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Page 1  
Date 28-Jun-2003  
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UN/CS/RAI/USAA/DB01/2003-00149

Full Item Register Number [auto] **UN/CS/RAI/USAA/DB01/2003-00149**

ExRef: Document Series/Year/Number **CAN-NA-AGAR-JUN-2000-PRT01-PDF**

Record Item Title

**Retention Guidelines for Common Administrative Records of the Government of Canada, National Archives of Canada, June 2000, Part 1 of 2 for PDF = ToFC, Part 1= General Admin, Part 2 = Real Property Management, Part 3 = Material Management [47 pages]**

Date Created / on Item  
18-Jun-2003

Date Registered  
18-Jun-2003

Date Closed/Superceeded

Primary Contact **Canada, Government of, National Archives**  
Owner Location **Common Service Task Force**  
Home Location **WGARM Working Group Archives & Records Management**  
Current Location **Common Service Task Force**

Fd1: Type: IN, OUT, INTERNAL?  
; Cross Ref or Language Orig or Dist?  
Fd3: DocTypeFormat-Weblink

Container Record  
Container Record (Title)

**UN-CS-RAF-USAA-DB01-2002-0003**  
**WGARM Appraisal and Retention**

N1: Numb of Pages  
47

N2: Doc Year  
0

N3: Doc Numb  
0

Full GCG Code Plan Number  
Record GCG File Plan

Da1:Date Published

Da2:Date Received

Date 3

Priority

Record Type **A02b Item UN/CS/RAI/ Common Service eg ARM**

DOS File Name

Electronic Details

No Document

Alt Bar code = RAMP-TRIM Record Number

**UN/CS/RAI/USAA/DB01/2003-00149**

Notes

Retention Guidelines of Administrative Records issued by the Canadian National Archives in June 2000. Interim guidelines are issued to address the retention of common administrative records of the Government of Canada until such time as new guidelines are developed in accordance with the functional arrangement of the National Archives of Canada.

Print Name of Person Submit Images

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*25/10/03*

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DB Name cframp01



**Retention Guidelines**  
**for**  
**Common Administrative Records**  
**of the**  
**Government of Canada**

*National Archives of Canada*  
*June 2000*

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## Overview

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

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

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

## Introduction

### Purpose and content of these Guidelines

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

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

### Use, interpretation and review

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

### Recommended retention

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

### Exclusions - not authorized for disposition

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

This primarily occurs because, either:

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

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

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

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

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

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

## Assistance

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

## Federal Records Centres

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

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

## Review

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

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

## Personal information

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

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

## Application

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

Institutions mandated to perform a government-wide function on behalf of the Government of Canada, are referred to as Offices of Primary Interest (OPIs). They are defined as government institutions<sup>1</sup> to which the authority, responsibility, and accountability to perform a particular function — for the purpose of this instrument, an administrative function — on behalf of the Government of Canada have been specifically assigned by legislation, regulation, policy, or mandate.

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

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<sup>1</sup> Department, agency, board, office or commission

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

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

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

### **Implementation advice and assistance**

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

### **Use of these Guidelines**

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

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

### **Application and interpretation of MIDAs**

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

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

### **Regional contacts**

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

#### **Pacific Region**

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

#### **Prairies-Northwest Region**

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

#### **Manitoba Region**

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



**Ontario Region**

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

**Atlantic Region**

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

**National Capital Region**

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

**Quebec Region - Montreal**

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

**Quebec Region - Quebec City**

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

**Retention Guidelines**  
**for**  
**Common Administrative Records**  
**of the**  
**Government of Canada**

**Part 1**  
**General Administration Function**

**Part 1**  
**General Administration Function**

**Coverage**

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

**Records not authorized for disposition**

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

**Offices of Primary Interest**

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

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

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

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

**Use**

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

**Retention Guidelines for Common Administrative Records of the Government of Canada**

**General Administration Function**

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



## Retention Guidelines for Common Administrative Records of the Government of Canada

### General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Library services	Delivery of library, documentation or reference services	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
	Actual intellectual holdings including audio and video recordings, slides, filmstrips, and "grey literature" (that literature without an ISBN number)	Excluded in MIDA Number 98/001.
	Procurement of library material including subscriptions to newspapers and periodicals	See "Procurement" under the Materiel Management Function
Licences and permits	Building passes / admission privileges	See "Security"
	Licences and permits issued to or by institutions	Excluded in MIDA Number 98/001.
	Parking applications and permits issued to or by institutions	2 years after the permit expires. This is a <b>Retention and Disposal Standard</b> governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 914, Parking.

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Reports and statistics	Policy, procedures, routine, annual (departmental) and reports including drafts, supporting documentation and correspondence and other reports (weekly, monthly of a routine nature and Post reports from abroad)	Excluded in MIDA Number 98/001.
Secretarial and stenographic services		See "Office services"
Security	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Breaches	6 months
	Clearances and reliability checks	
	Personnel	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual files	2 years after an employee leaves the institution for which the clearance was obtained. This is a <b>Retention and Disposal Standard</b> governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Banks PSE 909, Security Clearances and PSE 921, Reliability Checks.
(cont'd)	Visits and visitors	1 year

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Security (cont'd)	Communications	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Identification methods	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Identification and Building-pass cards	2 years after expiry. This is a <b>Retention and Disposal Standard</b> governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 917, Identification and Building-Pass Cards.
	Industrial	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Informatics	
	Electronic network monitoring logs	2 years after last administrative use unless the individual concerned consents to its earlier disposal. This is a <b>Retention and Disposal Standard</b> governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 922, Electronic Network Monitoring Logs.

(cont'd)



**Retention Guidelines for Common Administrative Records of the Government of Canada**

**General Administration Function**

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## General Administration Function

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

**Retention Guidelines**  
**for**  
**Common Administrative Records**  
**of the**  
**Government of Canada**

**Part 2**

**Real Property Management Function**

**Part 2**  
**Real Property Management Function**

**Coverage**

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

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

**Records not authorized for disposition**

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

**Offices of Primary Interest**

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

**Use**

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## Real Property Management Function

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## Real Property Management Function

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

(*cont'd*)

# Retention Guidelines for Common Administrative Records of the Government of Canada

## Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Buildings ( <i>cont'd</i> )	Cancelled projects	2 years after cancellation.
	Damages	
	General correspondence and reports of the investigation into the damage	
	Major: over \$1,000	3 years after investigation completed. Where claims are involved, see "Claims" under the Comptrollership Function
	Minor: under \$1,000	1 year after investigation completed. Where claims are involved, see "Claims" under the Comptrollership Function
	Disposal	
	Sale, transfer, expiry of lease, etc., excluding legal documents	
	Routine	3 years after sale, transfer or expiry of lease
	Elevator services	
	Routine	1 year
	Energy conservation	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
( <i>cont'd</i> )	Routine	2 years



**Retention Guidelines for Common Administrative Records of the Government of Canada**

**Real Property Management Function**

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

**Retention Guidelines for Common Administrative Records of the Government of Canada**

**Real Property Management Function**

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

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Real Property Management Function

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

(*cont'd*)

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Real Property Management Function

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

**Retention Guidelines for Common Administrative Records of the Government of Canada**

**Real Property Management Function**

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

**Retention Guidelines for Common Administrative Records of the Government of Canada**

**Real Property Management Function**

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

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Real Property Management Function

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

(*cont'd*)

## Retention Guidelines for Common Administrative Records of the Government of Canada

### Real Property Management Function

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



**Retention Guidelines**  
**for**  
**Common Administrative Records**  
**of the**  
**Government of Canada**

**Part 3**  
**Materiel Management Function**

**Part 3**  
**Materiel Management Function**

**Coverage**

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

**Records not authorized for disposition**

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

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

**Offices of Primary Interest**

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

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

**Use**

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

# Retention Guidelines for Common Administrative Records of the Government of Canada

## Materiel Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Accounting and inventories	For stocktaking, issue, transfer and disposal of equipment	1 year after superseded or obsolete
Aircraft	Individual aircraft, inspection, procurement	Excluded in MIDA Number 99/003.
Arms and armament	Weapons of all types, policy, procedures, routine	Excluded in MIDA Number 99/003.
Audio-visual equipment	Procurement, purchase and issue	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Automation		See "Computer equipment"
Aviation supplies	Policy, procedures, routine	Excluded in MIDA Number 99/003.
Badges, emblems, crests, flags	Procurement, purchase and issue	See also "General Administration Function"
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years

## Retention Guidelines for Common Administrative Records of the Government of Canada

### M a t e r i e l M a n a g e m e n t F u n c t i o n

<b>Subject Group</b>	<b>Subject and Description</b>	<b>Retention Guidelines and/or Remarks</b>
Building materials	Procurement, purchase and issue of lumber, building hardware, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Catalogues, manuals and price lists		Until superseded or obsolete
Clothing	Procurement, purchase and issue of clothing, uniforms, smocks, etc., including cleaning and laundering, supply and records of issue	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Supply and records of issue	3 years
	Dress regulations, change of uniforms pertaining to regimental and other institutionally issued dress and uniforms specific to the mandate of an institution	Excluded in MIDA Number 99/003.

## Retention Guidelines for Common Administrative Records of the Government of Canada

### M a t e r i e l   M a n a g e m e n t   F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Computer equipment	Procurement, purchase and issue of computers such as desktops and larger computers, Local Area Networks, printers, scanners, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Electronic / computer systems development, maintenance, and technical assistance for office systems and databases	See "Management of technology" under the "General Administration Function"
Condemnation and destruction		See "Disposal and surplus"
Disposal and surplus	General	1 year after surplus declaration to Crown Assets Distribution Directorate, Public Works and Government Services Canada
	Condemnation and destruction	1 year after disposal
	Write-offs	1 year after disposal
Drawings and specifications	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual drawings and specifications	Until superseded or obsolete
Educational	Procurement, purchase and issue of educational and training equipment and supplies	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years

## Retention Guidelines for Common Administrative Records of the Government of Canada

### M a t e r i e l   M a n a g e m e n t   F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Electronic data processing		See "Computer equipment"
Foods	Procurement, purchase and issue of food items	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Forms	Procurement, purchase and issue of forms	1 year
Fuels	Procurement, performance, supply, etc., of heating and motor fuels, natural gas, oils and lubricants, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Furniture and furnishings	Procurement, purchase and issue of household and office furniture and furnishings	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Issue	General and scales of issue	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Labelling	Cataloguing and identification	Until superseded or obsolete

## Retention Guidelines for Common Administrative Records of the Government of Canada

### M a t e r i e l   M a n a g e m e n t   F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Loans	Loans of equipment and supplies	1 year after return or disposal of equipment
Local purchase orders		See "Procurement"
Maintenance and repairs		2 years, or 1 year after disposal of equipment
Manufacture and production	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Medical supplies and drugs	Procurement, purchase and issue	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Micrographics equipment	Procurement, purchase and issue of film, readers, cameras, processors, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Office equipment	Procurement and purchase of office equipment	
	Minor (under \$1000 per item)	2 years
	Major (over \$1000 per item)	5 years (Active 2 years, Dormant 3 years)

## Retention Guidelines for Common Administrative Records of the Government of Canada

### M a t e r i e l   M a n a g e m e n t   F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Photocopying and duplicating equipment	Procurement, purchase or rental	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Prices		See "Catalogues, manuals and price lists"
Procurement	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Contracts, contract demands, purchase orders, tenders, progress reports, etc.	3 years after all action is completed
	Local purchase orders	
	Authorities, invoices, Notes of Credit, etc.	1 fiscal year
	Requisitions	1 year after requisition filled
Requisitions		See "Procurement"
Sales		1 year after sale
Ships (large and small)	Large ships such as ocean-going ships, icebreakers, powered launches, patrol and specialized vessels, barges, tugs including records related to inspections, research and drydocks.	Excluded in MIDA Number 99/003.
	Small crafts such as canoes and small boats	1 year after disposal of vessel



## Retention Guidelines for Common Administrative Records of the Government of Canada

### M a t e r i e l   M a n a g e m e n t   F u n c t i o n

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Standing offer agreements	Commodities or services available to government institutions including the names of contractors, their addresses, and dates on which the offer expires	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Individual agreements	Until offer expires
Stationery	Procurement, purchase and issues of stationery items such as paper, hand punches, address cards and other small office items	1 year
Surplus		See "Disposal and surplus"
Technical equipment (other than the equipment already listed)	Airport equipment, firefighting apparatus, hospital and medical equipment, life-saving equipment, navigational aids, scientific equipment, ships' instruments	Excluded in MIDA Number 99/003.
	Heating plants, telecommunications	
	Minor (under \$1000 per item)	2 years
	Major (over \$1000 per item)	5 years (Active 2 years, Dormant 3 years)
Vehicles	Routine correspondence, maintenance and repairs, operating instructions, procurement, etc.	3 years
	Individual vehicles	
	Log books, disposal of vehicle, etc.	1 year after disposal
	Accidents	See "General Administration Function"
	Registration and licences	Until superseded or obsolete

**Retention Guidelines for Common Administrative Records of the Government of Canada**

**M a t e r i e l   M a n a g e m e n t   F u n c t i o n**

<b>Subject Group</b>	<b>Subject and Description</b>	<b>Retention Guidelines and/or Remarks</b>
Write-offs		See "Disposal and surplus"