



**CLASSIFICATION PLAN AND RETENTION SCHEDULES
FOR
ADMINISTRATIVE RECORDS**

**Prince Edward Island
Public Archives and Records Office**

(Approved Revision October 2016)

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INTRODUCTION

The **Classification Plan and Retention Schedule (CPRS)** is a standard to fit record keeping requirements for both government departments and other public bodies such as agencies, board and commissions, which fall under the mandate of the **Archives & Records Act**. This Classification Plan and Retention Schedule (or CPRS) is the official classification plan and retention schedule for the administrative records of the Prince Edward Island government.

Administrative or housekeeping records are those which relate to budget, personnel, supply and similar administrative or facilitative operations common to all departments, and thus distinguished from an operational record which relates to a department's specific function. Operational records will be scheduled separately for each department and agency.

The plan serves two purposes. It provides a framework for the organization of all administrative records, and supplies approved retention schedules for those records. All provincial departments and agencies are encouraged to use the plan.

Departments and agencies with a classification plan already in place may choose to use only the retention schedules from the plan. In this case, particular attention should be paid to section 2.5 of this preliminary material, "Using Retention Schedules", for special instructions.

Any questions regarding the plan and its use should be directed to the Government RIM Coordinator.

1. ORGANIZATION

1.1 General

The File Classification Plan and Retention Schedule consists of three sections:

- the administrative subject classification plan and retention schedules
- an alphabetical index to primary subject headings and common synonyms
- appendices

1.2 Numerical Arrangement

The Subject Classification Plan uses a block numeric system in which blocks of primary numbers are allotted for each main subject group heading. Primary numbers begin with the primary number 100 and end with 1999.

Numerical Arrangement (cont'd)

The plan is divided into seven main groups:

Administration	100-499
Facilities Management	500-699
Finance	700-999
Human Resources	1000-1399
Materials Management	1400-1599
Information Management & Technology	1600-1899 (under development)
Year 2000 Program	1900-1999

1.3 Primary Numbers and Primary Subjects

At the beginning of each of the five main groups is a list of primary numbers and subjects. Gaps have been left between primary numbers for expansion purposes. As departments and agencies put the plan to use they may find it necessary to create primaries to accommodate new subjects. Where it is necessary to create a new primary, the Provincial Records Manager must be contacted.

1.4. General Arrangement of Subjects

Primary subjects are arranged in alphabetical order within each of the seven categories. This alphabetical arrangement allows for more efficient filing and retrieval of information. An exception to this rule is that the first primary number is always assigned to the "General" series.

1.5 Scope Notes

Each primary subject in the plan has been briefly described in a "scope note" which indicates the types of records which should be filed under that primary. Cross references, explanatory notes and "see" references are also included here. It is very important to thoroughly examine the scope note of the primary when classifying a file.

1.6 File Listings

a. Secondary and Tertiary Subjects and Numbers

Under each primary number and primary subject a secondary number and subject follow. Both primary and secondary numbers are needed to constitute a complete file number.

Tertiary numbers can be used when greater detail is needed. When four or five subdivisions have been added at the tertiary level, a new secondary heading should be developed.

b. Codes

Codes may be used in conjunction with primary and secondary numbers. Codes are symbols which abbreviate the proper names of locations, organizations, etc. Their use speeds up the classification, filing and retrieval of records.

Codes are normally suffixes used with primary and secondary numbers. For example:

- 120 - Associations, Clubs, Societies
- 120 - 20/A1 Association of Records Managers and Administrators
- 20/A2 Atlantic Wholesalers Association
- 20/B1 Better Business Bureau
- 20/C1 Canadian Red Cross Society

When there is a requirement to establish codes for the provinces of Canada, an alpha code may be allotted. Since this arrangement could appear in a number of places throughout the system, a specific province would then always be coded consistently and the code remembered. The codes are as follows:

- NF Newfoundland
- PE Prince Edward Island
- NS Nova Scotia
- NB New Brunswick
- PQ Quebec
- ON Ontario
- MB Manitoba
- SK Saskatchewan
- AB Alberta
- BC British Columbia
- YT Yukon
- NT Northwest Territories

1.6 c. How to Use Common Secondaries

Approved March 2013
Revised Oct. 2015

These common secondaries can be used in both the Administrative and Operational File Classification Plan and Retention Schedules for all departments as long as the retention periods are long enough to meet the operational requirements of the organization.

The Common Secondaries provide departments with the option to group records together by function rather than by restricting records to either the administrative plan or the operational plan. This allows for records such as committees or planning to be stored in the operational plan under the specific function to which they relate. For example, RIM committees and plans would be listed under RIM program.

Some operational records however, may need to be kept longer than the retention periods shown in the common schedule. For example: a specific department report may need to be kept longer due to the nature of the material it contains and due to the requirements for carrying out its main task. In this instance, the department must create a retention schedule to meet its operational needs.

No.	Term	Definition
-00	Policy, Standards & Guidelines	Used for reference copies and the maintenance of departmental policies, standards, and procedures. Includes procedures, guidelines, directives, notice, circulars and bulletins.
-01	General	Used for information relating to the primary as a whole or for information which cannot be classified in a specific secondary.
-02-19	Subject (Reference) Files	<p>Contains reference information about specific subjects related to the primary. For instance an office might create a subject file on office equipment, containing supplier catalogues and pamphlets.</p> <p>The purpose of the subject files is to bring together information about the function of the primary. They might contain copies of records from another part of the department to be used for informational use but not form part of a documented activity or transaction created by your office or section.</p> <p>This material supports activities which are captured in the case files and are not part of the record. Subject files usually contain information about a departmental activity or policy, copies of government documents and records material outside of government but not usually the official record. Master Records belong in the Case Files.</p>
20-99	Case Files	Case Files are used to classify records that are about a specific, time-limited entity, such as an event, project, program, business action, transaction, product, organization, or individual. Case Files provide evidence of a transaction, status, right or obligation. For instance, information about the purchase of office equipment, such as order forms, purchase orders, or cheque requisitions, belong in a case file.
-AC	Acts & Legislation Development	Used for records relating to acts and legislation. Departments are responsible for maintaining original documents pertaining to any provincial legislation administered by, or affecting the department. Any copies of federal legislation may be disposed of when no longer required by a department.

No.	Term	Definition
-AG	Agreements & Contracts Management	<p>Used for agreements, contracts, memoranda of understanding (MOU), service level agreements, and any other instrument which binds a department into an arrangement and/or partnership with another party. These files document the preparation, development, amendment, and negotiation of these agreements and contracts which may be made with other governments (federal, provincial, territorial, municipal, foreign, etc.) agencies, corporations, businesses, and other organizations.</p> <p>Examples: Files may include financial contracts, service contracts and agreements, federal/provincial agreements, treaties, international agreements, meeting minutes, meeting agendas, drafts, charters, accords, proposals, signed agreements, and signed contracts.</p> <p>*The Statute of Limitations requires that certain proceedings, including lawsuits, must be instituted within a certain number of years from the expiration of a contract/agreement. Therefore, many contractual records need to be retained for a minimum of six years after the contract/agreement has expired.</p>
-AS	Associations & Conferences	<p>Used for records relating to associations, clubs, federations, foundations, leagues, societies and other organizations. Includes information about conferences, symposiums and other similar activities. Examples: proceedings, membership information, inquiries.</p>
-CO	Committees	<p>Documents the planning, development, and management of committees, boards, commissions, councils, panels, subcommittees, task forces, and working groups, whether internal, interdepartmental, and/or intergovernmental, in relation to specific strategies, initiatives, and collaborations.</p> <p>Examples: Committee agendas and minutes, meeting notices, task force meeting minutes and documentation, reports presented to advisory groups, federal/provincial/territorial meeting notices and documentation, terms of reference, panel discussion notes, board minutes, and constitutions.</p> <p>The lead Department chairing the committee should take responsibility for retaining the records of the committee.</p>
-PL	Planning	<p>Used for records related to program planning, coordination and direction of a department or agency, including the development and execution of plans in relations to program goals and objectives.</p>
-RP	Reports	<p>Results of research or an account of past or projected organizational activity; may include statements of the organizations' plans, opinions, resources, etc.</p>

	Common Secondaries	OPR			Non-OPR		
		A	SA	FD	A	SA	FD
-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
-01	General	Cy+1y	0y	D	Cy+1y	0y	D
02-19	Subject Files	S/O	0y	D	S/O	0y	D
-AC	Acts & Legislation Development	AP*	5y	SR	AP*	0y	D
-AG	Agreements & Contracts Management	AP**+1y	6y	SR	AP**+1y	0y	D
-AS	Associations & Conferences	AP*	2y	SR	AP*	0y	D
-CO	Committees	AP*	4y	SR	AP*	0y	D
-PL	Planning	AP**+1y	2y	SR	AP*	0y	D
-RP	Reports	Cy+1y	4y	SR	Cy+1y	2y	D

AP for policy means active as long as policy, standard, or guideline is in effect.

AP* means active as long as administratively useful.

AP** means active until agreement/contract expires or term fulfilled

1.7. Retention and Disposition Schedules

Retention schedule information for administrative records is found opposite the primary and secondary subjects. Retention periods are assigned for the branch/division/office which is the official custodian of the record.

The department maintains the official or master record in order to satisfy long-term operational, financial, legal, audit, and other requirements. All other offices holding duplicate copies of administrative records may maintain their copies for a shorter retention period. The retention period will depend on the administrative need within the office.

The original format of the CPRS addressed only line departments that processed their financial records through Provincial Treasury, therefore some of the retention periods are very short. Provincial Treasury holds the official records and their Operational retention schedules would require them to keep their copy of the records much longer. As the CRPS is revised, it will show both retention rules for OPR and NON-OPR. This way departments will be able to see who keeps what records and for how long. Section 3 - Finance has been revised to the new format of showing Office of Primary Responsibility (OPR) and Non-Office or Responsibility (non-OPR) retention schedules. Each office/ department/agency will need to evaluate the record retention schedule and apply the retention rules that suits their individual set up. As more sections of the CPRS are revised, additional retention rules will be distributed to all departments.

The key located at the bottom of each page of the plan explains the abbreviations used in the retention and disposition section.

a. Active Records

The column labelled "**A**" refers to **Active records**. Active records are those referred to and required constantly by a department or agency in the conduct of its business. They are retained in the active office equipment and space of the user. The following is a rule of thumb to consider when defining an active record: if retrieval/reference is more frequent than one reference per linear foot (30 cm) per month, the records are considered to be active.

Retention periods for active records are found under the column labelled **A**, and include the following:

AP or Active Period: is used when the active period of the records is limited to a particular period of time. For example, it is used with employee files (AP is until an employee retires or separates) or with project files (AP is until project is completed). In all cases, the active period is explained in a note which follows an asterisk. **Please note: the retention periods for all policy files (secondary number -00) are designated AP.** In this case the active period refers to the length of time the policy is in effect - that is, until it becomes obsolete or is replaced.

Cy or current year. In all cases this refers to the calendar year, January to December.

Fy or fiscal year (April 1 - March 31) and is used in the Finance and Materials Management sections of the plan.

b. Semi-Active Records

SA or Semi-Active refers to records which are not required constantly for current use and which need not be maintained in the office space, storage areas or equipment of the user. These records still have value for the administrative and operational functions of the department or agency, but should be stored in inexpensive, off-site storage at the Provincial Records Centre until no longer needed. Retrieval and reference access to semi-active records is normally less than one reference per one linear foot (30 cm) per month.

The retention periods for semi-active records are found under **SA**, and are represented by a number followed by a "y" for year. The retention periods range from 0y (zero years) to 6y (six years). This refers to the number of years the record will be housed at the Records Centre.

c. Inactive Records

Inactive Records are those which are no longer of immediate value to a department or agency. They are not required for the administrative functions for which they were created, or they are referred to so rarely by the department or agency that they may be transferred to the PEI Public Archives. When records reach the inactive stage they are ready for disposition. The **Final Disposition** for each record is indicated under the column labelled **FD**.

D or Destruction - Final disposition of administrative records is undertaken in one of two ways. Records no longer having any value are disposed of through **Destruction** by means of burning, shredding, or recycling. Departments and agencies normally release these records to the custody of the Department of Transportation and Public Works, which makes appropriate arrangements for records destruction.

SR or Selective Retention - Records identified as having ongoing value (legal, historical or fiscal), are transferred to the Prince Edward Island Public Archives for **Selective Retention**, and are labelled **SR** under Final Disposition.

1.8 OPR and Non-OPR

Today, government records are created and maintained in departments and agencies and have varied structures. For example, the Department of Education processes their financial records through to Provincial Treasury which is responsible for managing the records for the legal, auditing and fiscal requirements of government. The Department of Health Corporate Services section does the same however, many of their various divisions process payments in their own central payment office. This plan is to assist departments and agencies follow a uniform retention plan regardless of the structure of their organization. The retention and disposition requirements for records are also sometimes duplicated in branches and field offices.

Applying Records Retention & Disposition Schedules

The records retention and disposition schedules are listed in two columns: **OPR** (Office of Primary Responsibility) and **Non-OPR**.

The **Office of Primary Responsibility (OPR)** is the department, office in a government department or agency, which is responsible and accountable for the records relating to a particular business function. These records are known as the "master record". At each secondary in the CPRS there is a blank space for the name of the OPR for that class of records and must be filled by the department/agencies records staff before the CPRS is implemented. The OPR is the office that has been designated the holder of the official record for the department or government. The OPR maintains the official or master record in order to satisfy long-term operational, financial, legal, audit, and other requirements. . OPR's must be assigned in order to reduce duplication and to designate accountability for the records. The objective of the OPR is for the department or agency to be able to protect the completeness, authenticity, and integrity of the master record.

Non-OPR - are all other offices which hold copies of the same records but are required to keep these records for a shorter period of time for administrative purpose. Government employees have a responsibility to ensure that the Department/Agencies OPR's record retention is complete before disposing of any material.

For some primaries, more than one OPR may be assigned.

Office of Primary Responsibilities (OPR) - Definitions

One of the values of a records and information management classification and retention system is to reduce duplication. It also increases certainty that, while official records are protected and retained as long as necessary, copies of those records, used for purposes of convenience, are disposed of as soon as they are no longer required.

The Concept of Office of Primary Responsibility (OPR) addresses this issue. It has two applications in the CPRS: at the Government-wide level, and at the Departmental level.

Government OPR:

Often multiple copies of a record exist throughout Government in a number of departments (or even in all departments). When this occurs a department can be identified as they OPR by virtue of the fact that it creates the official records, and those which exist in other departments are merely copies. It is the official records which generally have the longest retention period and which may, in some instances, have archival value. The multiple copies throughout other departments should be scheduled to be destroyed as soon as they have outlived their convenience value.

The Government OPR usually applies to records created by departments in the conduct of their mandates which, though they are administrative records for all departments, (eg., facilities management, human resources, financial management) they are operational records for those few. For example, Facilities Management would be operational for Transportation & Public Works, human resources would be operational for Public Service Commission and financial management would be operational for Provincial Treasury.

Department OPR:

The Department OPR applies in a similar concept, except that it relates to the division or section of a department which has primary responsibility for the records. For example, while all divisions of a department may retain copies of leave forms, expenditure reports, and equipment inventory lists, the department OPR for those records would be either the Human Resources division, or the Finance and Admin division. Those records generally have shorter retention periods within the offices using them than in the Department OPR

1.9 Transitory Records

Transitory Records are records of temporary usefulness that are not an integral part of an administrative or operational record series, that are not regularly filed with standard records or filing systems, and that are only required for a limited period of time for the completion of a routine action or the preparation of an ongoing record.

Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions. Originals or copies required for statutory, legal fiscal, administrative or operational purposes will be retained in a regular filing system and disposed of separately in accordance with the *Archives & Records Act*. This schedule covers the following types of transitory records.

- Duplicate stocks of publications, printed literature or blank forms, including those associated with computer based information systems.
- Duplicate records **within the same** media retained solely for convenient reference or future distribution (examples include department wide “all staff” emails, notices of holidays, special events or routine administrative matters; and personal desk copies of such items as program studies or committee minutes).
- Broadly distributed materials (such as manuals, directives, bulletins and guidelines) used to communicate policies and practices for internal administration (other than copies kept by the office from which the materials were issued).
- Phone messages, personal messages and records documenting activities such as holiday parties or charitable fund drives unconnected to program functions;
- Unsolicited advertising materials;
- Publications such as books, journals, magazines, newspapers, newsletters, and published reports which form or will form part of a library’s catalogued holdings or are stored within branch libraries or reference shelves;
- Publications extracts which have no significant value in documenting how program data was collected or decisions reached, and which have not therefore been integrated within program files;
- Temporary working papers such as rough notes or informal drafts **if** they are of no value in documenting data collection or in showing how government policies were developed or implemented. (That is, they represent no significant steps in the preparation of a final document, were not reviewed by other persons, do not record program decisions, and do not contain important research or background data.)

Retention Schedule				
		Active	Semi-Active	Final Disposition
	Transitory Records	*A	0y	Destroy

*A= Means active as long as administratively useful

2. HOW TO USE THIS PLAN

2.1 Classification Plan and Retention Periods

This standardized classification plan will aid in the maintenance of an effective records management program in any department or agency. It allows for the proper arrangement of administrative records by listing the standard file number, the standard file title, and cross references and explanatory notes. It links file titles with the appropriate retention periods and disposition.

2.2 Departmental/Agency File Plan

Each department or agency should have a "working" file list which contains the same information as this subject classification plan. This list will indicate which files the department has actually created, and which subjects are being used. Never create an unnecessary or "empty" file. The file list should be updated as required.

2.3 Using the Index

The index found at the back of the subject classification plan alphabetically lists subjects, key words, cross references, and common synonyms which may be in use. Departments and agencies may wish to add subject headings frequently referred to by their users. These "unofficial" headings should be followed by a "see" reference which directs the file plan user to the correct subject heading in the index.

2.4 Confidential Record Forms

Included with the plan is a sample "Confidential Record Form" (Appendix A). A form similar to this should be used by departments to indicate the location of confidential records such as submissions to Cabinet and federal-provincial agreements. Reference to the use of the confidential record form is made in Treasury Board Matters (493), Executive Council Matters (240) and Legal Matters (325).

2.5 Using Retention Schedules

Although it may not be feasible for some departments to convert their current classification plan to the suggested one, all government departments and agencies must use the retention and disposition schedules.

Departments and agencies should have no difficulty in applying the retention and disposition schedules. However, special schedules may be needed when retention periods and dispositions are not feasible for a particular department or agency. In this case contact the Provincial Records Manager. In addition, a copy of each department's file plan should be registered with the Provincial Records Manager to explain which numbers are being used for fixed secondary subjects.

Those using only the retention and disposition portion of the plan must take additional care

in scheduling. They are asked to register an interpretation key with the Provincial Records Manager. This key should relate the numbering scheme from this plan to their own.

Registered users of CPRS will benefit by receiving updates to the plan as they are produced.

2.6 Transfer of Semi-Active Records to Records Centre

Departments and agencies using only the retention and disposition portions of this plan should include both the primary subject and number on transfer lists, and use their interpretation key to include the corresponding primary number from this plan.

The primary number is sufficient if using the numbering system from the plan.

It is desirable to have only one record series in a box, and to have the transfer box filled. However, if the volume of records in a series does not warrant using an entire box, different series may be boxed together, as long as they share the same disposition and disposal date.

2.7 SAMPLE PRIMARY

Primary Number

Primary Title

805 FUNDS

Consists of records relating to the establishment and operation of trust funds and sinking funds.

For Petty Cash Fund, see 705 series.

Note area

OPR:

	Records Series	OPR			Non - OPR		
		A	SA	FD	A	SA	FD
805-00	Policy	AP	4y	SR	AP	4y	D
805-01	General	Cy+1y	0y	D	Cy+1y	0y	D
-20	-Self Insurance Fund	Fy+1y	6y	SR	FY+1y	0y	D
-30	-Sinking Fund	Fy+1y	6y	SR	Fy+1y	0y	D
-40	-Trust Fund	AP*+1y	6y	SR	Fy+1y	0y	D
-50	-Special Funds	Fy+1y	6y	SR	Fy+1y	0y	D

Secondary subjects

Secondary numbers

Retention/ Disposition

Key to Abbreviations

A = Active (in office) SA = Semi Active (in Records Centre)
 FD = Final Disposition of inactive records
 AP = Active Period y = year Fy = Fiscal year Cy = Current year
 SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in.

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SECTION 1

100 - 499

ADMINISTRATION

This section covers a wide variety of subjects relating to administrative and managerial services, acts and legislation, committees, conferences, meetings, etc.

100 - ADMINISTRATION - 499	
Primary Numbers	Primary Subjects
100	Administration-General
105	Administration-Organizational
120	Acts & Legislation-General
125	Acts & Legislation-Departmental
130	Acts & Legislation-Federal
140	Agreements
150	Appreciations, Complaints, etc
155	Associations, Clubs, Societies
170	Campaigns and Canvassing
180	Committees - General
185	Committees- Federal/Provincial
190	Committees - Interdepartmental
195	Committees - Internal
200	Communications
210	Conferences, Meetings, Conferences
220	Corporations, Companies & Firms
225	Correspondence Management
235	Emergency Planning & Disaster Recovery
240	Executive Council Matters
245	Forms Management
250	Information Services-General
260	Information Services-Advertising
265	Information Services-Articles, Guides, Manuscripts
270	Information Services-Audio Visual
275	Information Services-Books, Publications- General
280	Information Services-Books, Publications-Individual
285	Information Services-Exhibits, Fairs and Shows
290	Information Services-Inquiries
295	Information Services-Speeches

300	Information Systems
315	Inventions, Patents and Copyrights
325	Legal Matters
330	Legislative Matters
335	Liaison
345	Library
360	Licenses & Permits
375	Mail, Postal and Courier Services
380	Management Services
390	Office Services
400	Plans & Programs
420	Records Management-General
430	Records Management-File Control
435	Records Management-Retention & Disposition
440	Reports & Statistics - General
445	Reports & Statistics -Annual
450	Reports & Statistics -Monthly
455	Reports & Statistics -Quarterly
460	Reports & Statistics -Weekly
465	Risk Management & Insurance
470	Security-General
480	Security-Personnel
485	Security - Physical
490	Travel/Transportation
493	Treasury Board Matters
495	Visits and Tours

100 ADMINISTRATION - GENERAL

Revised - March 2004

Contains records relating generally to administrative functions which are not found elsewhere in this block.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
100	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		-Metric Conversion						
		-Administrative Manual						
		-departmental social events						
	-20	-Appointment Books, Calendars, Diaries/ Agendas, Staff Note Books (Black Books) - (Executive)	S/O	10y	SR	S/O	10y	SR
	-21	-Appointment Books, Calendars, Diaries/ Agendas, Staff Note Books (Black Books)- (Non-Executive)	S/O	0y	D	S/O	0y	D

20 & 21 - S/O - means active until closed.

20 - Appointment books, Calendars, Diaries - Executive: Includes ministers, deputy ministers, assistant deputy ministers and equivalent positions. Note that electronic calendars should be printed regularly and the resulting hardcopy records retained and disposed accordingly.

Note: Diaries/Agendas and Note books relating to specific operational subjects should be classified under the appropriate operational subject classification.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect

NOTE: AP for policy means as long as policy is in effect.

105 ADMINISTRATION - ORGANIZATION

Includes records relating to departmental responsibilities in organizational structure; functions and relationships within the organization; organizational charts.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
105	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Reorganization				Cy+1y	0y	SR
	-30	Branch & district organization				Cy+1y	0y	SR
	-40	Organizational charts				AP	0y	SR

40- AP means until replaced with a new organizational chart.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

120 ACTS AND LEGISLATION - GENERAL

Revised - March 2013

Includes records relating to acts and legislation, etc., which are not shown elsewhere in this block.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
120	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	Acts & Legislation Development	AP*	5y	SR	AP*	0y	D

AP* means active as long as administratively useful.

- 20 Acts & Legislation Development:** Used for records relating to acts and legislation. Departments are responsible for maintaining original documents pertaining to any provincial legislation administered by, or affecting the department. Any copies of federal legislation may be disposed of when no longer required by a department.

A = Active (in office) SA = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period y = year Fy = Fiscal year Cy = Current year

SR = for Selective Retention at Provincial Archives D = Destroy

NOTE: AP for policy means as long as policy is in effect.

125 ACTS & LEGISLATION - DEPARTMENTAL

Revised - March 2013

Includes individual bills, acts, regulations, statutory orders and regulations, correspondence, working papers etc., leading to their preparation and amendment.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
125	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Acts & Legislation Development	AP*	5y	SR	AP*	0y	D

AP* means active as long as administratively useful.

- 20- **Acts & Legislation Development:** Used for records relating to acts and legislation. Departments are responsible for maintaining original documents pertaining to any provincial legislation administered by, or affecting the department. Any copies of federal legislation may be disposed of when no longer required by a department.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

130 ACTS & LEGISLATION - FEDERAL

Included here are individual federal bills, acts and legislation.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
130	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		-Federal Legislative drafts				Cy+1y	0y	D
		-Federal Regulation drafts				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

140 AGREEMENTS

Revised - March 2013

Contains records relating to all formal federal, provincial, municipal, and foreign agreements. Included are all documents relating to the actual terms of the agreement, but not related administrative and operational records generated as a result of these agreements.

For financial transactions relating to these agreements see 735 series.

For agreements relating to materials and equipment see 1400 series.

For standing offer agreements see 1550 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
140	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	Agreements & Contracts Management	AP**+1y	6y	SR	AP**+1y	0y	D

AP** means active until agreement/contract expires or term fulfilled.

20- Agreements & Contracts Management:

Used for agreements, contracts, memoranda of understanding (MOU), service level agreements, and any other instrument which binds a department into an arrangement and/or partnership with another party. These files document the preparation, development, amendment, and negotiation of these agreements and contracts which may be made with other governments (federal, provincial, territorial, municipal, foreign, etc.) agencies, corporations, businesses, and other organizations.

Examples: Files may include financial contracts, service contracts and agreements, federal/provincial agreements, treaties, international agreements, meeting minutes, meeting agendas, drafts, charters, accords, proposals, signed agreements, and signed contracts. ***The Statute of Limitations requires that certain proceedings, including lawsuits, must be instituted within a certain number of years from the expiration of a contract/agreement. Therefore, many contractual records need to be retained for a minimum of six years after the contract/agreement has expired.**

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

150 APPRECIATION, COMPLAINTS, ETC.

Includes letters of appreciation, complaint, condolence, congratulation, invitation, criticism, etc.

For inquiries regarding services performed by the departments, see 290 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
150	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		-Letters of condolence				S/O	0y	D
		-Letters of Thanks				S/O	0y	D
		-Invitations				S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

155 ASSOCIATIONS, CLUBS, SOCIETIES

Revised - March 2013

Includes records relating to the department's participation in the functions of recognized outside organizations for reasons of mutual professional interest, individual or corporate membership or board membership, such as federations, foundations, leagues and orders. Also included are notices of meetings, agendas, minutes, reports, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
155	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Associations (by name)	AP*	2y	SR	AP*	0y	D

AP* means active as long as administratively useful.

- 20- **Associations:** Used for records relating to associations, clubs, federations, foundations, leagues, societies and other organizations. Examples: proceedings, membership information, inquiries.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

170 CAMPAIGNS & CANVASSING

Includes records relating to campaigns and drives supported by the department or agency, such as United Way, Canada Savings Bonds, Blood Donor Clinics, Red Shield Appeal, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
170	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

AP* means active for the duration of the campaign.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

180 COMMITTEES - GENERAL

Revised - March 2013

Contains records relating to the establishment, organization, and functions of boards, commissions, committees, councils, groups, panels, royal commissions, subcommittees, task forces, and working groups which are not found elsewhere in the committees block.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
180	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Committee	AP*	4y	SR	AP*	0y	D

AP* means active as long as administratively useful.

20- Committees: Documents the planning, development, and management of committees, boards, commissions, councils, panels, subcommittees, task forces, and working groups, whether internal, interdepartmental, and/or intergovernmental, in relation to specific strategies, initiatives, and collaborations.

Examples: Committee agendas and minutes, meeting notices, task force meeting minutes and documentation, reports presented to advisory groups, federal/provincial/territorial meeting notices and documentation, terms of reference, panel discussion notes, board minutes, and constitutions. The lead Department chairing the committee should take responsibility for retaining the records of the committee.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

185 COMMITTEES - FEDERAL/PROVINCIAL

Revised - March 2013

Contains records relating to the establishment, organization and functions of federal/provincial committees, subcommittees, boards, councils, task forces, and working groups.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
185	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Federal/Provincial Committees	AP*	4y	SR	AP*	0y	D

AP* means active as long as administratively useful.

20- Committees: Documents the planning, development, and management of committees, boards, commissions, councils, panels, subcommittees, task forces, and working groups, whether internal, interdepartmental, and/or intergovernmental, in relation to specific strategies, initiatives, and collaborations.

Examples: Committee agendas and minutes, meeting notices, task force meeting minutes and documentation, reports presented to advisory groups, federal/provincial/territorial meeting notices and documentation, terms of reference, panel discussion notes, board minutes, and constitutions. The lead Department chairing the committee should take responsibility for retaining the records of the committee.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

190 COMMITTEES - INTERDEPARTMENTAL

Revised - March 2013

Includes records relating to the establishment, organization and functions of interdepartmental committees, subcommittees, working groups, etc., in the PEI government.

For committees originating within the department, and composed only of departmental staff, see 195 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
190	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Interdepartmental Committee	AP*	4y	SR	AP*	0y	D

AP* means active as long as administratively useful.

20- Committees: Documents the planning, development, and management of committees, boards, commissions, councils, panels, subcommittees, task forces, and working groups, whether internal, interdepartmental, and/or intergovernmental, in relation to specific strategies, initiatives, and collaborations.

Examples: Committee agendas and minutes, meeting notices, task force meeting minutes and documentation, reports presented to advisory groups, federal/provincial/territorial meeting notices and documentation, terms of reference, panel discussion notes, board minutes, and constitutions. The lead Department chairing the committee should take responsibility for retaining the records of the committee.

A = Active (in office) SA = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period y = year Fy = Fiscal year Cy = Current year

SR = for Selective Retention at Provincial Archives D = Destroy

NOTE: AP for policy means as long as policy is in effect.

195 COMMITTEES - INTERNAL

Revised - March 2013

Contains records relating to the establishment, organization and functions of committees originating within the department.

For committees originating with the department, but including staff from other departments, see 190 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
195	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Internal Committees	AP*	4y	SR	AP*	0y	D

AP* means active as long as administratively useful.

20- Committees: Documents the planning, development, and management of committees, boards, commissions, councils, panels, subcommittees, task forces, and working groups, whether internal, interdepartmental, and/or intergovernmental, in relation to specific strategies, initiatives, and collaborations.

Examples: Committee agendas and minutes, meeting notices, task force meeting minutes and documentation, reports presented to advisory groups, federal/provincial/territorial meeting notices and documentation, terms of reference, panel discussion notes, board minutes, and constitutions. The lead Department chairing the committee should take responsibility for retaining the records of the committee.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

200 COMMUNICATIONS

Contains records relating to the administrative aspects of procurement, installations, operations, maintenance and use of telecommunication systems.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
200	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		-telephone				S/O	0y	D
		-radio				S/O	0y	D
		-facsimile				S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

210 CONFERENCES, MEETINGS, SYMPOSIA

Revised - March 2013

Contains records relating to participation in or the establishment, organization, and functions of conferences, meetings, symposia and seminars. Included here are agendas, notices, minutes, reports, etc.

For meetings of associations, clubs, and societies see 155 series.

For meetings of committees see 180 to 195 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
210	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Conference, Meeting or Symposia	AP	2y	SR	AP	0y	D

- 20- Conferences:** Used for records relating to associations, clubs, federations, foundations, leagues, societies and other organizations. Includes information about conferences, symposiums and other similar activities. Examples: proceedings, membership information, inquiries.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

220 CORPORATIONS, COMPANIES & FIRMS

Includes records of a routine nature relating to corporations, companies and firms, such as solicitations, brochures, inquiries, offers of service, etc.

For personal and service contracts see 785 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
220	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Corporation, Company or Firm				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

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NOTE: AP for policy means as long as policy is in effect.

225 CORRESPONDENCE MANAGEMENT

Contains records relating to channels of communication, correspondence signing authorities, and the production and control of correspondence (terminology, style, quality, etc.). Also included here are policies, procedures, guidelines, manuals, and the master file for drafts prepared for the minister, or deputy minister.

NOTE: Drafts prepared for the minister or deputy minister should also be placed in the appropriate subject file.

For financial signing authority see 890 series.

For human resources signing authority see 1170 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
225	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		-Correspondence guidelines				S/O	0y	D
		-Drafts for Minister's Signature				S/O	0y	D
		-Secretarial Manual				S/O	0y	D

*AP means until superseded by new manual or until existing manual is obsolete.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

235 EMERGENCY PLANNING & DISASTER RECOVERY

Approved 10/2016

Documents the planning for emergencies such as earthquakes, fires, floods, hurricanes, tornadoes, vandalism, terrorism, and epidemics to ensure the continuation of government operations; documents the evaluation of potential emergencies; and documents the response, recovery, and resumption of business in cases of emergency.

Examples: Disaster plans, copy of emergency evacuation procedures, essential records protection plan, emergency-response plans, emergency preparedness plan.

Note: The disaster recovery plan is a vital record and a copy must be stored offsite.

		Records Series	OPR (Dept)			Non-OPR		
			A	SA	FD	A	SA	FD
235	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	SO	0y	D	SO	0y	D
	-20	Business Continuity & Disaster Recovery Plan - (Inactive)	SO+1y	4y	D	SO	0y	D
	-21	Business Continuity & Disaster Recovery Plan- (Implemented)	AP+1y	4y	SR			
	-30	Emergency Preparedness Plan (inactive)	SO+1y	4y	D	SO	0y	D
	-31	Emergency Preparedness Plan (Implemented)	AP+1y	4y	SR			
	-40	Vital/Essential Records Plan	SO+1y	4y	SR	SO	0y	D

20/30/40 SO means active until replaced by new plans, procedures, etc.

21/31 AP means active until Emergency or Disaster Recovery is complete.

-20 Business Continuity & Disaster Recovery Plan -Inactive

Is the processes and procedures an organization must put in place to to mitigate, prevent, prepare for, respond to and recover from an event that impacts service delivery. Business Continuity Planning is a proactive process that ensures critical services are delivered during a disruption or have very limited downtime. Records may include: impact analyses; hazard risk assessments; planning meeting minutes; and work plans.

-21 Business Continuity & Disaster Recovery Plan - Implemented

In the event of an emergency, the current plan is then implemented.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

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NOTE: AP for policy means as long as policy is in effect.

-30 Emergency Preparedness Plan - Inactive

Emergency preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Records may include: fire and evacuation plans; event debriefs; exercise debriefs; internal and external communication memos; action logs; assessments; plans; meeting minutes; and situation reports.

-31 Emergency Preparedness Plan - Implemented

In the event of an emergency, the current plan is then implemented.

-40 Vital/Essential Records Plan

Contains records relating to the identification, security, handling and storage of essential record vital to the operations and/or survival of the organization, necessary to recreate the organization's legal and financial position, and necessary to preserve its claims and rights and those of its stakeholders.

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

240 EXECUTIVE COUNCIL MATTERS

Revised Oct. 2014

Includes Executive Council actions on matters of interest to departments and agencies; cabinet material and submissions; Memoranda to Executive Council, agendas, records of decisions, Cabinet Committee meetings.

OPR: Office of Executive Council

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
240	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Executive Council Submissions/ Decisions	20y	10y	D	Cy+1y	4y	SR
	-30	Cabinet Committees	A+5y	20y	SR	Cy+1y	4y	SR
	-40	Orders-in-Council	100y	0y	FR	Cy+1y	4y	SR

***A copy of the record or a completed confidential record form should be placed in the appropriate subject file.**

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

245 FORMS MANAGEMENT

Includes records relating to forms management, including forms analysis, design, control, identification, authorization, and preparation. Contains the original artwork of form production but does not include blank forms.

For records relating to the procurement and issue of forms, see 1465 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
245	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

250 INFORMATION SERVICES -GENERAL

Rev. Oct. 2015

Contains records relating to the general administration of public relations and public affairs not shown elsewhere in the information services block. Included are new clippings of current issues, etc.

OPR: Departments

Non OPR:
Communications PEI

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
250	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		Mailing lists	AP*	0y	D			
	20	Newspaper clippings	Cy+1y	0y	D			
	30	Biographies	Cy+1y	0y	SR	AP+1y	0y	D
	40	Press Releases	Cy+1y	0y	D	AP+1y	0y	D

AP* means active until updated with new list

AP means active until communication product is approved and distributed

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

260 INFORMATION SERVICES - ADVERTISING

Rev. October 2015

Contains records relating to advertising in newspapers and periodicals, and on television and radio.

For advertising contracts see 785 series.

OPR: Departments

Non OPR:
Communications PEI

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
260	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	-Advertising Projects	AP*+1y	2y	SR	Fy+1y	0y	D

AP* means active until project is completed.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

265 INFORMATION SERVICES - ARTICLES, GUIDES AND MANUSCRIPTS

Rev. October 2015

Contains records relating to the preparations and distribution of materials such as articles, guides and manuscripts..

For books and publications see 270 and 280 series.

OPR: Departments	Non OPR: Communications PEI
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		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
265	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Articles	Cy+1y	0y	SR	Fy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

270 INFORMATION SERVICES - AUDIO VISUAL

Rev. October 2015

Contains records relating to the production of films, photos, negatives, slide shows, video tapes, and other audio visual aids. Included are audio visual production project files.

OPR: Departments	Non OPR: Communications PEI
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		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
270	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Audio Visual productions project files	AP*+1y	4y	SR	Cy+2y	0y	D

AP* means active until project is completed.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

275 INFORMATION SERVICES - BOOKS & PUBLICATIONS - GENERAL- Rev. Oct. 2015

Includes records relating to the general administration, printing, binding, sale and distribution of all published materials, such as books, maps, plans, drawings, brochures, pamphlets, etc.

OPR: Departments	Non OPR: Communications PEI
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		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
275	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		-Distribution Lists	AP*	0y	D			
		-Publications Inventory	AP*	0y	D			
		-Publication List	AP*	0y	D			

*AP means active until lists, inventory are superseded by new lists or are obsolete.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

280 INFORMATION SERVICES - BOOKS & PUBLICATIONS - INDIVIDUAL- Rev. Oct. 2015

Contains records relating to the preparation, editing and compilation of individual books, pamphlets, newsletters, and other publications. The originals used in publication may be comprised of various media, including textual manuscripts, maps, photographs, computer output microforms (COM), source document microforms, film sound recordings, etc.

For printing and distribution of books and publications see 275 series.

OPR: Departments

Non OPR: Communications PEI

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
280	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Publication development files	Cy+1y	2y	SR	Cy+2y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

285 INFORMATION SERVICES - EXHIBITS, FAIRS, EXHIBITIONS AND SHOWS

Rev. Oct. 2015

Includes records relating to participation in exhibits, fairs, exhibitions, shows and other community activities.

OPR: Departments	Non OPR: Communications PEI
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		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
285	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Display Production	Cy+1y	2y	SR	Cy+2y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

290 INFORMATION SERVICES - INQUIRIES

Rev. Oct. 2015

Includes records relating to miscellaneous inquiries from the public, outside organizations, and other government departments regarding services performed by the department.

For appreciations and complaints see 150 series.

For inquiries relating to a specific subject see Subject (Reference) Files.

OPR: Departments	Non OPR: Communications PEI
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		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
290	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-01-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Public Inquiries	AP	0y	D	AP	0y	D

AP - means active as long as administratively useful.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

295 INFORMATION SERVICES - SPEECHES

Rev. Oct. 2015

Includes records relating to speeches, lectures, presentations, addresses and the arrangements for speaking engagements, including speech drafts, etc.

OPR: Departments	Non OPR: Communications PEI
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		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
295	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Minister's/Deputy Minister's Speeches	Cy+1y	4y	SR	AP+1y	0y	D

AP means active until the communication product is approved and distributed.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

300 INFORMATION SYSTEMS

Includes records relating to the development or consideration of electronic information systems; as well as feasibility studies, and the monitoring of software or hardware products developed and used by departments or agencies.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
300	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		-GIS Geographic Information System						
		-Information Resource Management Plan						
		-MIS Management Information System						
		-FIS/Mapper						
		- Word Processing						
	-20	-Communications Network				Cy+1y	2y	SR

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

315 INVENTIONS, PATENTS & COPYRIGHTS

Includes records relating to applications for patents, copyrights, industrial designs, or trademarks made on behalf of the Crown. Also included are records relating to infringements, permission to use copyright material, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
315	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Patents				AP*	10y	SR

*AP means life of patent.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

325 LEGAL MATTERS

Rev. Oct. 2014

Includes records relating to the administration of legal matters, including legal opinions and decisions, powers of attorney, commissions, affidavits, references to legal challenges and issues, references to judicial decisions, prosecutions, etc.

OPR: Office of Attorney General

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
325	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	-Legal Advice	AP+3y	47y	D	S/O	0y	D
	21	-Legal Advice - No Opinion	AP+3y	0	D	S/O	0y	D
	30	-Powers of Attorney				*AP+1y	0y	D
	40	-Affidavits				Cy+1y	0y	D

*AP - means until expiry of power of attorney.

-20 **Legal Advice Case Files:** Legal Services Legal Advice files are created to record the provision of legal advice within the department, and to other government departments, agencies, boards and commissions. Legal advice case files may include written legal opinions, drafts contracts/agreements, leases, court and conveyances documents, waivers, release notes, copies of emails, correspondence, legislative and regulatory reform/review, general legal matters.

-21 **Legal Advice Case Files - No Opinion:** Same as 25 above except they do not contain a legal opinion. These are mainly older files and there is just an insufficient amount of information in the file to warrant keeping it for 50 years. This happens from time to time, where a client has found an answer from another source or the matter has resolved itself over time, or the file should not have been opened in the first place as it was non record or subject matter information as opposed to client case file.

A completed confidential record form should be placed in the appropriate Subject file.

A = Active (in office) SA = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period y = year Fy = Fiscal year Cy = Current year

SR = for Selective Retention at Provincial Archives D = Destroy

NOTE: AP for policy means as long as policy is in effect.

330 **LEGISLATIVE MATTERS**

Contains records relating to legislative actions on matters of interest to departments and agencies, including legislative inquiries. Also included are debates, questions and returns, motions for papers, votes and proceedings.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
330	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Questions in the House				Cy+1y	0y	SR
	-30	-Briefing Notes				Cy+1y	0y	SR
	-40	-Debates				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

335 **LIAISON**

Contains records relating to the exchange of information between the department and other levels of government or other organizations and interest groups, such as universities and businesses.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
335	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-By name of School, Org. Etc.				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

345 LIBRARIES

Includes records relating to the administration of library services, including cataloguing and acquisitions, subscriptions to newspapers, periodicals, newsletters, acquisition of recordings, slides and filmstrips; resource centres located in other areas; cost analysis, feasibility studies; search, loan and distribution of books, periodicals and other materials; and interlibrary loans, bibliography requests, database information services, reference searches, abstracts and bibliographies.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
345	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	Subscriptions				Cy+1y	0y	D
	30	Interlibrary Loans				Cy+1y	0y	D
	40	Requests				Cy+1y	0y	D
	50	Collection Development				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

360 LICENSES & PERMITS

Contains records of a general nature which relate to licenses and permits.

For parking permits and vehicle licenses see 1565 to 1590 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
360	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

375 MAIL, POSTAL AND COURIER SERVICES

Contains records relating to postal and private courier services, including Canada Post, departmental mail delivery systems, postal rates, etc. Also includes postal regulations, and reports on lost or damaged mail, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
375	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Mail Logbooks				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

380 **MANAGEMENT SERVICES**

Contains records on management improvement studies, work simplification projects, office surveys, management information systems, and operational performance measurement systems.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
380	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Studies & Surveys				Cy+1y	2y	SR

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

390 OFFICE SERVICES

Includes records relating to internal and external office support services and procedures, including typing and word processing services, duplication and reproduction services, secretarial services, translation services, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
390	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Office Procedures Manual				AP*	0y	D
	-30	-Translation Services				Cy+1y	0y	D
	-40	-Word Processing Services				Cy+1y	0y	D

*AP means until manual is updated.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

400 PLANS & PROGRAMS

Revised - March 2013

Contains records relating to the program planning, coordination and direction of a department or agency, including the development and execution of plans in relation to program goals and objectives.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
400	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Planning	AP*+1y	2y	SR	AP*	0y	D

*AP - means until implementation is completed

-20 **Planning:** Used for records related to program planning, coordination and direction of a department or agency, including the development and execution of plans in relations to program goals and objectives.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

420 RECORDED INFORMATION MANAGEMENT - GENERAL

Includes records relating to general recorded information management operational standards and procedures; requests, projects plans and reports regarding administrative and operational classification implementation projects; and the internal design and development of each department's draft operational records classification system.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
420	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	Implementation Projects				*AP+1y	0y	D
	30	Micrographics Program				**AP+1y	0y	D
	40	Operational standards				**AP	0y	D
	50	Records Inventory				**AP	0y	D

*AP means until project/program is completed.

**AP means until lists/standards are updated.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

430 RECORDS MANAGEMENT - FILE CONTROL

Includes records relating to the organization, operations, and content of administrative and operational files opened and in use in individual offices. Also included are file lists and all supporting access and retrieval aids to active and semi-active holdings.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
430	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	File lists (Active in Office)				*AP	4y	SR
	30	File Retrieval and Indexing Systems				*AP	4y	SR

*AP means as long as lists, or systems are current.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

435 RECORDS MANAGEMENT - RETENTION AND DISPOSITION

Includes records relating to the creation of records retention schedules and transfer of semi-active records to the Provincial Records Centre. Also included is the Authority for Retention and Disposition.

OPR: Departments:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
435	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	Retention Schedules				*AP	0y	D
	30	Records Transfer Lists				*AP	0y	D

*AP means until schedule is no long in force.

**AP means as long as records are in storage.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

440 REPORTS & STATISTICS - GENERAL

Revised - March 2013

Contains administrative reports and statistics of a general nature not shown elsewhere in the reports and statistics block. Included are drafts, supporting documentation, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
440	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Reports	Cy+1y	4y	SR	Cy+1y	2y	D

-20 **Reports:** Results of research or an account of past or projected organizational activity; may include statements of the organizations' plans, opinions, resources, etc.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

445 REPORTS & STATISTICS - ANNUAL

Revised - March 2013

Contains annual administrative reports and statistics. Included are drafts, supporting documentation, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
445	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Annual reports (by branch or division)	Cy+1y	4y	SR	Cy+1y	2y	D

20 **Reports:** Results of research or an account of past or projected organizational activity; may include statements of the organizations' plans, opinions, resources, etc.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

REPORTS & STATISTICS - MONTHLY

Revised - March 2013

Contains monthly administrative reports and statistics. Included are drafts, supporting documentation, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
450	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Monthly reports (by branch or division)	Cy+1y	4y	SR	Cy+1y	2y	D

-20 **Reports:** Results of research or an account of past or projected organizational activity; may include statements of the organizations' plans, opinions, resources, etc.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

455 REPORTS & STATISTICS - QUARTERLY

Revised - March 2013

Contains quarterly administrative reports and statistics. Included are drafts, supporting documentation, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
455	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	-Quarterly reports	Cy+1y	4y	SR	Cy+1y	2y	D

-20 Reports: Results of research or an account of past or projected organizational activity; may include statements of the organizations' plans, opinions, resources, etc.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

460 REPORTS & STATISTICS - WEEKLY

Revised - March 2013

Contains weekly administrative reports and statistics. Included are drafts, supporting documentation, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
460	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Weekly reports	Cy+1y	4y	SR	Cy+1y	2y	D

20 Reports: Results of research or an account of past or projected organizational activity; may include statements of the organizations' plans, opinions, resources, etc.

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

465 RISK MANAGEMENT AND INSURANCE

Contains records relating to the identification and analysis of loss exposures resulting from destruction (including fire) or theft of assets, inability to provide services, incurring extra expense and legal liability.

For death benefit insurance see 1110 series.

For disability insurance see 1110 series.

For vehicle accident reports, investigations see 1575 series.

For claims see 780 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
465	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

470 SECURITY - GENERAL

Contains records relating to security issues that are not shown elsewhere in the security block.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
470	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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485 - PHYSICAL SECURITY

Revised Nov. 2013

Includes records which document: the tracking, monitoring, installation, inspection, and maintenance of security systems; the monitoring and reporting breaches of physical security; and the day-to-day access to facilities.

Examples: building inspection reports; vehicle tracking logs; employee ID passes; facility access for employees, vendors, contractors and visitors; security system monitoring; incident reports; interviews; police reports; bomb threats; break-ins; access restrictions; access permissions; key directories; access cards; codes; visitor daily logs; and video surveillance clips.

For personal injury law suits, see primary 0325.

For Information security, see primary 1680.

For personal injury accidents, see primary 1005 & 1050.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
485	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	Physical Security Management	Fy+2y	0y	D	Fy+2y	0y	D
	25	Employee ID Passes	AP	0y	D	AP	0y	D
	30	Facility Access - Visitors	Fy+1y	0y	D	Fy+1y	0y	D
	35	Facility Access - After Hours	Fy+1y	0y	D	Fy+1y	0y	D
	40	Security System Management-Hardcopy	AP+1y	6y	D	AP+1y	0y	D
	45	Security System Software Program	AP+1y	0y	D	AP+1y	0y	D
	50	Video Surveillance Database	60 days*	0y	D			
	55	Security Incident Reports - General	Cy+1y	6y***	D	Cy+1y	0y	D
	60	Security Incident Reports-Investigated	AP+1y	6y***	D	AP+1y	0y	D

25- AP means active until expired, surrendered or employment terminated.

40- AP means active until security system component revised or discontinued.

45/60-AP means active until investigation complete.

50 - * means video kept 60 days unless there is an incident, then moved to Security Incidents Investigated.

55/60 SA*** Where minors are involved, the semi-active period begins when the minor turns 18 years of age.

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- 20- **Physical Security Management:** contains reports carried out by security personnel at various government sites. Documents include; Inspection Round Sheets which indicate when security was conducted and records anything that was observed; and Vehicle Tracking Logs which detail traffic entering and leaving the government garage.
- 25- **Employee ID Passes:** These records are used to monitor and track Identification/Access Cards issued to employees. Documents include Identification Applications forms, HR Managers' lists of employees, and the Employee Access cards themselves. The Identification Applications forms are submitted by employees to the Human Resource Manager in their department. The Human Resource Manager compiles a list of all employees that require access cards and submits it to Highway Safety to authorize them to use the employee's drivers license photo as their ID photo. Highway Safety then creates the ID photo cards and returns them to the HR Manager. The HR manager completes part two of the application form indicating the appropriate level of security clearance for each employee and sends a copy of the form to the Department of Transportation & Infrastructure Renewal Building Manager. The Building Manager activates the cards allowing employee access to their work sites. Expired ID/Access cards are turned in to the HR Manager and destroyed when the employee's drivers license photos are updated, or employment is terminated. Recalled employee ID cards are maintained until the card expires or employee returns to work.
- 30- **Facility Access- After Hours:** These records are used by security personnel to monitor and track after-hours access to facilities by government employees, service workers, and contractors. Documents include After Hours Log Sheets which are listings all persons in a government building after normal hours. Information on these forms includes: employee's name; phone number; destination; time in; time out; and security pass number. Also included are Government Service Workers ID Sign In Sheets/Key Log and Temporary Pass which are listings of all service workers and contractors' staff in a government building after hours and who are allowed access to restricted areas. These forms include: name; destination; key number; time key signed out and returned; room destination; and date of visit.
- 35- **Facility Access- Visitors:** This records are used by security personnel to monitor and track day-to-day access to facilities by visitors and vendors. The Visitor Temporary Pass Daily Log documents: visitor name; time; date; and office/or person visiting. Visitor cards do not activate secure doors.
- 40- **Security System Management- Hardcopy:** These records may include copies of the application forms for Employee ID passes that were submitted to the TIR Building Manager for activation in the Security System Software Program and which indicate what level of access is required for each card. Also included are Key Authorization Sheets that are filled out when an employee requests a key for a specific door/building or cabinet. The sheet is kept on file as long as the employee has the key.
- 45- **Security System Software Program:** This program is used by a Building Manager to monitor and track entry into buildings and/or areas for security purposes as well as to track and monitor the installation, inspection, and maintenance of the security system program. The software tracks: a directory of all employees issued an access card, code, or key; the

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department a specific individual is employed with; and the employees' access permissions and restrictions. The software also records system specifications and procedures as well as produces security service reports. The software is backed up once a week; this backup is retained for thirty days. A complete backup is done at the end of each month and is retained for one year before it is overwritten. Only select personnel have full access to the Security System Program while all other security personnel have restricted access.

- 50- Video surveillance Database: These records are recorded media created during the monitoring of buildings and/or areas for security purposes. The surveillance equipment is operational 24 hours day, 7 days a week for 60 days. When an incident such as theft or accident occurs, the appropriate video clips are saved on a hard drive and retained as part of the Security Incident Report file and kept until the incident is resolved. Only select personnel have access to the video equipment and database.
- 55- Security Incident Reports - General: Used for monitoring and reporting minor incidents in the security of facilities that have been observed and documented by security personnel that do not warrant further investigation. The Building Manager may review the Security System Program or Video Surveillance tapes but no report is generated if investigation is deemed unnecessary.
- 60- Security Incident Reports - Investigated: Used for monitoring and reporting accidents and/or breaches in the security of facilities that have been observed and reported to the police, fire department, or paramedics by security personnel. Documents include Incident reports generated by the Security System Software Program, interviews, police reports, as well as Video Surveillance Clips and log sheets indicating date and time police/fire/paramedics were notified. Incident Reports involving government property or personnel are copied to Risk Management, Department of Finance.

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490 TRAVEL/TRANSPORTATION

Consists of records concerning the administration and regulation of travel by government employees, uses and modes of transportation for employees, etc.

For travel expense claims see 915 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
490	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Requests for travel				Cy+1y	0y	D
	-30	-Reservations				Cy+1y	0y	D
	-40	-Passports, Visas, etc.				AP*	0y	D

*AP means until expiry of passport/visa.

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493 TREASURY BOARD MATTERS

Revised Oct. 2014

Includes official copy of Submission to Treasury Board and minutes documenting decisions.

OPR: Treasury Board

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
493	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Submissions/Decisions	10y	20y	FR	Cy+1y	4y	SR
	-30	-Minutes	10y	20y	FR	Cy+1y	4y	SR

- 20- **SUBMISSIONS/DECISIONS:** This Record Series contains the submission and minute/decision of Treasury Board, which is a committee of Cabinet that represents Executive Council in the areas of administration and budgetary and financial management. The documents are requests from departments and/or agencies of government requesting authority to create positions; to reorganize departments; to acquire property; for budget transactions including reallocations, transfers and loans; to participate in negotiations; and to award contracts, as well as recommendations to Executive Council on items such as federal/provincial agreements, special warrants and policy changes. The series is made up of the original submission (signed by the Minister and Deputy, or in the case of an agency, by the Minister responsible and the CEO/Executive Director) covering the period of April 1, 1981 to present. The submissions often have attached relevant information, decision slip and comments of the analyst(s). Also attached is a copy of the minutes which relate to the submission and outlines the date of the meeting, the subject matter, the submitting department/ board/agency, issues and concerns raised by members, financial implications, reference to previous decisions (including those made by both Treasury Board and Executive Council) impacting the issue, environmental implications, the distribution, and the decisions.
- 30- **TREASURY BOARD MINUTES - SIGNED ORIGINALS:** This Record Series contains the original minutes and decisions of Treasury Board, which is a committee of Cabinet that represents Executive Council in the areas of administration and budgetary and financial management. The documents provide authority to create positions; to reorganize departments; to acquire property; for budget transactions including reallocations, transfers and loans; to participate in negotiations; and to award contracts, as well as providing instruction/direction to departments related to the issue. The series also documents the transfer or recommendation to Executive Council on items such as federal/provincial agreements, special warrants and policy changes. The series is made up of signed originals covering the period of April 1973 to present. The contents outline the date of meeting, attendance (Board members), the time of commencement and adjournment. Within the body, the subject matter, the submitting department/board/agency, issues and concerns raised by members, financial implications, reference to previous decisions (including those made by both Treasury Board and Executive Council) impacting the issue, environmental implications, and the decisions. This series bears the original signature of the Chair of the Board.

A copy of the record or a completed confidential records form should be placed in the appropriate subject file.

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495 VISITS & TOURS

Contains records relating to the arrangements and preparation for, and reports on, visits to and from other countries and within Canada; as well as royal visits and visits of heads of state and other dignitaries, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
495	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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SECTION 2

500 - 699

FACILITIES MANAGEMENT

This section covers subjects relating to the acquisition of accommodation through purchase or rental of existing facilities or through construction of new buildings. These buildings are altered, developed and maintained according to the particular needs of the department. Also included are such subjects as fire prevention, utilities, etc.

500 - FACILITIES MANAGEMENT - 699	
Primary Numbers	Primary Subjects
500	Facilities Management - General
505	Accommodations
510	Acquisitions
515	Alterations, Maintenance and Repairs
530	Construction
540	Disposal
545	Easements and Right of Way
550	Fires
580	Parking Areas
620	Utilities

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500 FACILITIES MANAGEMENT - GENERAL

Includes records relating to buildings, facilities, structures and properties which are not shown elsewhere in this block.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
500	-0-0	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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505 ACCOMMODATION

Contains records relating to accommodation and to current and future requirements. Included are arrangements for services, plans for expansion, allocation of space, reports and statistics, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
505	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Organizational Moves				Cy+1y	0y	D
	-30	-Accommodation Reports				Cy+1y	0y	D

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510 ACQUISITION

Contains records relating to requirement reports, needs, specifications, lease or purchase of buildings and properties for the undertaking of business by a department or agency. Also included are legal documents, plans, drawings, specifications, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
510	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Buildings				AP**+1y	0y	SR
	-30	Lands				AP**+1y	0y	SR

*AP means as long as facility is owned or leased by the province.

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515 ALTERATIONS, MAINTENANCE & REPAIRS

Included here are requirement reports and specifications for alterations, maintenance and repairs of buildings and properties, including janitorial services, and cost estimate records relating to damage, whether deliberate or accidental.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
515	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Building Alterations/Repairs				Cy+1y	0y	D
	-30	Flood Control				Cy+1y	0y	D
	-40	Landscaping				Cy+1y	0y	D
	-50	Snow Removal				Cy+1y	0y	D

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530 CONSTRUCTION

These records include contracts, progress reports and project studies on the construction of offices, warehouses or other capital structures used by the department.

For financial contracts see 785 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
530	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Building Codes				AP**	0y	D
	-30	Expansion/Project files				Cy+1y	4y	SR
	-40	Facility Construction				AP*+1y	2y	SR

AP* means as long as facility is owned by the province.

AP** means as long as codes are in effect.

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540 **DISPOSAL**

Includes records relating to the disposal of buildings, facilities, structures and properties by sale, transfer, expiry of lease, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
540	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Surplus Property (by name of Facility)				Cy+1y	2y	SR

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545 EASEMENTS & RIGHT OF WAYS

Consists of records relating to right of ways, easements, the leasing of Crown owned land by private persons or corporations; or privately owned land by the Crown.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
545	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Right of Way				*AP+1y	0y	D

*AP means as long as right of way is in effect.

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550 FIRES

Approved Rev. 10/2016

Contains records relating to fire prevention and alarm and sprinkler systems for government buildings and properties.

In the event of fire or other emergency it is important that all employees, officials, and guests, get safely out of the building. This can be best achieved when an evacuation plan is in place and all occupants in the workplace have practised the plan.

		Records Series	OPR (Dept)			Non-OPR		
			A	SA	FD	A	SA	FD
550	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Fire/ Evacuation Plans	AP+1y	4y	SR	AP+1y	0y	D
	-30	-Fire Prevention Systems	AP+1y	4y	D	AP+1y	0y	D

*AP means until system is updated, tested, or changed.

- 20 **Fire and Evacuation Plans** - A fire and evacuation plans are written documents which include action to be taken by all staff in the event of fire and/or evacuation (which can be non-fire related) of a facility, and arrangements for calling and cooperating with the fire department. Fire and evacuation plans should be tested on a regular basis to ensure staff awareness of procedures to follow in case of an emergency. Documentation would include all evacuation plans, guides and procedures for staff and visitors to follow in the event of a fire or an evacuation, and may also include:

Exercise Debriefs – These are documents generated after exercises or drills which detail observations made by exercise facilitators, evaluators and participants regarding what went well, what some challenges were, how plans and procedures can be improved based on observations. These documents sometimes note specific actions which should be taken, who is responsible and when/if action has been taken. Once all recommended actions are taken these documents would not be altered.

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Event Debriefs – These are documents which review specific fire and/or evacuation events and include what worked well, what the challenges were and how responses can be improved. Staff who responded to the event are usually who is involved in the debriefs. Like exercise debriefs, event debriefs sometimes note actions to be taken to improve responses, who is responsible for ensuring these actions take place and when/if action has been taken. Once all recommended actions are taken these documents would not be altered.

Other Event Documentation – Some events generate a large amount of documentation, for example internal and external communication memos, e-mails, action logs, assessments, plans, invoices, meeting minutes, situation reports etc. These should be gathered at the end of an event.

- 30 **Fire Prevention Systems** - A fire alarm system is any type of device (smoke detector, heat detector, manual pull alarm, sprinkler system) or a combination of devices that work to detect and warn people through visual and audio appliances when smoke, fire, carbon monoxide, or other emergencies are present. Fire prevention systems must be properly maintained and inspected to ensure they are in proper working order. Documentation may include documentation on installation of fire detection and alarm systems, sprinkler systems, portable extinguishers, and documentation of compliance with fire equipment color coding, signs, and access.

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580 PARKING AREAS

Consists of records relating to the administration of parking areas. Included are the allotment of parking spaces for government vehicles and employee vehicles, as well as records relating to the construction or development of parking areas, etc.

For parking permits for government vehicles see 1565 to 1590 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
580	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Designated Parking Areas				*AP+1y	0y	D

*AP means until the list is updated.

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620 UTILITIES

Includes records relating to the administration of utility systems such as air conditioning, garbage disposal, lighting, plumbing and heating, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
620	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	-01-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-By Facility (Alphacode by name or numerical by facility code)				Cy+1y	0y	D
	-30	-Air Conditioning				Cy+1y	0y	D
	-40	-Garbage Disposal				Cy+1y	0y	D
	-50	-Lighting				Cy+1y	0y	D
	-60	-Plumbing & Heating				Cy+1y	0y	D
	-70	-Water & Sewage				Cy+1y	0y	D

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SECTION 3**700 - 999****FINANCE**

This section covers financial subjects reflecting the receipt, control and expenditure of public funds. Included are accounts and accounting, allotments, audits, claims and other fiscal details. This section does not include the subjects of salary or equipment procurement, which have been assigned to Human Resources and Materials Management.

700 - FINANCE - 999

<i>Primary Numbers</i>	<i>Primary Subjects</i>
700	Finance - General
705	Accounting
710	Accounts - Payable
720	Accounts - Receivable
740	Allotments and Transfers
745	Audits
750	Banks and Banking
760	Budget Planning
775	Cheques
780	Claims
785	Contracts & Agreements
800	Fees
805	Funds
815	Grants
870	Reports, Statistics, Statements
890	Signing Authorities
900	Taxes
915	Travel Allowances & Expenses

700 - FINANCE - 999

700 FINANCE - GENERAL

Revised April 2008

Included here are records relating to financial administration and management functions which are not shown elsewhere in this block.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
700	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Currency Exchange Rate	S/O	6y	D	S/O	0y	D

S/O - Superseded or obsolete.

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

705 ACCOUNTING

**Revised April 2008
Revised Oct. 2015**

Consists of records relating to the general administration of accounting systems and procedures, the classification of accounts, public accounts preparation, etc.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
705	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	-02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Journal Vouchers (payable & receivable)	Fy+1y	6y	D	Fy+1y	0y	D
	-30	-Petty cash Case files	AP*	8y	D	AP*	8y	D
	-40	-Public Accounts /Working Records/Documentation	Fy+1y	6y	SR	Fy+1y	0y	D
	-50	-Crown Corp/Agencies Audited Financial Statements	FY+1y	6y	SR	Fy+1y	0y	D
	-60	Financial Ledgers-General	Fy+1y	6y	FR	Fy+1y	0y	D
	-61	Financial Ledgers-Appropriation, Revenue	Fy+1y	6y	D	Fy+1y	0y	D
	-70	Accounting Codes/Program numbers	AP+1y	6y	D	S/O	0y	D
	-80	Cash Handling Procedures	S/O	6y	D	S/O	0y	D
	-85	Year End Procedures	Fy+2y	0y	D	S/O	0y	D

Documentation - relates to balance sheet accounts.

AP means until codes or program numbers change

AP* active until petty cash is closed. Department is OPR of petty cash administration

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

710 ACCOUNTS - PAYABLE

Revised April 2008

Contains records documenting accounts payable activities. Used for tracking and reporting the payment of accounts and expenditure of funds. Included are correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier.

For Ministers travel expense claims see 915 series.

[Departments should take extra security precautions with Purchase Cards due to the sensitive data they contain.]

LPO - Green copy see Audits 745 series.

For Journal Vouchers see 705 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
710	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-30	Local Purchase Orders (by order number) (yellow/pink copy)	Fy+1y	6y	D	Fy +1y	0y	D
	-40	Authorized Purchase Order Requisitions	Fy+1y	6y	D	Fy+1y	0y	D
	-50	Invoices/Invoice payment form (by account code)	Fy+1y	6y	D	Fy+1y	0y	D
	-60	Purchase Cards-statements/Invoice for payment	Fy+1y	6y	D	Fy+1y	0y	D

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

720 ACCOUNTS - RECEIVABLE

Revised April 2008

Includes records relating to receivable accounts. This primary covers records relating to revenue received by a government department or agency for services rendered or through a sale of goods.

For Journal Vouchers see 705 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
720	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Internal Invoices	Fy	0y	D	Fy	0y	D
	-30	Original Cash Deposit/Bank Deposit Forms - (P.T.)	Fy+1y	6y	D	Fy+1y	0y	D
	-35	Cash Deposit Supporting Documents - Dept (Also known as daily cash deposits & transactional material)	Fy+1y	6y	D	Fy+1y	0y	D
	-40	-Outstanding Accounts	A*	0y	D	A*	0y	D
	-50	-Receipt Books	Fy+1y	6y	D	Fy+1y	6y	D

Department is the OPR for cash deposit supporting documents.

Internal Invoices are kept in department as a receivable and as a payable in Prov. Treasury

A* - Outstanding Accounts active until cancelled/ or written off by a Treasury Board Submission.

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

740 ALLOTMENT & TRANSFERS

Revised April 2008

Includes records relating to the distribution of appropriated funds by allotment and transfer, reflecting the commitment, obligation and expenditure of funds allotted.

Special Warrants are located in Provincial Treasury

For Executive Council copies - see 330 series.

Appropriation Transfers - dept is OPR

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
740	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Appropriation Transfers	Fy+1y	6y	SR	Fy+2y	0y	D
	-30	-Special Warrants	Fy+1y	6y	SR	Fy+2y	0y	D
	-40	-Sequestration	Fy+1y	6y	SR	Fy+2y	0y	D

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

745 AUDITS

Revised April 2008

Contains records relating to the administration of audits and reviews of agreements, procedures, programs, systems, etc. Included are correspondence, reports, responses, and related records.

The Auditor General Office is the OPR but is not included in the scheduling process. Departments would have copies and therefore would be Non-OPR.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
745	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Federal Audits	N/A	N/A	N/A	Fy+1y	6y	D
	-25	-Auditor General Audits	N/A	N/A	N/A	Fy+1y	6y	D
	-30	-Departmental Internal Audit	Active	6y	D	Active	6y	D
	-35	-LPO/CSA Books Internal Audit- Green copy	A*+1y	0y	D	A*+1y	0y	D

A* means active until audit complete.

Departmental Internal Audit - active until action is satisfied.

N/A - Not applicable.

A = Active (in office) SA = Semi-Active (in Records Centre)
 FD = Final Disposition of inactive records
 AP = Active Period y = year Fy = Fiscal year Cy = Current year
 SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

750 BANKS AND BANKING

Revised April 2008

Includes records documenting banking methods and procedures. Includes monitoring and verifying bank accounts, deposits, transfers, cheque activity, interest accumulation, bank service changes, and other account transactions. Also include bank notifications on account. Examples: bank statements, transfers, etc.

For Cheques see 775 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
750	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Bank Statements	Fy+1y	6y	D	S/O	0y	D
	-25	-Transfers/Interbank	Fy+1y	6y	D	S/O	0y	D
	-30	-Bank Reconciliations	Fy+1y	6y	D	S/O	0y	D
	-35	-Data Cash Flow Requirement	Fy+1y	6y	D	S/O	0y	D
	-40	-Daily Call Loan Investment Records	Fy+1y	6y	D	S/O	0y	D
	-45	-Expired Treasury Notes	Fy+1y	6y	D	S/O	0y	D
	-50	-Journals	Fy+1y	6y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

760 BUDGET PROCESS

Revised April 2008

Contains records relating to budgetary practices and procedures, planning of program requirements for future periods, required schedules, and forecasting for approved budgets.

For Audited Crown Corp Financial Statement see 705 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
760	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Budget Books/ Report	Fy+1y	6y	SR	Fy+2y	0y	D
	-30	Forecasts/Detailed Reports/Status Quo	Fy+1y	6y	D	Fy+1y	3y	D
	-35	Forecasts/Detailed Reports/Status Quo- (Departmental working papers)	Fy+1y	3y	D	S/O	0y	D
	-40	Crown Corp. Financial Report	Fy+1y	6y	D	Fy+1y	6y	D
	-50	Budget Estimates/Working Papers/ Documentation	Fy+1y	6y	SR	Fy+1y	0y	D
	-55	Budget Estimates -Departmental Working Papers	Fy+1y	6y	SR	Fy+1y	0y	D
	-60	Budget Development Process	Fy+1y	6y	D	Fy+2y	0y	D

Crown Corp submits yearly financial reports to Treasury Board.

Department copy of the forecasts, detailed is kept with the background working papers and that is why retentions are the same.

A = Active (in office) SA = Semi-Active (in Records Centre)
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AP = Active Period y = year Fy = Fiscal year Cy = Current year
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NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

775 CHEQUES

Revised April 2008

Consists of records relating to cheque abstracts, cheque registers, cheque lists, cancelled cheques, requisitions for cheques, etc.

For Banking Records see 750 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
775	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Lost or duplicate cheques documentation	Fy+1y	6y	D	S/O	0y	D
	-30	-Cheque Registers, cheque lists	Fy+1y	6y	D	S/O	0y	D
	-40	Cancelled Cheques	Fy+1y	6y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

780 CLAIMS (LEGAL/COST SHARED)

Revised April 2008
 Revised Oct. 2014
 Revised Oct. 2015

Includes records relating to debts and claims for payment made by and against the Crown.

For personal accidents and injuries see 1005 and 1050 series.
 For accident reports see 1575 series
 For Legal Matters see 325 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
780	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Claim Case Files	AP**+1y	6y	D	AP**+1y	0y	D
	-30	Claims Against Crown	AP**+1y	6y	D	AP**+1y	0y	D
	-40	Claims Against Third Party	AP**+1y	6y	D	AP**+1y	0y	D
	-50	Bankruptcy	AP**+1y	6y	D	AP**+1y	0y	D

AP* means active until claim closed.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

785 CONTRACTS & AGREEMENTS

Revised April 2008

Includes records relating to guidelines, procedures and regulations on personal and service contracts and agreements; individual contract case files including the hiring of consultant services, advertising. Agreements with federal, provincial, municipal, and foreign governments, agencies and other organizations.

For construction contracts see 530 series.

For consultant fees see 800 series.

For original agreements and non-financial supporting documents see 140 series.

For payment record, see 710 & 720 series.

OPR:

	Records Series	OPR			Non-OPR			
		A	SA	FD	A	SA	FD	
785	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	General Contract Case Files	AP**+1y	6y	SR	AP**+1y	0y	D
	-25	Tender Deposit Receipt - Successful/Unsuccessful	Fy+1y	6y	D	Fy+1y	6y	D
	-30	RFQ (Contract bid)	FY+1y	6y	D	Fy+1y	0y	D
	-40	Rejected/denied Contracts	Fy+1y	0y	D	Fy+1y	0y	D
	-50	RFP's - (Evaluation & Awards)	Fy+6y	0y	D	Fy+1y	0y	D
	-60	RFI's- Request for Information	AP* +1y	0y	D	AP +1y	0y	D
	-70	Agreement	AP**+1y	6y	SR	AP**+1y	0y	D

AP* = means active until reviewed.

AP** means until contract completed.

Scoring is evaluation. Evaluation and Awards to be with RFP's.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

800 FEES

Revised April 2008

Includes records relating to consultant and professional service fees, honoraria for lecturers, training course tuition, and the calculation of fees for departmental services, etc.

For membership fees of associations, clubs, and societies see 155 series.

For payment record, see 710 & 720 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
800	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Tuition Fees	Fy+3y	0y	D	S/O	0y	D
	-30	Honoraria to lecturers	Fy+3y	0y	D	S/O	0y	D
	-40	Consultants Fees	Fy+3y	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

805 FUNDS

Revised April 2008

Consists of records relating to the establishment and operation of trust funds and sinking funds.

For Petty Cash Fund, see 705 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
805	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Self Insurance Fund	Fy+1y	6y	SR	FY+1y	0y	D
	-30	-Sinking Fund	Fy+1y	6y	SR	Fy+1y	0y	D
	-40	-Trust Fund	AP*+1y	6y	SR	Fy+1y	0y	D
	-50	-Special Funds	Fy+1y	6y	SR	Fy+1y	0y	D

AP* means until Trust Fund ceases to exist.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

815 GRANTS

Revised April 2008

Includes records relating to grants of money received by departments from the federal government, or funds given to outside organizations, agencies or individuals to carry out a specific project or assignment.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
815	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Individual Grant Files	Fy+1y	6y	SR	Fy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

870 REPORTS, STATISTICS, STATEMENTS

Revised April 2008

Contains records relating to financial reporting systems, financial management reports, statistics, and statements. Included are working papers, correspondence and individual reports.

For administrative reports, statistics, and statements see 440 to 460 series.

For audit reports see 745 series.

For personnel reports, statistics and statements see 1155 series.

For Financial Ledgers see 705 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
870	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Financial Information System (FIS) Oracle-Electronic	Fy+1y	6y	D	FY+1y	6y	D
	-30	Financial Reports (FIS) - Departmental papercopy	**AP	0y	D	*AP	0y	D

*AP means active until electronically archived

**AP means active until no longer administratively useful.

A = Active (in office) SA = Semi-Active (in Records Centre)
 FD = Final Disposition of inactive records
 AP = Active Period y = year Fy = Fiscal year Cy = Current year
 SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

890 SIGNING AUTHORITIES

Revised April 2008

Consists of records relating to financial management payment and spending signing authorities. Used for tracking and verifying the establishment and renewal of signing authorities required for most financial transactions. Included are approvals, completed signing authority forms and cards, etc.

For correspondence signing authority see 225 series.
For human resources signing authority see 1170 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
890	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Signing Authority case files	AP*+1y	6y	D	AP*+1y	0y	D
	-30	Banking Authorities /Signature Cards	AP*	6y	D	AP*	6y	D
	-40	Authorization of Credit Card Issuance	AP*	2y	D	AP*	0y	D

AP* means until authority changed or cancelled.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

700 - FINANCE - 999

900 TAXES

Revised April 2008

Includes records relating to taxation matters at all government levels, such as sales tax, customs and excise tax, etc.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
900	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	GST	S/O	0y	D	S/O	0y	D
	30	Federal Taxes	S/O	0y	D	S/O	0y	D
	40	Taxation Bulletins	Fy+1y	0y	D	Fy+1y	0y	D
	50	Provincial Taxes	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

915 TRAVEL ALLOWANCES & EXPENSES

Revised April 2008

Consist of records relating to expenses, claims and Treasury Board approved options for travel on government business. Included are travel authorizations, expense claims, transportation, hospitality and business expenses, and other related travel expenses.

For travel claims -other than Ministers - see 710 series.

For administrative arrangements for travel see 490 series.

OPR:

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
915	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Minister's travel expense Guidelines	*AP	6y	D	*AP	0y	D
	-30	Ministers Travel Expenditures	Fy+1y	6y	D	Fy+1y	6y	D

*AP - means active until guideline is updated or changed.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

SECTION 4

1000 - 1399

HUMAN RESOURCES

This section covers subjects relating to the employees and human resources services of the government of Prince Edward Island. These subjects include attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff, etc.

1000 - HUMAN RESOURCES - 1399	
Primary Numbers	Primary Subjects
1000	Human Resources-General
1005	Accidents and Injuries
1010	Appointments
1015	Awards and Honours
1020	Bilingualism/Official Languages
1025	Career Management
1030	Classification-General
1035	Classification-By category & group
1040	Classification-Standards
1045	Employee Assistance
1050	Employee Files
1052	Employee Performance Development Plans
1053	Employee Status
1055	Employment & Staffing-General
1070	Employment & Staffing-Programs
1080	Employment & Staffing-Staff Request
1090	Employment & Staffing-Summer Students
1095	Employment & Staffing-Casual Employee File
1105	Hours of Work and Overtime
1110	Insurance
1115	Leave and Holidays
1125	Occupational Health & Safety
1132	Personal & Sexual Harassment
1135	Planning Requirements & Analysis

1140	Promotions & Reclassifications
1150	Regulations and Directives
1155	Reports and Statistics
1160	Retirements and Separations
1165	Salaries and Wages
1170	Signing Authorities
1175	Staff Relations - General
1180	Staff Relations - Adjudication
1190	Staff Relations - Collective Agreements & Interpretations
1200	Staff Relations - Discipline
1205	Staff Relations - Grievances
1210	Staff Relations - Union Relations
1215	Studies, Surveys, Systems
1220	Superannuation and Pension Plans
1225	Training & Development - General
1230	Training & Development - Courses
1235	Training & Development - Languages
1240	Volunteers
1245	Women's Programs

1000 - HUMAN RESOURCES - 1399

1000 HUMAN RESOURCES - GENERAL

Includes records relating to the general administration of human resources management activities not shown elsewhere in this block, exclusive of records relating to individual employees.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1000	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Personnel Manual				*AP	0y	D
	-30	Commissioner of Oaths				**AP	0y	D

*AP means until manual is updated.

**AP means until expiry of term.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1005 ACCIDENTS AND INJURIES

Includes records relating to accidents, personal injuries and to industrial diseases directly resulting from work duties and to claims with the Workers' Compensation Board.

For vehicle, boat accidents, see 1575 series.

For claims with workers, see 1050 and 780 series.

For accidents, injury to employee, see 1050 series & workers comp.

For Occupational Health and Safety, see 1125 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1005	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Report of Accident or industrial Disease (Incident Report) Alpha by name of Claimant				Cy+2y	4y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1010 APPOINTMENTS

Contains records relating to acting appointments, announcements of appointments, etc.

For employee appointments, see 1050 series (Employee File).

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1010	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1015 AWARDS AND HONOURS

Revised Oct. 2014

Contains records relating to the presentation of awards and honours. Also included are records relating to the suggestion awards program and long time service awards.

OPR: Public Service Commission

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1015	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Employee Innovation Award Program	**AP+3y	0y	D	*AP+1y	0y	D
	-30	-Long Time Service Award	16y	5y	SR	Cy+1y	0y	D

*AP means until suggestion is processed.

**AP means active until the program ends.

-20 EMPLOYEE INNOVATION AWARDS PROGRAM

The purpose of the Employee Innovation Awards Program is to provide provincial government with a mechanism to encourage and recognize employee ideas that will reduce costs, improve service or result in significant improvement to workplace safety and wellness. Suggestions range from cost savings ideas which can be monitored, and cost savings can be identified, and some that can't be measured to suggestions which improve morale, efficiency and improve the process of doing things. Files contain written suggestions from employees, correspondence between the suggester, the council member investigating the suggestion and the implementing department, minutes and agendas of the Employee Innovation Awards Council meetings and copies of the Program's annual reports; and correspondence relating to the program.

-30 LONG TERM SERVICE AWARD

The purpose of the Long Term Service recognition is a yearly ceremony is to honour civil service employees with 35, 30, 25, and 20 years of continuous service to thank them for their service. These files contain information on employees eligible for 35, 30, 25, and 20 years of service by year and procedures and arrangements to be followed in the organizing of long term service ceremonies. May also include group photographs of recipients; programs for the ceremony; invitations; correspondence with the photographer and H.R. managers regarding the organization of the ceremony; memorandum to Procurement Services requesting procurement of ceremonial pins; correspondence from Birks; and speaking notes.

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1020 BILINGUALISM/OFFICIAL LANGUAGES

Included here is correspondence regarding the identification of units and number of bilingual employees for each unit.

For language training see 1235 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1020	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	-Bilingual Program				Cy+1y	0y	D
	30	-French Services program				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1025 CAREER MANAGEMENT

Revised Oct. 2014

Included records relating to programs designed to manage the career or development of employees' capabilities through a program of selection, assignments, self development and programmed training.

For regular staff training see 1225 to 1235

OPR: Public Service Commission

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1025	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Management Trainee Program	AP+1y	10y	D	AP	1y	D

AP means active until the program ends.

-20 MANAGEMENT TRAINEE PROGRAM (Formerly Called Admin Trainee Program)

The Management Trainee Program is a corporate program developed in response to the anticipated need for leadership and managerial development in the public service. The program is a strategic initiative designed to recruit and develop individuals for management/leadership positions in the public service. Participants may remain in the program for up to three years.

Record series includes: Program brochure, correspondence (memos & letters) regarding placements of trainees with departments, evaluations of trainee's placements, feedback forms, placement proposal forms and letters, core competency correspondence and project proposals submitted by departments. Any correspondence regarding competitions to select candidates for trainee positions is located with the Staffing Division with other competition material.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1030 CLASSIFICATION - GENERAL

Includes records not shown elsewhere in the classification block which relate to red circled positions; classification requests and descriptions; individual position files containing official departmental copy showing position numbers, description, position summary, etc.

For grievances see 1205 and 1050 series.

For reclassification see 1140 and 1050 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1030	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	20	Descriptions				*AP	2y	D
	30	Red Circled Positions				Cy+1y	2y	D
	40	Requests				**AP	2y	D

*AP means until description revised or position abolished.

**AP means until position abolished.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1035 CLASSIFICATION - BY CATEGORY AND GROUP

Includes records relating to the classification of positions by category and group including classification conversions, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1035	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Administrative Services Group				*AP+1y	0y	D
	-30	Executive Officer				*AP+1y	0y	D
	-40	General Labour and trades, etc.				*AP+1y	0y	D

*AP means until replaced with new classification category.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1040 CLASSIFICATION - STANDARDS

Includes records relating to classification standards which provide guidance in evaluating positions.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1040	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Administrative Services Group, etc.				*AP+1y	0y	D

*AP means until replaced by new standards.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1045 EMPLOYEE ASSISTANCE

Includes records relating to employee assistance with regard to morale, welfare, referrals for assistance, etc.

For further information see Section 27.05 of the Collective Agreement.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1045	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Formal offer of Assistance (after inactivity or at the request of employee)				2y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1050 EMPLOYEE FILES

Revised 1 October 1996

****REFERS TO DEPARTMENT OF HEALTH EMPLOYEES ONLY****

Consists of individual employee files which contain records of employees' work history and employability. The following represents employee related documentation which must be placed within the recognized personnel file;

Employee Information – name, address, date of birth, social insurance number, employee #, type of employment (permanent, student, casual) Place this information on label, inside of record

Payroll/Benefits Information – income tax information (TD1) if claiming other than the basic personal exemption, group benefit application/enrollment/beneficiaries.

Employment Information – resume/application, letter of offer, Human Resource Action Forms, proof of qualifications and registrations.

Oath/Pledge of Confidentiality / Consent to Release Information – signed forms

Leave Forms – all Leave Forms, with the exception of vacation leave, stat and time in lieu, must be forwarded to Human Resources to be placed in the personnel file.

Transactions – all transactions initiated on the HR Action Form, i.e., transfers, secondment, employment changes, personal data changes.

Performance Development – all information pertinent to an employee's work performance and may include: commendations, evaluations/appraisals, probation assessment/evaluations, training & development, competency documentation. Note: Performance Development Plans completed with staff must be forwarded to the personnel file in Human Resources. The manager may keep a copy at the department/unit for its active period (until it is replaced by a following plan); at which time the former photocopy should be destroyed.

Health Related Information - Occupational Health & Safety, Worker's Compensation, i.e. WCB claims and forms, LTD case information, Functional Capacity Evaluations, and related correspondence, medical certificates and related information.

Labour Relations – disciplinary action(s); duty to accommodate arrangements.

Termination Information – termination documentation (severance, resignation, retirement, dismissal, death).

NOTE: When an employee transfers from one department to another, the employee file shall be transferred as well.

A = Active (in office) SA = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period y = year Fy = Fiscal year Cy = Current year

SR = for Selective Retention at Provincial Archives D = Destroy

NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

Records Series					A	SA	FD
1050-20	Name of Employee (Alphacode)				*AP+1y	*SA	D

***AP** while employee is employed with provincial government.

***SA** - Department of Health facilities are to transfer records to the Records Centre until the records indicate that the employee has reached 70 years of age, has been out of the employ of the government for seven years, and is not involved in any dispute or litigation with the provincial government related to employment, salary or benefits.

In the case of death while in the employ of the province, the employee file will be retained by the department for one year after the death. It will then be transferred to the Department of Health where it will be amalgamated, reorganized and retained for a further seven years. After this period, the file will be transferred to the Public Archives and Records Office for destruction.

The employee file will be retained by the Department of Health for seven years following the settlement of any dispute or litigation with the Provincial government related to employment, salary or benefits.

Exception to listed retention period is information on disciplinary action. Please refer to the respective collective agreement with respect to Exception due to disciplinary action.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1052 EMPLOYEE PERFORMANCE DEVELOPMENT PLANS

Contains records relating to Employee Performance Development Plans and reviews, etc. Also may include records relating to probationary and notice periods.

For individual employee performance plans, see 1050 series (Employee file).

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1052	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

Revised October 1, 1996

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1053 EMPLOYMEE STATUS

Revised October 1, 1996

Contains records relating to Employee name, number, position number, annual salary, class, class title, etc.

For staff requirements and utilization see 1135 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1053	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Employee status listings (bi-weekly)				*AP	0y	D

*AP means until listing is revised

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1055 EMPLOYMENT AND STAFFING - GENERAL

Includes records relating to the staffing of positions which are not shown elsewhere in this employment and staffing block.

For hiring of consultants see 785 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1055	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Appeals				Cy+1y	4y	D
	-25	Delegation of staffing authority				*AP+1y	0y	D
	-30	Extension of Employment beyond age 65				Cy+1y	0y	D
	-35	Internal Job Rotation				Cy+1y	0y	D
	-40	Part Time				Cy+1y	0y	D
	-45	Transfer of Employees withing the Civil Service				Cy+1y	0y	D
	-50	Seasonal				Cy+1y	0y	D

*AP means until changes made to staffing authority.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1070 EMPLOYMENT AND STAFFING - PROGRAMS

Includes records relating to programs with universities, colleges, work experience programs, equal opportunity programs, etc.

For Employees hired, see casual employee file 1095 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1070	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	By Program (eg. Employment Access Program, Business Internship, OJT, Management Trainee Program, Summer Student Program)				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1080 EMPLOYMENT AND STAFFING - STAFF REQUESTS

Includes records relating to requests for staff to fill vacancies, replacements, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1080	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Request to Fill Vacancies				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1085 EMPLOYMENT AND STAFFING - SUMMER STUDENTS

Includes records relating to the hiring of summer students, request for career-oriented summer employment programs, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1085	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	By Program				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1090 EMPLOYMENT AND STAFFING - CASUAL

Revised Oct. 2014

Includes records relating to the hiring of casual employees; including advertising of job openings, applications for employment, resumes, competition lists, interview formats and questions, eligibility lists for filling vacancies, etc.

OPR: Public Service Commission

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1090	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Applications	Cy	0y	D	1y	0y	D
	-25	-Competitions	18m	0y	D	Cy+1y	0y	D

If the applicant for a casual position receives employment, their application should be transferred to the casual employee file (1095 series) and retained according to the stated retention period in the 1095 series.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1095 EMPLOYMENT AND STAFFING - CASUAL EMPLOYEE FILE

Consists of individual employee files which contain records on casual employee's name and address and social insurance number; date of birth; wage rate and actual earnings; number of hours worked each day and week; gross earnings per pay period; deductions from gross earnings and nature of each deduction; starting date of employment and date of termination; type of work performed by the employee; period in which employee received vacation with pay; amount of vacation pay paid to the employee in lieu of vacation; payroll transactions; TD 1; and letter of offer.

For time sheets and record of employment see 1165 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1095	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Casual Employee File				AP*	7y	D

*AP means while employee is employed with provincial government.

Revised 1 October 1996

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1105 HOURS OF WORK AND OVERTIME

Consists of records relating to hours of work, work schedules, flexible hours, time off to vote, compressed work week, early closing and overtime, including compensation.

For leave records see 1115 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1105	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1110 INSURANCE

Includes records relating to insurance plans, unemployment insurance, disability and life insurance, etc.

For insurance of vehicles see 1575 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1110	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
		-Blue Cross				*AP	0y	D
		-Group Life				*AP	0y	D
		-Death Benefit				*AP	0y	D
		-Disability				*AP	0y	D
		-Employment Insurance				*AP	0y	D

*AP means until replaced with new plan.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1115 LEAVE AND HOLIDAYS

Contains records relating to vacation, sick, special and other types of leave; designated paid holidays, etc.

For Leave without pay, see 1050 series.

For educational leave see 1225 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1115	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Record of Absence				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1125 OCCUPATIONAL HEALTH AND SAFETY

Consists of records relating to the occupational health and safety programs in the department. Included are such matters as smoking in the work place, hazardous working areas, safety, and first aid.

For incident Reports or general report of accident see 1005 series.

For Workers' Compensation claims, see 1005 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1125	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Job Safety				Cy+1y	0y	D
	-30	-Responsibilities and violations				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1132 PERSONAL AND SEXUAL HARASSMENT

Consists of records relating to personal and sexual harassment referring to any unwelcome behaviour, conduct, or communication that is directed at and is offensive to any employee's sex, marital status, race, colour, religion, nationality, ancestry, place of origin, age, or physical ability.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1132	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Investigations				AP*+6y	0y	D

*AP means until investigation is completed.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1135 PLANNING REQUIREMENTS AND ANALYSIS

Includes records relating to the administration of human resources planning and control; current and projected human resources requirements; personnel resource requirements, forecasts and estimates; allocation and control, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1135	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Staffing requirements, forecasts and estimates				Cy+1y	2y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1140 PROMOTION AND RECLASSIFICATION

Includes records relating to the promotion and reclassification of personnel.

For promotion and reclassification of personnel, see 1050 series (Employee file).

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1140	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1150 REGULATIONS AND DIRECTIVES

Includes records relating to civil service employment regulations; terms and conditions of employment; human resources management directives and guidelines, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1150	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Employment Regulations				Cy+1y	0y	D
	-30	-Conflict of Interest Guidelines				Cy+1y	0y	D
	-40	-Political Activity				Cy+1y	0y	D

Regulations and directives relating to a specific subject should be placed under the appropriate primary number.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1155 REPORTS AND STATISTICS

Revised Oct. 2014

Consists of reports and statistics relating to human resources matters.

OPR: Public Service Commission

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1155	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Leave Status - Monthly	*AP	0y	D	*AP	0y	D
	-21	-Leave Status - Year End	40y	0y	D	*AP	3y	D
	-30	-Leave Summary - Monthly	*AP	0y	D	*AP	0y	D
	-31	-Leave Summary - Year End	40y	0y	D	*AP	3y	D
	-40	-Relief of Employees				*AP	0y	D
	-50	-Temporary Employees				*AP	0y	D
	-51	-Temporary - 800 hrs or more				*AP	0y	D

*AP means until superseded or obsolete.

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1160 RETIREMENTS AND SEPARATIONS

Includes records relating to the retirement of employees, resignations, separations, lay-offs, abandonment of positions, etc.

For specific employee retirement and separation record, see 1050 series (Employee File).

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1160	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1165 SALARIES AND WAGES

Consists of records relating to the administration of salary and wage matters. for satisfying the legal and fiscal retention requirements for salaries and wages. Included are rates of pay, deductions, regulations, records of employment, etc.

OPR: Public Service Commission

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1165	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Casual (hourly) Payrun Register-Hardcopy	AP*	0y	D	Fy+1y	0y	D
	-20	Casual (hourly) Payrun Register-Microfiche	70y	0y	D			
	-30	Casual (hourly) Cheque Register-Hardcopy	AP*	0y	D	Fy+1y	0y	D
	-30	Casual (hourly) Cheque Register-Microfiche	7y	0y	D			
	-40	Salary Payrun Register - Hardcopy	AP*	0y	D	Fy+1y	0y	D
	-40	Salary Payrun Register- Microfiche	70y	0y	D			
	-50	Salary Cheque Register - Hardcopy	AP*	0y	D	Fy+1y	0y	D
	-50	Salary Cheque Register -Microfiche	7y	0y	D			
	-60	FISREREMP	Fy	5y	D	Fy+1y	0y	D
	-70	-Time Sheets (Casual & Overtime)	Fy+1y	6y	D	Fy+1y	6y	D
	-80	-Record of Employment (ROE)	Fy+1y	6y	D	Fy+1y	6y	D

AP* means active until register is microfiched and verified. If hardcopy record is not microfiched, then it must be kept for 70 years.

* Time Sheets for additional hours for part time employees will need to be retained as these will be required for purposes of severance/retirement pays.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1170 SIGNING AUTHORITIES

Consists of records relating to persons designated for human resources signing authority requirements. For example, authority is required for grievance procedure, personnel transactions, sick and vacation leave, special leave, written reprimand, suspension and dismissal.

For correspondence signing authority see 225 series.

For financial signing authority see 890 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1170	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Designated Signing Authority				AP**+1y	0y	D

*AP means until expiry of authority.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1175 STAFF RELATIONS - GENERAL

Includes records relating to employee-management relations and services.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1175	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Seniority Lists				Cy+1y	0y	D
	-30	-Designated Employees				Cy+1y	0y	D
	-40	-Strikes and work Stoppages				Cy+1y	0y	D
	-50	-Essential Services				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1180 STAFF RELATIONS - ADJUDICATION

Consists of records relating to the administration of grievance adjudication under the Collective Agreement and Civil Service Act/Regulations; arbitration tribunals relating to leave, discharge, dismissal, rates of pay, shift work, overtime, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1180	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1190 STAFF RELATIONS - COLLECTIVE AGREEMENTS AND INTERPRETATIONS AND UNION RELATIONS

Contains records relating to collective agreements or contracts including guidelines and interpretations; collective agreements by category to set forth terms and conditions of employment relating to pay, hours of work, employee benefits.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1190	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Collective Agreements(by name, bargaining unit, etc.)				AP**+1y	4y	SR

*AP means until replaced by new agreement

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1200 STAFF RELATIONS - DISCIPLINE

Includes records relating to disciplinary actions relating to misconduct, intoxication and drug abuse or misuse of government property.

For employee disciplinary actions, see 1050 series (Employee File)

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1200	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
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NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1205 STAFF RELATIONS - GRIEVANCES

Includes records relating to methods and procedures for handling grievances and complaints of employees.

For individual employee case files, see 1050 series (Employee File)

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1205	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1210 STAFF RELATIONS - UNION RELATIONS

Includes records relating to relationships between management and employees' unions, groups or associations, use of employers' facilities, union dues, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1210	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1215 STUDIES, SURVEYS, SYSTEMS

Includes records relating to human resources management studies and surveys.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1215	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1220 SUPERANNUATION AND PENSION PLANS

Consists of records relating to superannuation, Canada Pension Plan, reciprocal transfer agreements, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1220	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
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NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1225 TRAINING AND DEVELOPMENT - GENERAL

Contains records relating to the general administration of training and development activities. Included are training schedules, training directives, employee orientation, etc.

For career development see 1025 series.

For training of volunteers see 1240 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1225	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Training Budget				Cy+1y	0y	D
	-30	-Educational Leave				Cy+1y	0y	D
	-40	-Employee Orientation				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
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NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1230 TRAINING AND DEVELOPMENT - COURSES

Consists of records relating to courses, types of courses, course content, attendance records, and evaluation reports for all forms of training. Included are records relating to the planning and scheduling of training activities.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1230	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
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NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1235 TRAINING AND DEVELOPMENT - LANGUAGE

Includes records relating to language training and training courses, waiting lists, testing, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1235	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-English Language Training				Cy+1y	0y	D
	-30	-French Language Training				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
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NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1240 VOLUNTEERS

Consists of records relating to persons providing services to the Crown as volunteers, to the services so provided, and to the requirements and conditions of the voluntary services.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1240	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Training and Orientation				Cy+1y	0y	D
	-30	-Work Schedules				Cy	0y	D
	-40	-Responsibilities and Obligations				Cy+1y	0y	D

A = Active (in office) **SA** = Semi-Active (in Records Centre)

FD = Final Disposition of inactive records

AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year

SR = for Selective Retention at Provincial Archives **D** = Destroy

NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

1245 WOMEN'S PROGRAMS

Consists of records relating to the development and implementation of programs to enhance opportunities for women in the civil service of PEI.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1245	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Cy+1y	0y	D	Cy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Employment Equity				Cy+1y	0y	SR
	-30	-Mentorship Program				Cy+1y	0y	SR

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1000 - HUMAN RESOURCES - 1399

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
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NOTE: AP for policy means as long as policy is in effect.

SECTION 5

1400 - 1599

MATERIALS MANAGEMENT

This section covers the functions of procurement, storage and warehousing, issuing, maintaining and repairing and other related subjects through to the ultimate disposal or write-off of obsolete or surplus equipment and supplies.

1400 - MATERIALS MANAGEMENT - 1599

Primary Numbers	Primary Subjects
1400	Materials Management - General
1405	Asset Control and Inventories
1410	Audio Visual Equipment and Supplies
1420	Building Materials and Supplies
1425	Catalogues, Manuals, Price Lists
1430	Clothing
1435	Computing Equipment and Supplies
1445	Disposal and Surplus
1455	Firearms
1460	Foods
1465	Forms
1470	Fuels
1475	Furniture and Furnishings
1485	Laboratory Equipment and Supplies
1490	Microfilm Equipment and Supplies
1515	Office Equipment and Supplies
1525	Procurement
1550	Standing Offer Agreements
1555	Stationery
1575	Vehicles Management

1400 - MATERIALS MANAGEMENT - 1599

1400 MATERIALS MANAGEMENT - GENERAL

Includes records relating to the general administration of materials management not shown elsewhere in this block and to the procurement of supplies and equipment, including justification, user specifications, issue, maintenance and repairs, not found under specific equipment and supplies primaries.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1400	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Agreement & Guarantees				AP*	0y	D

*AP means until agreement or guarantee expires.

A = Active (in office) SA = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period y = year Fy = Fiscal year Cy = Current year
SR = for Selective Retention at Provincial Archives D = Destroy
NOTE: AP for policy means as long as policy is in effect.

1400 - MATERIALS MANAGEMENT - 1599

1405 ASSET CONTROL AND INVENTORIES

Consists of records relating to the control of fixed assets (not including buildings and properties) and stock inventory, including receipt, storage inventorying and stocktaking.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1405	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Warehouse Inventory				AP**+1y	0y	D
	-30	-Inventory Control Systems				Cy+1y	0y	D

*AP means until next inventory.

A = Active (in office) **SA** = Semi-Active (in Records Centre)
FD = Final Disposition of inactive records
AP = Active Period **y** = year **Fy** = Fiscal year **Cy** = Current year
SR = for Selective Retention at Provincial Archives **D** = Destroy
NOTE: AP for policy means as long as policy is in effect.

1400 - MATERIALS MANAGEMENT - 1599

1410 AUDIO VISUAL EQUIPMENT AND SUPPLIES

Contains records relating to the procurement of audio visual equipment and supplies, including justification, user specifications, issue, maintenance and repairs.

For asset control see 1405 series.

For disposal control see 1445 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1410	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Video Equipment & Supplies				Fy+1y	0y	D
	-30	-Film Equipment & Supplies				Fy+1y	0y	D
	-40	-Photographic Equipment & Supplies				Fy+1y	0y	D
	-50	-Sound Equipment & Supplies				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1420 BUILDING MATERIALS AND SUPPLIES

Includes records relating to the procurement of building materials and supplies such as lumber, hardware, etc.

For asset control see 1405 series.

For disposal see 1445 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1420	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Hardware				Fy+1y	0y	D
	-30	-Hand tools and Instruments				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1425 CATALOGUES, MANUALS, PRICE LISTS

Information relating to equipment and supplies; includes technical specifications, equipment catalogues, price lists, vendor literature, etc.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1425	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1430 CLOTHING

Contains records relating to the procurement and issue of clothing, uniforms, smocks, etc. Also includes records on cleaning and laundering services.

For asset control see 1405 series.

For disposal see 1445 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1430	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Dress Regulations				Fy+1y	0y	D
	-30	-Uniform Issue				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1435 COMPUTING EQUIPMENT AND SUPPLIES

Contains records relating to the procurement of data processing equipment and supplies, including justifications, hardware and software evaluations, user specifications, issue, maintenance and repairs.

For asset control see 1405 series.

For disposal see 1445 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1435	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Procurement Procedures				Fy+1y	0y	D
	-30	-Hardware & Software Research Files				Fy+1y	0y	D
	-40	-Interdepartmental Hardware Transfer Agreements				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1445 DISPOSAL & SURPLUS

Includes records relating to the disposal of surplus equipment and supplies through the department of Transportation & Pubic Works, the sale or destruction of equipment and supplies, the recycling of paper, materials, supplies, etc.

For disposal of buildings and lands see 540 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1445	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Recycling Programs				Cy+1y	0y	D
	-30	-Asset Transfer & disposal reports				Fy+1y	6y	D

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1400 - MATERIALS MANAGEMENT - 1599

1455 FIREARMS

Consists of records relating to the operation of firearms. Includes procurement, registration, operation, issuance, and other related records.

For asset control see 1405 series.

For disposal see 1445 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1455	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Firearm Permits				*AP	2y	D
	-30	-Registration and issue				*AP	2y	D

*AP means until permit or registration expires.

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1400 - MATERIALS MANAGEMENT - 1599

1460 FOODS

Includes records relating to the procurement and issue of food items.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1460	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1465 FORMS

Contains records relating to the procurement and issue of forms.

For forms management see 245 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1465	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Forms Issue				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1470 FUELS

Consists of records relating to the procurement of fuels as well as, their performance, supply, etc.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1470	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Heating Fuels				Fy+1y	0y	D
	-30	-Motor Fuels				Fy+1y	0y	D
	-40	-Natural Gas				Fy+1y	0y	D
	-50	-Oil & lubricants				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1475 FURNITURE & FURNISHINGS

Contains records relating to the procurement of furniture and furnishings, including justification, user specifications, issue, maintenance and repairs.

For asset control see 1405 series.

For disposal see 1445 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1475	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1485 LABORATORY EQUIPMENT AND SUPPLIES

Consists of records relating to the procurement of laboratory equipment and supplies, including justification, user specifications, issue, maintenance and repairs.

For asset control see 1405 series.

For disposal see 1445 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1485	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1490 MICROFILM EQUIPMENT AND SUPPLIES

Consists of records relating to the procurement of microfilm equipment and supplies, including justification, user specification, issue, maintenance and repairs.

For the microfilming of documents, see 420 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1490	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Maintenance & Repairs				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1515 OFFICE EQUIPMENT AND SUPPLIES

Contains records relating to the procurement of office machines, including justification, user specifications, issue, maintenance and repairs. Also included are records relating to general office supplies which are not included in specific commodity files.

For asset control see 1405 series.

For disposal see 1445 series.

For computing equipment see 1435 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1515	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Photocopiers				Fy+1y	0y	D
	-30	-Typewriters				Fy+1y	0y	D
	-40	-Calculators				Fy+1y	0y	D
	-50	-Facsimile Machines				Fy+1y	0y	D
	-60	-Filing Equipment				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1525 PROCUREMENT

Included here is general information relating to the procurement, requisition, storage and issue of equipment and supplies. Also included are regulations, instructions, procedures, etc.

For procurement of specific equipment and supplies, justifications, etc., see the appropriate commodity file.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1525	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1550 STANDING OFFER AGREEMENTS

Lists of commodities or services available to government departments or agencies, including names of contractors, their addresses, and the contract details and dates on which the offers expire.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1550	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1555 STATIONERY

Contains records relating to the printing and procurement, justification, user specifications, and issue of stationery, including papers and small office items.

For forms see 1465 series.

For requisitions/purchase orders see 710 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1555	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	-Address/Mailing Cards				Fy+1y	0y	D
	-30	-Minister's Stationery				Fy+1y	0y	D

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1400 - MATERIALS MANAGEMENT - 1599

1575 VEHICLES MANAGEMENT

Revision October 2014

Consists of records relating to the operation, maintenance and repairs of government light and heavy fleet. Also included is information relating to the renting and leasing of vehicles, use of private vehicles, vehicle abuse, and the use of credit cards.

For asset control see 1405 series.

For disposal see 1445 series.

For requisitions/purchase orders see 710 series.

For vehicle accidents claims see 780 series.

For personal injuries/accidents see 1005 series.

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1575	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	Accident/Incident Reports	Fy+2y	4y	D	Fy+2y	0y	D
	-25	Credit Cards & Acknowledgement forms (Vehicle and credit card)	Fy+1y	0y	D	Fy+1y	0y	D
	-30	Fleet Information	Fy+6y	0y	D	Fy+1y	0y	D
	-35	Vehicle Abuse	Fy+2y	0y	D	Fy+1y	0y	D
	-40	Renting/Leasing	Fy+2y	0y	D	Fy+1y	0y	D
	-45	Use of Private Vehicles- Agreements	AP+1y	6y	SR	AP+1y	0y	D
	-55	Vehicle Log /Condition Reports:	Fy+1y	0y	D	Fy+1y	0y	D
	-60	Fleet Management System (FMS)	AP+2y	0y	D	Fy+1y	2y	D

60 - AP means active for the live of equipment under ownership of a government department or agency.

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1400 - MATERIALS MANAGEMENT - 1599

- 20 **Accident /Incident Reports:** Includes reports on accidents or incidents involving government fleet equipment, as well as information on vandalism or theft of vehicles as a result of highway maintenance operations or by a third party. Individuals involved in accidents or incidents are required to document incidents utilizing the Risk Management and Insurance Accident / Loss Form which is forwarded to an authorized departmental representative, who reviews it for accuracy, and submits it to Risk Management and Insurance for direction, decisions, and processing of claims. The insurance professionals at Risk Management and Insurance are responsible for risk management and claims service to all provincial public sector entities. Report contains accident/loss form which lists: vehicle; driver; details of accident; damage to vehicles; damage to property; injuries; witnesses; and a narrative report or description of the accident/incident and a scene diagram . Additional detailed information may include: other vehicle(s); details of injured person (s); incident site information; road/ weather/ signs/lights information; pedestrian and witnesses information and any observations to note.
- 25 **Credit Cards and Acknowledgement Forms:** Records relating to the issuance to and usage by government employees of government fleet credit cards that were issued through the fuel company. Departmental administrator or the vehicle manager approves employees to receive credit cards for gasoline and any fluids (windshield wash, oil etc) required while operating their vehicle or equipment. All employees that are issued credit cards must sign and date a fleet credit card acknowledgement listing their rights and responsibilities for the use of the card. Information collected includes: department; division; employee's name; and working title; credit card number, vehicle asset number; date issued; employee's initials; date returned and the vehicle management officer initials. Summary reports on card utilization for a specified period by vehicle or department may also be included.
- 30 **Fleet Information:** Includes general information related to requests for accessories, lighting, materials, in the use of government vehicles and equipment. It may also contain correspondence or inquires on obtaining fleet vehicles, operational requirements, licensing, registration, transfer documentation, sale and disposal information. This information will be utilized in development of vehicle specifications, tender documents, and for audit purposes. Requests for accessories required in the completion of business related duties are made by employees to their work unit supervisor and forwarded to the fleet manager/administrator or designated departmental representative for consideration. Consultation will occur to ensure consistency is achieved across the division, department and/or overall government fleet. If approved, accessories will be purchased as per public purchasing guidelines and may be incorporated into the vehicle specification for future replacements.

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1400 - MATERIALS MANAGEMENT - 1599

- 35 **Vehicle Abuse:** Includes documentation related to the misuse or abuse of vehicles and equipment owned by the government of PEI. Abuse may include, but is not limited to, identified or reported instances of failure to: have vehicle maintenance performed to manufacturing standards; perform safety checks and inspections; ensure necessary repairs are completed in a timely fashion; or maintain proper records related to vehicle use. Outstanding repairs or maintenance issues will be addressed as soon as they are identified. Identified incidents of vehicle abuse will be reported to identified designate for action as deemed appropriate.
- 40 **Renting / Leasing:** Documentation relating to the rental or short term leasing of vehicles for the performance of work required on behalf of government departments and agencies. This could include project or seasonal work requirements. Rental and short term lease requests will be forwarded from supervisors / program coordinators to authorized departmental representative for consideration and approval.
- 45 **Use of Private Vehicles Arrangements:** Contains records relating to the utilization of and agreements made for the use of privately owned vehicles and equipment to perform required service work on behalf of the Highway Maintenance Division. Information may be used to create payment schedules, track work requirements, and assist in annual planning process. Departmental managers or zone supervisors submit request to the authorized departmental representative as needs are identified and will include details on vehicle (year, make, model, type), work to be performed, payment details, and insurance verification.
- 55 **Vehicle Log / Condition Reports:** Includes various reports, logs, and documentation relating to the usage and condition of vehicles within the government fleet. Vehicle logs are submitted to supervisors within the appropriate department / agency for review, approval, and necessary follow-up. Information is utilized in developing vehicle replacement schedules, preparing vehicle specifications, monitoring daily vehicle utilization, and ensuring required maintenance is performed. Information listed in a vehicle log report may include: equipment ID number; Operator ID number; Operator's name; department; section; name of person submitting the log; driver's licence number; days used; date; travel details (where they were that day); any purchases made by credit card; non credit card information; odometer start and end of the day; kilometres travelled for government and personal use; month end totals; last month and yearly totals; and signature of operator and supervisor signature entering the data into the system.

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1400 - MATERIALS MANAGEMENT - 1599

-60 Fleet Management System (FMS) (database)

Fleet Management (FMS) is a database application utilized by Government of PEI departments and agencies to track vehicles and equipment, as well as related parts, supplies, usage, maintenance, inventory and fuel records. Authorized users across government can enter vehicle usage and fuelling data into the fleet system but only TIR can define tables, add equipment, or alter set-up information within the database. Information captured in the database will be utilized to generate information to allow for cost recovery of fuel, supplies, and maintenance costs from government departments, agencies, and provincial school boards. FMS provides inventory information for bulk fuel (received and issued) to fleet equipment and vehicles as well as fuel purchases from external sources to meet reconciliation, audit, environmental, and taxation requirements. Vehicle/equipment usage (odometer or hours) is tracked in the system throughout the useful life of the equipment to ensure preventative maintenance schedules are met for warranty purposes. Management of inventory items is maintained in FMS and utilized for cost recovery. Repairs and maintenance on vehicles and equipment serviced in-house and commercially are captured within the database - this includes parts, towing expenses, commercial parts and labour, etc. Work orders for internal maintenance and repairs are generated and sent to Maintenance and Repairs Section to have the work completed. Inventory listings are utilized for confirming automobile, contractor, and liability insurance. Recorded information is also utilized in calculations for taxable benefits for government resources as defined by Canada Revenue Agency. Information compiled in the system includes: vehicle data (year, make, model, type, odometer, usage, assignment, status, purchase and disposal, registration); equipment part replacements; repairs completed by outside vendors; vehicle safety recalls; preventative maintenance schedules; equipment fuel utilization; assignment history; repair history; bulk fuel receipts and issues; parts purchasing; inventory issues; and related records.

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SECTION 6

1600 - 1899

INFORMATION AND TECHNOLOGY MANAGEMENT

(Under development)

1600 - INFORMATION & TECHNOLOGY MANAGEMENT - 1899	
<i>Primary Numbers</i>	<i>Primary Subjects</i>
1680	FOIPP - Program
1690	FOIPP - Request

1600 - INFORMATION & TECHNOLOGY MANAGEMENT - 1899

1680 FOIPP- PROGRAM

Approved Nov. 2013

Documents the administration of the *Freedom of Information and Protection of Privacy Act*, including activities relating to the roles and responsibilities for administering the FOIPP legislation.

Examples: records pertaining to roles and responsibilities; delegation of authority; internal reporting requirements; advisory and consultation material; meeting notes; reports; and training material

				OPR			Access & Privacy Office		
				Non-OPR			Public Bodies		
		Records Series		OPR			Non-OPR		
				A	SA	FD	A	SA	FD
1680	-00	Policy, Standards & Guidelines		AP	4y	SR	AP	4y	SR
	-01	General		Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files		S/O	0y	D	S/O	0y	D
	-20	FOIPP Program - Administration		Fy+5y	0y	SR	Fy+5y	0y	D
	-30	FOIPP Request -Tracking System		AP	0y	D			
	-40	Training Material		S/O	0y	D	S/O	0y	D
	-50	FOIPP Coordinators - Roles & Responsibilities		AP*+5y	0y	SR	AP+5y	0y	D

AP - means active as long as administratively useful.

AP* - means active as long as coordinator holds position

- 20- **FOIPP Program - Administration** - Documents the establishment and maintenance of provincial government policy or practice, standards, and guidelines on access to information and privacy issues. Includes annual operational reports, advisories or bulletins, projects, and issues management not specific to another function.

1600 - INFORMATION & TECHNOLOGY MANAGEMENT - 1899

- 30- **FOIPP Request Tracking System** - Is an electronic database where key information is entered about each request: date received; public body it was sent to; applicant type; description of the request; and outcome of each request. Used to generate reports, identify trends and measure workload.
- 40- **Training Material** - Documents created to educate about access and privacy and may include FOIPP Guidelines and Practices Manual, slide shows, bulletins, charts, and checklists. These records are created by the Access and Privacy Services office and used by FOIPP Coordinators to fulfil their responsibilities and/or educate colleagues.
- 50- **FOIPP Coordinators - Roles & Responsibilities**: Includes delegation instrument from the head of a public body. The instrument identifies the powers, duties, and functions delegated to the FOIPP Coordinator, as well as an alternate individual delegated to act in his or her absence.

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1690 FOIPP-REQUEST

Revision Dec. 2014

Documents the management of requests to access government records made under the provision of the *Freedom of Information and Protection of Privacy Act*.

Examples: *Access to Information* request documentation, submissions, copies of decisions, reports, transaction logs, privacy impact assessments, working papers, and inter-departmental and intra-departmental data sharing.

OPR	Access & Privacy Office
Non-OPR	Depts/Public Bodies

		Records Series	OPR			Non-OPR		
			A	SA	FD	A	SA	FD
1690	-00	Policy, Standards & Guidelines	AP	4y	SR	AP	4y	SR
	-01	General	Fy+1y	0y	D	Fy+1y	0y	D
	02-19	Subject (Reference) Files	S/O	0y	D	S/O	0y	D
	-20	FOIPP Request-General	AP+1y	4y	D	S/O	0y	D
	-30	FOIPP Request- Personal Information	AP+1y	4y	D	S/O	0y	D
	-40	FOIPP Request-Correction of Personal Information	AP+2y	0y	D	S/O	0y	D
	-50	FOIPP Request-Law Enforcement	AP+5y	0y	D	S/O	0y	D
	-60	FOIPP Request-Routine Disclosure	AP+2y	0y	D	S/O	0y	D
	-70	Privacy Complaints	AP+5y	0y	D	S/O	0y	D
	-80	Privacy Impact Assessments (PIA's)	AP*+5y	0y	D	AP*+5y	0y	D

AP- means active until conclusion reached eg. completed, dropped, ruled on by commissioner, withdrawn, or settled.

AP* - means until replaced or updated.

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1600 - INFORMATION & TECHNOLOGY MANAGEMENT - 1899

- 20- **FOIPP Requests - General:** These records include: original applications requesting access to information; correspondence and/or meeting notes between the FOIPP Coordinator, applicants and/or third parties and/or the Commissioner's Office; staff forms documenting the search for records relevant to FOIPP requests; copies of records (original and working/severed copies); documentation of the line-by-line review; recommendations to disclose/protect records subject to specific exceptions of the FOIPP Act; and background information about recommendations.
- 30- **FOIPP Request - Personal Information:** A purpose of the FOIPP Act is to create a right of access for individuals to personal information about themselves, subject to limited and specific exceptions set out in the Act. The exceptions should always be interpreted with a view to giving an individual as much as access as possible to his or her own personal information. These records include: original applications requesting access to information about themselves; correspondence and/or meeting notes between the FOIPP Coordinator, applicants and/or third parties and/or the Commissioner's Office; staff forms documenting the search for records relevant to FOIPP requests; copies of records (original and working/severed copies); documentation of the line-by-line review; invoice for cost of photocopies; recommendations to disclose/protect records subject to specific exceptions of the FOIPP Act; and background information about recommendations.
- 40- **FOIPP Request - Correction to Personal Information:** Records documenting requests to correct personal information are to be retained so that individuals may exercise their rights of access and correction. Examples of documents that might be required to prove facts include: a birth or baptismal certificate to prove age; or a notice of assessment from Revenue Canada to prove income.
- 50- **FOIPP Request - Law Enforcement:** Under Section 37(1)(o) of the FOIPP Act, law enforcement agencies can request personal information from public bodies. This written request is retained by the public body as a record of whether or not the disclosure occurred. The form includes: the name of the individual whose information is requested; the exact nature of the information desired; the authority for the investigation; the purpose for which the requesting agency will use the information; and the name, title and address of the person authorized to make the request.

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1600 - INFORMATION & TECHNOLOGY MANAGEMENT - 1899

- 60- **FOIPP Request - Routine Disclosures:** These include requests for records which are not submitted under the FOIPP Act. Public bodies may specify categories of records in their custody or under their control that will be made available to the public without a request for access under the Act. This way, public bodies can take a proactive approach, setting up channels for the release of information and identification of records available without a FOIPP request. Examples: Routine Disclosure requests; consultations with applicants, and/or public bodies; correspondence; meeting notes; and copies of information released via Routine Disclosure.
- 70- **Privacy Complaints:** These records include documentation of investigations of specific privacy complaints. Records include the documentation of an investigation as well as recommendations, if any, on how to manage the issue to avoid or reduce possible future breaches.
- 80- **Privacy Impact Assessments:** Privacy impact assessments are completed by public bodies to identify potential privacy risks to personal information. They record how public bodies comply with FOIPP in the collection, use, and disclosure of personal information and may include recommendations to eliminate or reduce non-compliance.

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SECTION 7

1900 - 1999

YEAR 2000 PROGRAM

This section covers a wide variety of subjects relating to the PEI government's Year 2000 re-mediation efforts. It includes project plans, business resumption planning, communications, information systems, information delivery systems, embedded systems, supply chain, quality assurance, documentation and due diligence.

1900 - YEAR 2000 PROGRAM - 1999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 1900 Year 2000 - General**
- 1910 Business Resumption Planning**
- 1920 Communications**
- 1930 Documentation/Due Diligence**
- 1940 Embedded Systems**
- 1960 Information Delivery Systems**
- 1970 Information Systems**
- 1990 Supply Chain**

1900 - YEAR 2000 PROGRAM - 1999

1900 YEAR 2000 PROGRAM - GENERAL

Consists of records relating to the administrative records of the Year 2000 Program. It includes background material, work plans, departmental plan of actions, status reports, evaluations, etc.

	Records Series				Non-OPR		
					A	SA	FD
1900-00	Policy				AP	4y	SR
1900-01	General				Cy+1y	0y	D
	-Roles & Responsibilities				AP**2y	8y	SR
	-Y2K Coordinators Role				AP**2y	8y	SR
	-3 Year Business Plans				AP**2y	8y	SR
	-External Assessments				AP**2y	8y	SR
	-Status Reports				AP**2y	8y	SR
	-Budget Planning				AP**2y	8y	SR
	-Human Resource Plan				AP**2y	8y	SR

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1900 - YEAR 2000 PROGRAM - 1999

1910 BUSINESS RESUMPTION PLANNING

Includes records relating to the provision of creating business resumption plans for the continuation of mission critical services through the year 2000 transition.

	Records Series				Non-OPR		
					A	SA	FD
1910-00	Policy				AP	4y	SR
1910-01	General				Cy+1y	0y	D
	-Mission Critical Services Survey				AP**2y	8y	SR
	-Certification of Mission Critical Services				AP**2y	8y	SR
	-Contingency Plan				AP**2y	8y	SR
	-Continuity Strategy				AP**2y	8y	D
	-Business Resumption Planning Team				AP**2y	8y	D
	-Contingency Test Plans				AP**2y	8y	D
	-Test Team and Exercises				AP**2y	8y	D

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1900 - YEAR 2000 PROGRAM - 1999

1920 COMMUNICATIONS

This section covers communications relating to internal and external communications of the goals, strategies, plans, programs and activities relating to Year 2000 initiatives by means of speeches, publications, newsletters, etc.

	Records Series				Non-OPR		
					A	SA	FD
1920-00	Policy				AP	4y	SR
1920-01	General				Cy+1y	0y	D
	-Announcements				AP**+2y	8y	D
	-Approvals from Y2K Project Office				AP**+2y	8y	SR
	-Briefing Notes				AP**+2y	8y	SR
	-Contact List				AP**+2y	8y	D
	-Communications Plan				AP**+2y	8y	D
	-Community Out-reach Activities				AP**+2y	8y	D
	-Continuity Communication Plan				AP**+2y	8y	D
	-Departmental Spokesperson & alternates				AP**+2y	8y	D
	-Inquiries				AP**+2y	8y	D
	-Media Relations				AP**+2y	8y	D
	-Monthly Reports				AP**+2y	8y	D
	-Newsletters, articles				AP**+2y	8y	SR
	Photo Clippings				AP**+2y	8y	SR
	-Presentations				AP**+2y	8y	SR
	-Questions & Answers from the House				AP**+2y	8y	D
	-Website Updates				AP**+2y	8y	D

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1900 - YEAR 2000 PROGRAM - 1999

1930 DOCUMENTATION/DUE DILIGENCE

These records relating to the maintenance of Y2K documentation/due diligence process. Included are departmental assessment and checklist, file classification plan, record inventory, etc.

	Records Series				Non - OPR		
					A	SA	FD
1930-00	Policy				AP	4y	SR
1930-01	General				AP*+2y	0y	SR
	-Designates				AP*+2y	8y	D
	-Sign Off				AP*+2y	8y	D
	-Departmental Assessment Y2K Readiness				AP*+2y	8y	SR
	-Records Inventory				AP*+2y	8y	D
	-File Classification Plan & Retention Schedule				AP*+2y	8y	SR
	-Conversion Plan				AP*+2y	8y	D

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1900 - YEAR 2000 PROGRAM - 1999

1940 EMBEDDED SYSTEMS

Contains all records pertaining to embedded systems inventory, re-mediation and contingency. Includes work plans, Project Management plan, inventory, testing, Internet findings, vendor information, re-mediation, problem logs, risk management and contingencies.

	Records Series				Non - OPR		
					A	SA	FD
1940-00	Policy				AP	4y	SR
1940-01	General				AP**+2y	0y	SR
	-Work Plan				AP**+2y	8y	D
	-Inventory				AP**+2y	8y	SR
	-Impact Analysis & Statements of Risk				AP**+2y	8y	D
	-Project Management Plan				AP**+2y	8y	D
	-Conversion Strategy				AP**+2y	8y	D
	-Testing Strategy				AP**+2y	8y	D
	-Vendor Documentation				AP**+2y	8y	D
	-Risk Management Plan				AP**+2y	8y	D
	-Problem logs -Problem logs				AP**+2y	8y	D

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1900 - YEAR 2000 PROGRAM - 1999

1960 INFORMATION DELIVERY SYSTEMS

Includes information relating to testing and compliance of information delivery systems products, which includes servers, PC's, networks & common software, for year 2000 program. Includes correspondence, testing, guidelines, etc.

	Records Series				Non - OPR		
					A	SA	FD
1960-00	Policy				AP	4y	SR
1960-01	General				AP**+2y	0y	SR
	-Inventory of IDS Assets				AP**+2y	8y	D
	-Asset Priorities				AP**+2y	8y	D
	-IDS Readiness Strategies/Methodologies				AP**+2y	8y	SR
	- Testing				AP**+2y	8y	SR
	-Remediation				AP**+2y	8y	SR
	-Implementation				AP**+2y	8y	SR
	-Compliance Determination				AP**+2y	8y	SR
	-Check 2000				AP**+2y	8y	D
	-System-of-Systems Testing (SOST)				AP**+2y	8y	D
	-Test Results				AP**+2y	8y	D
	-Asset Work Sheets				AP**+2y	8y	D
	-Vendor Documentation				AP**+2y	8y	D
	-Problem Lots				AP**+2y	8y	D
	-Monthly Status Reports				AP**+2y	8y	D
	-Work Plans				AP**+2y	8y	D

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1900 - YEAR 2000 PROGRAM - 1999

1970 INFORMATION SYSTEMS

Contains information that supports departments in testing, repairing and validating their information systems applications to be compliant for the year 2000.

	Records Series				Non - OPR		
					A	SA	FD
1970-00	Policy				AP	4y	SR
1970-01	General				AP**+2y	0y	SR
	-Inventory				AP**+2y	8y	SR
	-Priority Assessment				AP**+2y	8y	D
	-Testing Strategy				AP**+2y	8y	D
	-Implementation Strategy				AP**+2y	8y	D
	-Watch List				AP**+2y	8y	D
	-Vendor Documentation				AP**+2y	8y	SR
	-Problem Logs				AP**+2y	8y	D
	-Test Plans				AP**+2y	8y	D
	-Test Cases				AP**+2y	8y	D
	-Test Scripts				AP**+2y	8y	D
	-Test Results				AP**+2y	8y	D
	-Client Sign Off				AP**+2y	8y	SR
	-Production Transfer Documentation				AP**+2y	8y	D
	-User Documentation				AP**+2y	8y	SR
	-Testing Guidelines				AP**+2y	8y	D

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1900 - YEAR 2000 PROGRAM - 1999

1990 **SUPPLY CHAIN**

Includes information relating to PEI government supplier's status on their year 2000 readiness.

	Records Series				Non - OPR		
					A	SA	FD
1990-00	Policy				AP	4y	SR
1990-01	General				AP**+2y	0y	SR
	-Vendor Compliancy Letters/Questionnaires				AP**+2y	8y	D
	-Vendor Supplies Report				AP**+2y	8y	D
	-Inventory of Critical Supplies				AP**+2y	8y	D
	-Action Plan				AP**+2y	8y	D
	-Vendor Purchasing Policy				AP**+2y	8y	D

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-firearms.	1455
-laboratory	1485
-microfilm...	1490
-office...	1515
-vehicles...	1575

Essential records.	235
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Estimates

-budget...	760
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Evacuation procedures

Disaster Planning	235
Fire Evacuation Proceures	550

Executive Council

-Cabinet Committee.	240
-matters -general..	240
-decisions.	240
-policy.	240
-submissions.	240

Exhibits, fairs, shows	285
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SUBJECT

PRIMARY NUMBER

Expenses

-business.	710
-hospitality.....	710

SUBJECT**PRIMARY NUMBER****F****Facilities**

-Access	485
-Management.....	500
-Security	485

Facsimiles.....	200
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Fairs

SEE: Exhibits, fairs, shows

Fees

-general	800
-honoraria..	800
-consultant	800
-membership	115
-payment.....	710&720
-tuition	800

Film equipment and supplies.	1410
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Finance

-general	700
-currency exchange rates.....	700

Fire

Fire Evacuation Plans.	550
Fire Prevention Systems.....	550

Firearms

-general.....	1455
-asset control.....	1405
-disposal	1445
-permits	1455
-registration	1455
-requisitions	710

Firms

SEE: Companies

SUBJECT

PRIMARY NUMBER

Furniture

-general	1475
-asset control..	1405
-disposal	1445
-requisitions	710

SUBJECT

PRIMARY NUMBER

G

Garbage disposal	620
Goods and Services Tax (GST).	900
Grants	
-general	815
-individual	815
Grievances.	1205 & 1050
Guarantees.	1400

SUBJECT**PRIMARY NUMBER****H****Harassment**

-personal and sexual..... 1132

Heating 620

Honoraria 800

Hospitality expenses 710

Hours of work

-general 1105

-flextime 1105

-leave forms..... 1050

-overtime 1105

-special leave..... 1115

-time off 1105

House of Assembly matters..... 330

Human Resources

-general..... 1000

-employee performance development plans..... 1052 & 1050

-job sharing..... 1000

-personnel manual 1000

-position classification questionnaire(PCQ's)..... 1140

-planning requirements..... 1135

SUBJECT**PRIMARY NUMBER**

I

Identification cards/passes..... 485**Information****-release of 1690****-security 1690****-services -general..... 250****-advertising..... 260****-articles, guides, manuscripts... 265****-audio visual 270****-books & publications -general 275****-individual 280****-exhibits, fairs, shows... 285****- inquiries 290****-speeches... 295****-systems -general..... 300****-communications network 300****-FIS/MAPPER. 300****-GIS Geographic Information System... 300****-Information Resource Mgmt Plan. 300****-MIS Management Info. System... 300****-word processing. 300****-Y2K - Delivery Systems. 1960****- Planning 1970****Inquiries****-departmental..... 290****Insurance****-general 465****-Blue Cross 1110****-disability 1110****-group life 1110****-unemployment 1110****-vehicle. 1575****Interlibrary loans..... 345**

SUBJECT**PRIMARY NUMBER**

Inventions, patents, copyrights 315

Inventory

-fixed assets..... 1405

-records 420

-systems 1405

-warehouse..... 1405

Investigations

-accident 1575

-personal injuries..... 1005 & 1050

-Security Incident Reports -Investigated..... 485

SUBJECT

PRIMARY NUMBER

J

Janitorial services. 515

Job

-rotation 1055

Journal vouchers. 710&720

SUBJECT**PRIMARY NUMBER****L****Laboratory equipment and supplies**

-general	1485
-asset control	1405
-disposal	1445
-requisitions	710

Lands

-acquisition	510
-alterations, maintenance & repairs	515
-disposal	540

Landscaping	515
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Language training	1235
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Lay off of staff	1160 & 1050
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Lease

-facilities	510
-land	545
-vehicles	1575

Leave

-general	1115
-educational	1225

Legal matters	325
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Legislative

-briefing notes	330
-debates	330
-matters	330
-questions in the House	330

Liaison

-general	335
-with schools	335

SUBJECT**PRIMARY NUMBER****Libraries**

-general	345
-collection development.	345
-interlibrary loans	345
-requests	345
-subscriptions.	345

Licenses

-general	360
-firearm	1455
-vehicle.	1575

Life insurance	1110
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Lighting.	620
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Lists

-mail.	250
-price (equipment).	1425
-records transfer	435

Local purchase orders.. . . .	710
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Log books

-mail.	375
-vehicle.	1575

Loss of funds.	720
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SUBJECT**PRIMARY NUMBER****M****Mail**

-lists.	250
-services -general	375
-log books.	375

Maintenance

-flood control.....	515
-janitorial services	515
-landscaping.	515
-snow removal	515
-vehicle.	1575

Management

-records.	420 to 435
-services -general	380
-studies and surveys..	380

Management Board

SEE: Treasury Board

Manual(s)

-administrative	100
-correspondence management	225
-equipment and supply.	1425
-human resources.	1000
-office procedures.	390

Manuscripts

SEE: Articles

Meetings

-general	210
-associations, clubs, societies	155
-committees.....	180 to 190

Mentorship program	1245
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SUBJECT

PRIMARY NUMBER

Metric conversions 100

Microfilm equipment and supplies 1490

-mainframe and repairs 1490

Motorcycles

SEE: Vehicles

SUBJECT

PRIMARY NUMBER

N

News clippings 250

Newsletters 280

SUBJECT

PRIMARY NUMBER

O

Office

-equipment and supplies -general.	1515
-asset control.....	1405
-disposal.	1445
-requisitions	710
-services -general.	390
-procedures manual.....	390
-translation services.....	390
-word processing services.	390

Organization

-general	105
-charts..	105

Organizational effectiveness studies.	400
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Overtime	1105
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SUBJECT

PRIMARY NUMBER

P

Parking

-general 580
-areas. 580

Patents

SEE: Inventions, patents, copyrights

Pay

-acting. 1165 & 1050
-FISREPEMP 1165
-payrun - 1165
-registers, reports. 1165
-retroactive.. 1165

Payment Authorization Vouchers. 710

Pension 1220

Performance

-improvement program. 400
-reviews. 1052 & 1050

Permits

SEE: Licenses

Personal and sexual harassment

-general 1132
-policy. 1132
-investigations 1132

Personnel

SEE: Human Resources

Petty cash... 710

Photographic equipment 1410

Physical

-security 485

SUBJECT**PRIMARY NUMBER****Planning**

-Human Resources. 1135

Plans

-building. 510

-contingency.. . . . 235

-strategic information plan (SIP) 300

Plumbing. 620

Position classification questionnaire (PCQ) 1140

Postal services

SEE: Mail

Press releases 250

Privacy

-Complaints 1690

-Impact Assessments (PIA's) 1690

Procurement

-general 1525

-audio visual equipment and supplies.. . . . 1410

-building materials and supplies... 1420

-clothing 1430

-computing equipment and supplies 1435

-firearms. 1455

-foods 1460

-forms 1465

-fuels 1470

-furniture and furnishings 1475

-laboratory equipment and supplies 1485

-local purchase orders. 710

-office equipment and supplies... 1515

-photographic equipment and supplies 1410

-requisitions 710

-stationery 1555

SUBJECT

PRIMARY NUMBER

Programs

- general..... 400
- program numbers..... 705
- records management..... 420 to 435

Promotions

- general 1140
- employee 1050

Prosecutions.. 325

Public accounts..... 705

Purchase orders

SEE: Requisitions

SUBJECT

PRIMARY NUMBER

Q

Questions in the House 330

SUBJECT**PRIMARY NUMBER****R****Reclassification**

-general.....	1140
-employee	1050

Record(s)

-management	
-general.	420
-file control.. ..	430
-inventories... ..	420
-retention.	435
-essential records	425
-of absence.....	1115
-of employment	1165
-transfer lists	435

Recruitment

-general (casual).	1090
-advertising (casual).	1090

Recycling programs.....

-Papersave.....	1445
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Regulations

-conflict of interest.. ..	1150
-personnel.. ..	1150

Rental

-vehicle	1575
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Repairs

SEE: Maintenance

SUBJECT**PRIMARY NUMBER****Reports**

-accident	1575
-accommodation.	505
-administrative	440
-annual.	440
-attendance	1115
-financial(FIS).	870
-human resources...	1155
-leave status.	1155
-leave summary...	1155
-monthly.	440
-payroll	1165
-quarterly.	440
-relief employees.	1155 & 1095
-temporary employees...	1155 & 1095
-temporary - 800 hrs or more...	1155 & 1095
-weekly.	440

Rental

-vehicle	1575
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Requests

-library...	345
-to fill staff vacancies	1080

Requisitions.	710
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Resignations...	1160 & 1050
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Retention

-records.	435
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Retirement

-general...	1160
-employee	1050

Right of way

-easements and right of way	545
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SUBJECT

PRIMARY NUMBER

Risk management and insurance 465

Royal Visit

SEE: Visits

SUBJECT**PRIMARY NUMBER****S**

Safety	1125
Salaries	
-general.....	1165
-acting pay.	1050
-advances	710
-increases.	1165
-merit increases..	1050
-time sheets.	1165
Schools	
-liaison with.	335
-retroactive pay.....	1165
Security	
-general.....	470
-incident reports.	485
-information.	1690
-personnel.	485
-physical	
-general	485
-building.	485
Seminars	210
Seniority lists	1175
Separations	
-general	1160
-abandonment of positions..	1160
-employee separation	1050
-lay-off	1160
Sequestration	740

SUBJECT**PRIMARY NUMBER****Sexual harassment**

-general.....	1132
-investigations	1132
-policy..	1132

Shows

SEE: Exhibits, Fairs, Shows

Signing authority

-correspondence	225
-financial.....	890
-human resources.....	1170

Smoking

-general	1125
-policy.....	1125
-cessation seminars	1045

Snowmobiles

SEE: Vehicles

Snow removal.....	515
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Societies

SEE: Associations

Sound equipment and supplies	1410
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Speeches

-general.....	295
-Minister's	295

SUBJECT**PRIMARY NUMBER****Staff(ing)**

-delegation of staffing authority	1055
-employment & staffing.	1050
-relations -general..	1175
-adjudication..	1180
-collective agreements.	1190
-designated employees.	1175
-discipline...	1200
-grievances...	1205 & 1050
-strikes..	1175
-union relations..	1210

Standards

-classification.	1040
-vehicle operating..	1575

Statements

-bank.	750
-financial..	870

Stationery

-general	1555
-requisitions	710

Statistics

-financial..	870
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Strikes and work stoppages.	1175
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Student employment programs	1085
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Studies

-management	380
-human resources.	1215
-organizational effectiveness	400

Subscriptions

-library..	345
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SUBJECT

PRIMARY NUMBER

Suggestions

-employee suggestion program..... 1015

Superannuation 1220

Supplies

-audio visual..... 1410

-building..... 1420

-computer..... 1435

-laboratory. 1485

-microfilm 1490

-office 1515

-stationary..... 1555

Symposia

SEE: Meetings

SUBJECT

PRIMARY NUMBER

T

Tax(es)

-bulletins.	900
-federal	900
-general.....	900
-goods and services (GST).....	900
-provincial.....	900
-sales.....	900

Telephone

-general	200
-billings..	710 to 735

Theft

-of vehicles..	1575
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Time sheets

-payroll.	1165
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Tools.

1420

Tours

SEE: Visits

Tractors

SEE: Vehicles

Trailers

SEE: Vehicles

SUBJECT**PRIMARY NUMBER****Training**

-general	1225
-budget...	1225
-courses	1230
-educational leave.	1225
-language	1235
-orientation.	1225
-volunteers	1240

Transfer

-appropriation transfers	740
-bank.	750
-of employees within the Civil Service	1055

Translation services.	390
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Travel

-general.	490
-advances	710
-allowances.	710/20&915
-expenses.	710/20&915
-passports.. . . .	490
-policy.. . . .	490
-requests for.. . . .	490
-reservations	490

Treasury Board

-matters -general.. . . .	493
-minutes...	493
-policy	493
-submissions	493

Trucks

SEE: Vehicles

Tuition fees.	800
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SUBJECT

PRIMARY NUMBER

U

Unemployment insurance 1110

Union relations. 1210

Utilities

-alterations & repairs 515

-administration of. 620

SUBJECT

PRIMARY NUMBER

V

Vehicles

-general.....	1575
-abuse.....	1575
-accident/incident reports.....	1575
-all terrain (off road, construction).....	1575
-rental	1575
-road -general	1575
-individual.....	1575
-use of private.	1575
-water-general.....	1575
-individual.	1575

Video

-equipment and supplies.....	1410
-surveillance	485

Visits	495
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Vital records

SEE: Emergency Planning & Disaster Recovery

Volunteers.....	1240
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Vouchers

-payment authorization	710
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SUBJECT

PRIMARY NUMBER

W

Wages

SEE: Salaries

Warrants. 740

Water and sewage. 620

Welfare

-employee assistance. 1045

Women's programs 1245

Word processing

-general 300

-services (office services) 300

Workers' Compensation Board. 1005 & 1050

Workshops. 210

Write offs.. 720

SUBJECT

PRIMARY NUMBER

Y - Z

Y2K Program

-General	1900
-Business Resumption	1910
-Communication	1920
-Documentation/Due Diligence	1930
-Embedded Systems	1940
-Information Delivery Systems	1960
-Information Systems	1970
-Supply Chain	1990

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