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Notes

Retention Guidelines issued by Canadian Archives in June 2000. 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.

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Retention Guidelines
for
Common Administrative Records
of the
Government of Canada

Part 4
Comptrollership Function

Part 4 Comptrollership Function

Coverage

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

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

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

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

Records not authorized for disposition

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

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

Offices of Primary Interest

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

Use

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Claims	By and against the Crown	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Individual claim files	
	Vehicle, ship, boat and aircraft accident and other claim files by and against the Crown finalized or authorized to be deleted or transferred to an inactive account receivable	6 fiscal years after the settlement of individual claims (Active 2 years, Dormant 4 years). This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 908, Vehicle, Ship, Boat and Aircraft Accidents. Note: This retention and disposal standard is being considered by the Treasury Board. This or an adjusted retention and disposal standard will be published in the next scheduled revision of <i>Info Source: Sources of Federal Employee Information</i> and if required, an amendment to these Guidelines issued.
	Personnel	See "Occupational safety and health" under the Human Resources Management Function
Coding	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Travel	Allocations, expenditures, etc.	
	Policy, procedures	6 fiscal years after superseded (Active 2 years, Dormant 4 years)
	Routine	2 fiscal years
	Expense claims - Individual	
	Advances, requisitions, warrants, etc. concerning mileage, relocation, travel, etc.	6 fiscal years (Active 2 years, Dormant 4 years) following the fiscal year in which the travel or relocation claim was settled. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 913, Travel and Relocation.
	Ledgers and registers	
	Travel advance	6 fiscal years (Active 2 years, Dormant 4 years)
Trust accounts		See "Accounts and accounting"
Vouchers	Accounts payable	See "Accounts payable"
	Accounts receivable	See "Accounts receivable"
	Bank	See "Banks"
	Cheque	
	Abstracts	See "Cheques - abstracts"
	Vouchers	
	Interdepartmental settlement advice	6 fiscal years (Active 2 years, Dormant 4 years)
	Journal and journal registers	6 fiscal years (Active 2 years, Dormant 4 years)

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Retention Guidelines for Common Administrative Records of the Government of Canada

Comptrollership Function

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

Retention Guidelines
for
Common Administrative Records
of the
Government of Canada

Part 5

Human Resources Management Function

Part 5
Human Resources Management Function

Coverage

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

Records not authorized for disposition

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

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

Offices of Primary Interest

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

Use

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

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Accidents and injuries		See "Occupational safety and health"
Accreditations and credentials	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Affirmative action		See "Employment equity"
Allowances		See "Comptrollership Function"
Appeals		See "Staff relations"
Appointments	Indeterminate, term and acting appointments	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Attendance and punctuality	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Registers, reports, etc.	2 years after fiscal year expires
Bilingualism		See "Official languages"

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Classification	Records related to occupational groups and categories, relative salaries, pay rates, classification standards, classification review, application of standards, conversion of positions, development, review and promulgation of classification standards, and classification delegation	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Position files	1 year after superseded or obsolete
Collective bargaining		See "Staff relations"
Competitions and exams		See "Staffing"
Discipline		See "Staff relations"
Employee assistance	All aspects of an Employee Assistance Program including contracts for outside services, advice, medical diagnosis, referrals, training, monitoring and audits	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	2 years following the date of the most recent reference to employee assistance. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 916, Employee Assistance.

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Employee personnel file		See "Personnel file"
Employment		See "Staffing"
Employment equity	All aspects of employment equity, including enabling equitable representation of distribution of women, Aboriginal people, members of visible minority groups, and persons with disabilities	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	5 years
	Records related to employees' designated group membership, occupational group classification, salary and salary increases, promotions	Place on the employee's Personnel file
	Records related to workforce survey questionnaires, workforce analyses, reviews of employment systems, employment equity plans including monitoring of implementation, employment equity activities and information provided to employees	5 years after the audit of the program by the Canadian Human Rights Commission or 10 years after the period covered by the institution's Employment Equity Plan to which the records relate. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to: See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i>, Standard Bank PSE 918, Employment Equity Program. Note: This retention and disposal standard is being considered by the Treasury Board. This or an adjusted retention and disposal standard will be published in the next scheduled revision of <i>Info Source: Sources of Federal Employee Information</i> and if required, an amendment to these Guidelines issued.

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Equal employment opportunities program		See "Employment equity"
Establishment		See "Human resources planning and utilization"
Exchanges, loans, secondments		3 years after arrangement ceases
Grievances		See "Staff relations"
Honours and awards	Decorations, medals, investiture and outstanding achievement	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Incentive awards	See "Incentive awards"
Hours of work and overtime	Individual awards	3 years
	Regular, compressed and flexible hours of work, overtime authorization, reports of overtime performed, time off, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
Human resources planning and utilization	Routine	2 years
	Allocation, control, planning requirements and utilization	
(cont'd)	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

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Human resources planning and utilization (<i>cont'd</i>)	Career management	
	Management Trainee Program, Career Assignment Program, Interchange Canada Program, Diversity Management Technology Centre, and others.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Place on the employee's Personnel file.
	Inventories	
	Personnel inventory systems, Management Resource Information System (MRIS), etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual positions	Until superseded or obsolete
<i>(cont'd)</i>	Performance reviews and employee appraisals	
	Appraisals and reviews, evaluations, probationary and notice periods	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Human resources planning and utilization (<i>cont'd</i>)	Documentation concerning a specific employee	5 years for all employees. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 912, Performance Reviews and Employee Appraisals.
	Reports and statistics	3 years
Incentive awards	Suggestion, merit and long service awards	
	Incentive Award Plan	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Individual awards funded by the institution	Award files, 2 years after last administrative use. Financial files, 6 fiscal years (Active 2 years, Dormant 4 years). Precedent setting files, 15 years. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 920, Recognition Policy.
	Rejected suggestions and nominations	2 years after last administrative use
	Responses from institutions not directly responsible for funding	2 years after last administrative use

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Income tax	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Statements of personal exemptions and deductions	2 years after superseded
Insurance	Employment (previously Unemployment)	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
	Personal — for public servants, members of the RCMP and the Canadian Forces, including death benefit, hospital, life, medical, dental and other insurance	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year
Leave and holidays	Annual, casual, furlough, maternity, overtime, retirement, sick, special and other types of leave	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	1 year

(cont'd)

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Leave and holidays (cont'd)	Leave forms (Leave forms not be filed on employee Personnel files)	2 years after expiry of fiscal year. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 903, Attendance and Leave.
	Celebrations and holidays	
	Government observance of	1 year
Oath of allegiance and office	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Occupational safety and health	Records related to occupational safety and health programs including documentation on the Canada Labour Code, Labour Canada and Health Canada directives, including documentation on working conditions such as clothing, workplace fitness programs, smoking in the workplace, HIV and AIDS	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	First aid treatment	5 years. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 907, Occupational Safety and Health.
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Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Occupational safety and health (cont'd)	Incidents - Non exposure to a hazardous substance	10 years. Records held by Human Resources Development Canada (HRDC) and Health Canada are retained for the periods specified in the relevant bank descriptions. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 907, Occupational Safety and Health.
	Accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Hazardous Occurrence Investigation Report	
	Incidents resulting from exposure to a hazardous substance	
	Accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Hazardous Occurrence Investigation Report	30 years. Records held by Human Resources Development Canada (HRDC) and Health Canada are retained for the periods specified in the relevant bank descriptions. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 907, Occupational Safety and Health.
(cont'd)	Inspection, investigation and testing reports	
	Airborne chemical agents	3 years after testing
	Boilers, pressure vessels, piping systems	10 years after inspection

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Occupational safety and health <i>(cont'd)</i>	Hazardous occurrences involving damage to boilers, pressure vessels, piping systems and elevating devices, rendering them unserviceable	10 years after occurrence
	Materiel handling equipment	1 year after report signed
	Motor vehicle operators' daily record reports (where required)	1 year after being received
	Regarding elevating devices, dangerous substances, confined spaces, protection equipment, hazardous occurrences, meetings and drills for emergency evacuation plans	2 years after signing submission or test
	Safety training and instruction	
	For emergency wardens	2 years after training
	Regarding dangerous substances	2 years after requirement ceases
Official languages	Administration, policy, guidelines, plans, etc	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
<i>(cont'd)</i>	Routine	2 years

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Official languages (cont'd)	Position files	1 year after superseded or obsolete
	Language examination, exemption and training records	Place on the employee's Personnel file. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 906, Official Languages.
	Course applications, enrollment, attendance, qualifications, etc.	2 years after date of last documentation. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 906, Official Languages.
Passports and visas	Routine correspondence, applications, etc.	2 years
Personnel files	Employees	Records are retained by the employing institution for the duration of employment plus one year and then transferred to the control of the Federal Records Centre, National Capital Region, National Archives of Canada. The records are destroyed by the National Archives of Canada at age 80 provided 2 years have elapsed since the last administrative action on the file. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 901, Employee Personnel Record. Note: The retention and disposal standard published in <i>Info Source: Sources of Federal Employee Information</i> for this Standard Bank is not up-to-date and will be adjusted in the next scheduled revision of the publication.

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Promotions and reclassifications	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Recruitment		See "Staffing"
Regulations and directives	Human resources management	Include under related activity.
Reports and statistics	Human resources management	Include under related activity.
Retirements and separations	Including dismissals, lay-offs, resignations, retirements, work force adjustment programs such as Early Retirement Incentive, Early Departure Incentive, termination of employment due to Alternative Delivery situations	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Place on the employee's Personnel file.

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Salaries and wages	Pay	
	General salary matters including salary warrants, staff pay deductions, pay input records, statutory increases and revisions, acting or responsibility pay, pay stoppages, garnishment, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	2 years after expiry of fiscal year or last administrative use, whichever is later.
	Actual certificates, warrants, etc.	See "Pay" under the Comptrollership Function
	Earning records	See "Comptrollership Function"
	Pay lists	See "Comptrollership Function"
	Casuals and seasonals	
	Rates of pay, statements of hours worked, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Scholarships, fellowships, bursaries, etc.	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Selection standards		See "Staffing"

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Sports and recreation		2 years
Staff relations	Employee-management relations and services, certification, designated employees, strikes and work stoppages	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Adjudication	
	Administration of grievance adjudication established under the Public Service Staff Relations Act, Public Service Staff Relations Board decisions, arbitration tribunals relating to leave, discharge, dismissal, rates of pay, shift work, overtime, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	See "Appeals and grievances" under this Subject Group
	Anti-discrimination complaints	
	Documentation concerning a specific employee	2 years after last administrative use

(cont'd)

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staff relations (cont'd)	Appeals and grievances	
	Policies, methods and procedures for handling appeals, complaints and grievances of employees	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	3 years following the date of resolution or date of decision by the Public Service Staff Relations Board. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 910, Grievances.
	Collective agreements	
	Guidelines, interpretations, agreements by category	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
(cont'd)	Individual agreements	1 year after expiry of agreement

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staff relations (cont'd)	Conflict of interest and post-employment code	
	Guidelines, disclosures, investigations, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus 2 years. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 915, Conflict of Interest and Post-Employment Code.
	Discipline	
	Misconduct, intoxication, misuse of government property, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee including documentation related to disciplinary action	2 years after the disciplinary action was taken provided that no further disciplinary action was recorded during the two years, OR, for notices of disciplinary action, including notices attached to the Employee Personnel Record (Personnel file), the time limit is that specified in applicable collective agreements. In cases where a disciplinary action has been rescinded, the onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. This is a Retention and Disposal Standard governed by the
(cont'd)		

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staff relations (cont'd)		<i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 911, Discipline.
	Managerial and confidential exclusions	
	Casual, part time, managerial and confidential exclusions from collective bargaining agreements, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Personal harassment	
	Matters dealing with complaints of personal harassment	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	2 years after the most recent administrative activity in relation to an individual case. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 919, Harassment.

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Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staff relations (cont'd)	Union relations	
	Use of employer's facilities, union dues, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Staffing	Includes delegated staffing, selection standards, statements of qualifications, recruitment programs, competitions and exams, and documentation related to the Priority Administration System including priority lists.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Advertising of job openings	1 year
	Applications	
	Solicited and unsolicited applications which have been considered in a staffing process	2 years following expiry of the eligibility list or last administrative use, whichever is later. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 902, Staffing.
(cont'd)	Unsolicited applications which have not been considered in a staffing process	6 months

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Staffing (<i>cont'd</i>)	Competitions / exams	2 years following expiry of the eligibility list or last administrative use, whichever is later. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 902, Staffing.
	Programs	
	Co-operative programs with universities, colleges, etc., work experience, winter works, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Recruitment and recruitment programs	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Studies, surveys and systems	Human resources management surveys, studies and systems	Include under related activity
Superannuation	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Place on the employee's Personnel file

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Training and development	Administration of training functions and activities, directives, plans, rotational training, orientation, training schedules, courses both internal and external	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Training and development undertaken by an employee except language training	2 years after completion of particular training and development. Participation and achievement records are placed on the employee's Personnel File. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 905, Training and Development.
	Language training	See "Official languages"
Transfers and postings	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Documentation concerning a specific employee	Place on the employee's Personnel file
Working conditions		See "Occupational safety and health"

Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Workplace day care centres	Includes records related to the establishment of workplace day care centres, including surveys, statistics, policy evaluation data, and annual data from lead departments and custodian departments, yearly reports submitted to lead departments from actual Workplace Day Care Centres, and yearly reports to the Treasury Board Secretariat.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Employee surveys and other documentation related to the establishment of workplace day care centres which were not established.	5 years after the completion of the viability study provided 2 years have elapsed since the last administrative use. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 930, Workplace Day Care. Note: This retention and disposal standard is being considered by the Treasury Board. This or an adjusted retention and disposal standard will be published in the next scheduled revision of <i>Info Source: Sources of Federal Employee Information</i> and if required, an amendment to these Guidelines issued.
	Employee surveys, workplace day care centre records and other documentation related to operational workplace day care centres including documentation in support of monitoring, evaluation and reporting.	5 years after the Workplace Day Care Centre ceases to operate provided 2 years have elapsed since the last administrative use. This is a Retention and Disposal Standard governed by the <i>Privacy Act</i> and prescribed by Treasury Board that must be adhered to. See Treasury Board's publication <i>Info Source: Sources of Federal Employee Information</i> , Standard Bank PSE 930, Workplace Day Care. Note: This retention and disposal standard is being considered by the Treasury Board. This or an adjusted retention and disposal standard will be published in the next scheduled revision of <i>Info</i>

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Retention Guidelines for Common Administrative Records of the Government of Canada

Human Resources Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Workplace day care centres (cont'd)		<i>Source: Sources of Federal Employee Information and if required, an amendment to these Guidelines issued.</i>

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Subject or Function	See
Aboriginal people	Employment equity, Part 5
Abstracts	Cheques, Part 4
Acceptance of tender	Contracts, Part 4
Access to information in privacy	Part 1
Accidents	Part 1
Accidents, personnel	Occupational, Part 5
Accidents, injuries and illnesses	Occupational, Part 5
Accidents, vehicles	Part 1
Accommodation	Part 2
Accounting and accounts	Accounts and accounting, Part 4
Accounting and inventories, materiel	Part 3
Accounting and inventories, real property	Part 2
Accounts and accounting	Part 4
Accounts, imprest	Accounts payable, ledgers and registers, Part 4
Accounts, pay	Pay, Part 4
Accounts payable	Part 4
Accounts payable and receivable	Statements, Part 4
Accounts, postage	Postage, Part 4
Accounts receivable	Part 4
Accounts, trust	Accounts and accounting, Part 4
Accreditations, human resources management	Part 5
Achievement, outstanding	Honours, Part 5
Acquisition	Buildings, Part 2
Acquisition	Lands, Part 2
Acting and term appointments	Appointments, Part 5
Acting and responsibility pay	Salaries, Part 5
Acts and legislation	Part 1
Addresses and speeches	Information services, Part 1
Addresses and locations	Buildings, Part 2
Adjudication	Staff relations, Part 5
Admission privileges	Security, Part 1
Advances and loans to employees	Ledgers and registers, journal vouchers, Part 4
Advertising	Information services, Part 1
Advertising of job openings	Staffing, Part 5
Affairs and relations, international	International, Part 1
Affirmative action	Employment equity, Part 5
Agreements	Part 1
Agreements	Contracts, Part 4
Agreements	Standing offer, Part 3
Agreements and arrangements	Part 4
Agreements, collective	Staff relations, Part 5
Agreements, trust	Accounts and accounting, Part 4
AIDS	Occupational, Part 5
Air conditioning and ventilation	Utilities, Part 2
Air transportation and travel	Transportation, Part 1

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Subject or Function	See
Aircraft, accidents	Accidents, Part 1
Aircraft, accidents, claims	Claims, Part 4
Aircraft, materiel management	Part 3
Airport equipment	Technical equipment, Part 3
Allegiance, oath of	Oath, Part 5
Allocation, human resources	Human resources planning, Part 5
Allocations	Travel, Part 4
Allotments	Part 4
Allowances	Part 4
Allowances and deductions, pay	Pay, Part 4
Alterations and repairs	Buildings, Part 2
Alternative delivery, termination of employment	Retirements, Part 5
Alternative service delivery	Plans, Part 1
Alternative service delivery, comptrollership	Part 4
Alternative service delivery, termination of employment	Retirements, Part 5
Amusement	Taxes, Part 4
Annual leave	Leave, Part 5
Annuitant deduction	Pay, lists, pay lists, Part 4
Annuitants earning records	Pay, statements, Part 4
Annuitants ledger, earning records	Pay, cards, Part 4
Annuitants, pay files	Pay, pay files, Part 4
Anti-discrimination complaints	Staff relations, Part 5
Appeals and grievances	Staff relations, Part 5
Applications for employment	Staffing, Part 5
Applications, parking	Licenses, Part 1
Appointments, personnel	Part 5
Appraisals and reviews, employee	Human resources planning, performance, Part 5
Appreciation	Part 1
Appropriations	Accounts and accounting, Part 4
Arbitration tribunals	Staff relations, adjudication, Part 5
Armament and arms	Arms, Part 3
Arms and armament	Part 3
Arrangements and agreements, financial	Agreements, Part 4
Arrangements for speakers	Information services, Part 1
Assessment of knowledge, language	Official languages, language, Part 5
Assigned pay	Pay, Part 4
Assignment Program, Career	Human resources planning, career management, Part 5
Assistance, employee	Employee assistance, Part 5
Associations	Part 1
Attendance and punctuality	Part 5
Audio and video recordings	Library services, Part 1
Audio visual equipment	Part 3
Auditing and audits	Audits, Part 4
Audits and auditing	Part 4
Audits and review, classification	Classification, Part 5

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Subject or Function	See
Authority, signing	Signing, Part 4
Automation	Computer equipment, Part 3
Automation	Records management, Part 1
Aviation supplies	Part 3
Awards	Honours, Part 5
Awards, incentive	Incentive awards, Part 5

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Subject or Function	See
Badges	Part 1
Badges, materiel management	Part 3
Baggage	Transportation, Part 1
Bank	Banks, Part 4
Bank statements and reconciliation	Cheques, Part 4
Banking	Banks, Part 4
Banks and banking	Part 4
Barges	Ships, Part 3
Bilingualism	Official languages, Part 5
Bills, acts and legislation	Acts, Part 1
Biographies	Information services, Part 1
Blood donor clinics	Campaigns, Part 1
Boards	Committees, Part 1
Boards of inquiry	Boards, Part 1
Boats	Ships, Part 3
Boats, accidents, claims	Claims, Part 4
Bonding of employees	Part 4
Books	Part 1
Breaches, security	Security, Part 1
Budgets	Part 4
Building materials	Part 3
Building passes	Security, Part 1
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