Report, all others	.09	Destroy after Public Accounts are released
RICS120	Centre Activity Report, yearly final summary	.02	7 fiscal years, destroy 1 fiscal year (copy), destroy
"	Centre Activity Report, all others	.09	Destroy after Public Accounts are released
RICS121	Centre Activity Summary	.09	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	.08	Destroy when superseded or obsolete
AP-7009	Debit Balance Vendor Report	.08	Destroy when superseded or obsolete
CFSD3422	Extract Adjustments Grant Totals	.08	Destroy when superseded or obsolete
CFSD9220	Hosting	.07	1 month after superseded or obsolete, destroy
CFSD9230	Travel	.07	1 month after superseded or obsolete, destroy
CFSM2031	Prior Year Mandatory Budget Control	.08	Destroy when superseded or obsolete
CFSM2033	Prior Year Credits	.08	Destroy when superseded or obsolete
CFSM2060	Advertising	.06	1 fiscal year, destroy
CFSW4091	DFS Cumulative General Ledger Trial Balance	.08	Destroy when superseded or obsolete
DFSM9140	Ledger Services	.06	1 fiscal year, destroy
DFSQ6032	Employee Vendors Reference Listing (Name Change)	.08	Destroy when superseded or obsolete
DFSQ6034	Regular Vendor Reference Listing (Name Change)	.08	Destroy when superseded or obsolete
DFSW2020	Centre Listing of Available Funds File	.08	Destroy when superseded or obsolete

APPENDIX C – PART 1 (ACTIVE)

REPORTS AND STATISTICS – PERSONNEL

NOTE: 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	1335.02	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	1335.08	1 month after superseded or obsolete, destroy
AGP1003	LTDI Cheque Register	1335.08	1 month after superseded or obsolete, destroy
AGP1006	Bank Rejects Report	1335.07	2 years, destroy
AGP1012	Status of Processing – Salary System	1335.07	2 years, destroy
AGP1013	Notice of Return – Salary System	1335.07	2 years, destroy
AGP1097	Tax Exemption Report	1335.07	2 years, destroy
AGP1100	Salary Expenditure Estimates	1335.05	1 month after superseded or obsolete, destroy
AGP1121	Departmental Vacancy Register	1335.05	1 month after superseded or obsolete, destroy
AGP1221	Anniversary Report	1335.05	1 month after superseded or obsolete, destroy
AGP1223	Salary Positions by Class	1335.05	1 month after superseded or obsolete, destroy
AGP1245	Position and Appointment Expires	1335.05	1 month after superseded or obsolete, destroy
AGP1270	Group Life Insurance – Ineligible Deductions	1335.03	1 year, destroy
AGP1280	Position Status Report	1335.05	1 month after superseded or obsolete, destroy
AGP1506	Rent Reductions Report	1335.04	1 year, destroy
AGP1508	Room, Board and Laundry Deductions Report	1335.04	1 year, destroy
AGP1517	Assignment Deductions	1335.08	1 month after superseded or obsolete, destroy
AGP1532	Bondholders with Exceptional Balances Report	1335.03	1 year, destroy
AGP1539	Blue Cross Differences	1335.03	1 year, destroy
AGP1580	Group Insurance Zero Premiums	1335.03	1 year, destroy
AGP1605	Salary Summary of Error Messages	1335.07	2 years, destroy

Report Number	Report Name	Item and Subitem	Retention
AGP1635	Summary of Overtime Payments Exceeding 20% of Earnings	1335.07	2 years, destroy
AGP1637	Acting Pay Report	1335.07	2 years, destroy
AGP1649	Zero Sin/Class Number Report	1335.05	1 month after superseded or obsolete, destroy
AGP1670	Monthly Transaction Report	1335.07	2 years, destroy
AGP1695	Centre/Account Code Validation	1335.07	2 years, destroy
AGP1720	Assigned Employee Number – Salary System	1335.07	2 years, destroy
AGP1743	Salary Employee Status Report	1335.05	1 month after superseded or obsolete, destroy
AGP1744	Salary Employee Status Report	1335.05	1 month after superseded or obsolete, destroy
AGP1800	Non-Salary Payroll Register	1335.02	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	1335.07	2 years, destroy
AGP1815	Document Processing Report	1335.07	2 years, destroy
AGP1820	Late Payment of Wage Time Certificates Report	1335.05	1 month after superseded or obsolete, destroy
AGP1822	Wage Charge File – Centre Code Validation	1335.07	2 years, destroy
AGP1824	Number and Classification of Wage Employees Report	1335.05	1 month after superseded or obsolete, destroy
AGP1825	Status of Processing – Wage System	1335.07	2 years, destroy
AGP1826	Notice of Return – Wage System	1335.07	2 years, destroy
AGP1827	Daily Garnishee Report – Wage System	1335.07	2 years, destroy
AGP1830	Wage Room, Board and Laundry Deductions Report	1335.04	1 year, destroy
AGP1832	Wage Rent Deductions Report	1335.04	1 year, destroy
AGP1833	Wage Assignment Deductions	1335.08	1 month after superseded or obsolete, destroy
AGP1835	Wage Summary of Error Messages	1335.07	2 years, destroy
AGP1865	Retroactive Pay Rate Information Change Report – Wages	1335.07	2 years, destroy
AGP1866	Retroactive Amounts to be Paid – Wage System	1335.07	2 years, destroy
AGP1897	Wage Employee Exemption	1335.07	2 years, destroy
AGP1950	Salary Payroll History	1335.01	1 year in department, Records Centre for 69 years, destroy
AGP1951	Wage Payroll History	1335.01	1 year in Department, Records Centre for 69 years, destroy
AGP1952	Equipment Rental/Truck Haul Histories	1335.01	1 year in Department, Records Centre for 69 years, destroy
AGP1978	Cumulative LDI Deductions	1335.03	1 year, destroy
AGP2505	AHC Rejected Transaction Details	1335.07	2 years, destroy
AGP2510	AHC Difference Listing	1335.07	2 years, destroy
AGP2515	Pre-Payment Reconciliation	1335.07	2 years, destroy
AGP2516	Pre-Payment Alert Report	1335.07	2 years, destroy
AGP2517	Pre-Payment Rate Change Alert Report	1335.07	2 years, destroy

Report Number	Report Name	Item and Subitem	Retention
GATA0003-1	Monthly Taxable Payments – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0003-2	Monthly Totals by Ledger – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0003-3	Monthly Warnings by Ledger – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-1	Tax Adjustments – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-2	Accepted Transaction – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-3	Rejected Transaction – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-4	YTD Taxable Payments – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-5	YTD Totals by Ledger – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0004-6	YTD Warnings by Ledger – T4A/T4A-NR System	1335.06	1 month after superseded or obsolete, destroy
GATA0015-1	Transaction Details Report	1335.01	1 year in department, Records Centre for 69 years, destroy
GATA0016-2	Transaction Details Report	1335.01	1 year in department, Records Centre for 69 years, destroy

APPENDIX C – PART 2 (INACTIVE)

REPORTS AND STATISTICS – PERSONNEL

Report Number	Report Name	Item and Subitem	Retention
DPC 625	Anniversary Report	1335.05	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