

Schedule “A”

Office of the City Clerk

ARRS 2018

Administrative Records Retention Schedule 2018

A records management schedule for
administrative records of the City of Regina

Updated March 2018

The retention period indicates the current fiscal year plus the number of years listed.

Abbreviations for Information Classification Security Levels are in Appendix D.

SO – Superseded or Obsolete; **N/A** – not applicable

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 Vital documents required for business continuity are identified in **RED**



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2000 CIVIC PROPERTIES

The Civic Properties Section includes records relating to the procurement, development, construction, alteration, maintenance and repair of civic buildings and properties; accommodation; and other records related to buildings and properties administration.

List of Primaries

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2000 Buildings Civic Properties

Records relating to buildings, facilities, structures and properties not shown elsewhere in this section.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2000 - 10	Locations <i>Includes building directories, addresses and land locations.</i>	SO	S	P
2000 - 12	Signage	SO	S	P
2000 - 15	Room Bookings	SO	S	C
2000 – 55	Visitor History	60d	S	A
2000 – 60	Surveillance	1m	S	A

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2055 Occupancy

Records relating to current and future planning and requirements for accommodation. Includes plans for expansion, allocation of space, offers of space, accommodation statistics, projects, utilization, efficiencies, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2055 - 03	Requirements	6y	R	B
2055 - 04	Allocation	SO + 6y	S	B
2055 - 06	Floor Plans	SO + 6y	R	A
2055 - 50	Moves	6y	R	C

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2120 Acquisition Disposal

Records relating to the proposed or actual acquisition and disposal of buildings, facilities and structures by transfer, lease, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2120 - 02	Appraisals	SO + 2y	R	B
2120 - 60	By Location <i>Property case files by location of building</i>	SO* + 10y	R	B

SO* = upon disposition of property

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2155 Construction, Repair, Renovation

Records relating to the planning, design and construction of buildings, facilities and structures. Includes construction requirements and discussions with architects, contractors and consultants.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2155 - 02	Codes Standards	SO	S	P
2155 – 30	Utility Locates*	SO	S	C
2155 – 50	Project by Location	SO** + 25y	R	B

SO = finish of major repair, renovation or construction**

* The retention for utility locates applies to locates done for City-owned properties or for external clients.

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2215 Fire Contingency

Records relating to fire prevention and fire protection within civic buildings, facilities and structures. Includes fire regulations, fire drill procedures, records relating to automatic sprinklers and fire alarm systems, etc. Incident case files include investigations, reports, statements of claims, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2215 - 02	Evacuation Planning	SO + 6y	S	A
2215 - 50	Prevention Systems	SO + 6y	S	A
2215 - 55	Inspections <i>Refers to inspections of civic buildings and properties from the perspective of the building's owner and/or tenant. For Fire Inspections by Fire & Protective Services please consult the ORRS.</i>	SO + 6y	S	C
2215 - 60	Incidents	SO* + 6y	R	B

SO* = upon conclusion of investigation

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2235 Building Services

Records relating to the maintenance and servicing of civic buildings, facilities and structures. Includes janitorial and cleaning services, elevator maintenance, inspection reports, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2235 - 03	Janitorial	2y	S	C
2235 - 05	Maintenance <i>Includes elevators, preventative and routine maintenance, mechanical checks, painting, etc.</i>	6y	S	C

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2320 Land Grants

Records relating to rights of way, easements, licenses, leases, etc. of city-owned land used by private corporations, persons or privately-owned land used by the city.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2320 - 50	<p>Project Files <i>Includes rights of way, easements, licenses, leases of City-owned land used by private corporations or persons, or privately-owned land used by the City.</i></p>	SO + 10y	R	B

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2430 Landscape Design

Records relating to design and construction management of City landscape projects related to existing infrastructure.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2430 - 20	Landscape Design Case Files <i>Records BY LOCATION OR PROGRAM relating to design and construction management of city landscape projects related to existing infrastructure, including project files, drawings, approvals, work schedules, etc.</i>	SO + 5y	R	B

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3000 EQUIPMENT AND SUPPLIES

The Equipment and Supplies Section contains records relating to the procurement, justification, disposition, maintenance and servicing of equipment and supplies, and other records related to equipment and supplies administration. Also included are reports relating to vehicles and vehicle administration.

List of Primaries

3030 Asset Management	19
3150 Salvage and Surplus.....	20
3350 Printing Services	21
3365 Procurement and Receipt	22
3425 Telecommunications	23
3445 Fleet Administration.....	24

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3000 Equipment General

Records relating to the administration of material management. Includes justification, user specifications, issue, maintenance, repairs, depreciation, rentals and procurement for clothing, building materials, computer hardware, computer software, laboratory equipment, furniture, office equipment, and imaging equipment.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3000 - 02	Loans <i>Refers to loans of equipment.</i>	SO + 2y	S	C
3000 - 10	Training Equipment	SO + 2y	S	C
3000 - 20	Clothing Cleaning Services	2y	S	C
3000 – 30	Maintenance and Warranties	SO + 2y	S	C
3000 – 40	Forms Procurement Distribution	2y	S	C
3000 – 45	Fuelling Case Files <i>Includes motor, heating, fuel dipping, etc.</i>	2y	S	C

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3030 Asset Management

Records relating to the control of fixed assets (excluding buildings and lands) and stock inventory, including receipt, storage, inventorying and stocktaking. This primary does **not** include records relating to **financial** assets, such as cash, bank accounts, audits and accounts receivable.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3030 - 50	Inventories	SO + 2y	S	C
3030 - 55	Database <i>Includes asset management software.</i>	SO + 6y	S	C
3030 - 60	Loss Inventory	SO + 6y	S	C

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3150 Salvage and Surplus

Records relating to the disposal of surplus equipment. Includes write-offs, destruction of equipment, recycling, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3150 - 02	Transfer and Disposal <i>Includes salvage and sales.</i>	SO + 6y	S	A
3150 - 03	Recycling <i>Equipment, metal, etc. For recycling programs see ORRS.</i>	SO + 2y	S	C

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3350 Printing Services

Records relating to the requisition of print services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3350 - 50	Estimates and Specifications	2y	S	C
3350 – 55	Requisitions	2y	S	C

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3365 Procurement and Receipt

Records which relate generally to procurement procedures. This includes specifications, purchase requisitions, storage and issue of equipment and supplies, procurement regulations, instructions, purchasing and receiving actions.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3365 - 02	Purchase Orders	2y	S	C
3365 - 03	Standing Purchase Orders	SO + 6y	S	C
3365 - 06	Purchasing Requisitions	2y	S	C
3365 - 07	Stockroom Requisitions	2y	S	C
3365 - 09	Packing Slips	1y	S	C

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3425 Telecommunications

Records relating to mobile radios, walkie-talkies, radio telephones, fax machines, cellular/mobile phones, PDAs, tablets, etc, and telephone equipment, supplies, facilities and services, including specifications, justification, procurement, installation, issue, operation, maintenance and repair.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3425 - 02	Frequency Licences	SO + 2y	S	C
3425 - 03	Fax Receipts & Reports	1y	S	C
3425 - 55	Two Way Radios <i>Includes sign-in, sign out sheets.</i>	SO + 2y	S	C

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3445 Fleet Administration

Records relating to the administration of city vehicles, including assignment, rental rates, inventory, distance reports, requisitions, etc. This primary includes information regarding all types of vehicles: licensed, unlicensed, and water vehicles.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3445 - 05	Fleet Inventory	SO + 2y	S	C
3445 - 08	Rental Rates	SO	S	C
3445 - 09	Fleet History <i>Includes depreciation, replacement, requisition, fixed asset records, work order database, black box data.</i>	SO + 2y	S	C
3445 – 15	Fleet Research	SO + 2y	S	C

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4000 FINANCE

The Finance Section contains records relating to the financial administration and financial management of government institutions. This includes the administration of contracts, accounts and accounting, budgets, expenditure control, finance reports and audits, etc.

List of Primaries

4000 Fraud	27
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4040 Cash Control.....	29
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4560 Travel Expenditures.....	51
4580 Bankruptcies and Receiverships.....	52
4590 Debentures and Debt	53

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4000 Fraud

Records relating to financial fraud and alleged fraud, notifications and alerts.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4000 - 03	Cases	7y	R	A
4000 - 04	Alerts and Notifications	SO + 2y	S	C

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4020 Accounting General

Records relating to the general administration of accounting systems and procedures, the classification of accounts, interest rates on overdue accounts, security deposits, public accounts preparations, reconciliations, etc. **not shown elsewhere in the Accounting primaries.**

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4020 - 02	Codes <i>Includes entity, program, organization, location, project and natural codes, etc.</i>	SO + 2y	S	C
4020 - 04	Interest Rates on Overdue Accounts	7y	S	C
4020 - 05	Security Deposits or Letters of Credit	7y	S	A
4020 - 06	General Ledgers <i>Includes Final Entry Summaries.</i>	P*	PS	P
4020 - 07	Public Accounts Preparation Records	7y	S	C
4020 - 50	Reconciliations	7y	S	C

P* = permanent retention

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4040 Cash Control

Records relating to cash control including cash blotters, cash receipt journals, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4040 - 02	Mail Records	7y	S	C
4040 - 03	Input Documents	7y	S	C
4040 - 04	Receipt Journals	7y	S	C

*The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.*

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

4060 Accounts Payable

Records relating to payable accounts. Includes correspondence, billings, copies of financial transactions, payment of credit cards and other supporting documentation.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4060 - 02	Overdue Accounts	7y	S	A
4060 - 03	Invoice Summary Sheets	7y	S	A
4060 - 04	Timeliness of Payment	7y	S	A
4060 - 06	Errors and Compliance	7y	S	A
4060 - 07	Refunds	7y	S	A
4060 - 50	Equalized Payments	7y	S	A
4060 - 55	Payable Documentation <i>Note: Payment stubs will no longer be acquired by the City of Regina. Copies may be obtained from the bank of record if required. As of January 1, 2016, standard business practice for payable documentation is to use digitized or born electronic documents only.</i>	7y	S	A
4060 - 60	Statements <i>Note: the City of Regina switched to electronic bank statements as standard business practice as of 2015.</i>	7y	S	A

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4080 Accounts Receivable

Records relating to receivable accounts. This primary covers records relating to revenue received by the city for services rendered or through the sale of goods.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4080 - 50	Cash Register Tapes	7y	S	C
4080 - 65	Outstanding Accounts	7y	S	A
4080 - 70	Write-Offs <i>(uncollectable accounts)</i>	7y	S	A-
4080 - 75	Receivable Documentation <i>Includes invoice books, receipt books, debit card receipts, credit card receipts, computerized records payroll project sheets, work orders for external billing, etc. Payment stubs will no longer be acquired by the City of Regina. Copies may be obtained from the bank of record if required.</i>	7y	S	A
4080 - 80	Credit and Debit Card Information <i>Includes credit and debit card information gathered for the purposes of one-time payments only (bulk water, program registration, parking tickets, etc.)* Does not apply to ongoing payments such as TIPPS, utility bill payments, R-Card purchase programs, etc.</i>	90 days	S	A

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4080 Accounts Receivable (cont.)

***This retention is intended for use by third-party service providers which may be storing credit and debit card information belonging to City of Regina patrons in a cloud computing system. This retention may be used by departments as a benchmark for records management requirements when negotiating contracts with third-party service providers. Departments will need to specify a retention period during the RFP process and contract negotiations.**

***The retention period indicates the current fiscal year plus the number of years listed.
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4100 Accountable Advances

Records relating to the control of petty cash, imprest accounts, salary and other accountable advances.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4100 - 02	Float	7y	S	C
4100 - 03	Petty Cash	7y	S	C
4100 - 04	Salary	7y	S	C
4100 - 05	Imprest Accounts	7y	S	C
4100 - 06	Other Advances	7y	S	A

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4140 Allotments and Transfer

Records relating to the distribution of appropriated funds by allotment and transfer, reflecting the commitment, obligation and expenditure of funds thus allotted or sub-allotted. Includes allotment advice, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4140 - 02	Reallocation of Funds	7y	S	C

*The retention period indicates the current fiscal year plus the number of years listed.
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4160 Audits and Compliance Reviews

Records relating to audits and reviews of procedures, programs, systems, etc. Includes correspondence, reports, responses, management representation letters, follow-up and related records.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4160 - 04	Internal Audits	7y	R	B
4160 - 05	Other Audits	7y	R	B

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

4180 Banks and Banking

Records relating to the establishment, maintenance and termination of an institution’s bank accounts. Includes procedures used for conducting banking operations, electronic banking, automatic withdrawals, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4180 - 02	Addresses and Account Numbers	SO	S	A
4180 - 50	Accounts <i>Includes establishment and termination of bank accounts, deposit slips, cancelled cheques, bank statements, reconciliations, etc. Payment stubs will no longer be acquired by the City of Regina. Copies may be obtained from the bank of record if required.</i>	7y	S	A
4180 – 55	Trust Accounts <i>This secondary relates to administrative records only. Trust Accounts relating to your mandate must be classified in the appropriate ORRS.</i>	7y	S	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

4230 Budgets

Records relating to budgetary practices and procedures, budgetary controls and programs, budget planning and forecasting of variable and fixed costs of program requirements for future periods, etc. Includes budget estimates and supporting justifications, interactive estimates, system printouts, budget forecasts and development packages and approved budget documents.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4230 - 03	Working Papers <i>Includes variances.</i>	7y	S	B
4230 - 04	Submissions	7y	S	B
4230 - 50	Forecasts	7y	S	B
4230 - 55	Development Packages <i>May include submissions, forecasts and calls for estimates.</i>	7y	S	B
4230 - 60	Approved Budgets <i>Includes capital budgets.</i>	10y	R	P

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 Vital documents required for business continuity are identified in **RED**

4260 Financial Transactions

Records relating to the documentation of financial transactions for accounting purposes. Includes batched cash and revenue deposits, cheque vouchers, journal vouchers, travel vouchers, returned cheques, cheque requisitions, and related supporting documentation.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4260 - 02	Returned and NSF Cheques	10y	S	A
4260 - 03	Payment Vouchers <i>Includes cheque vouchers.</i>	7y	S	B
4260 - 04	Journal Vouchers	7y	S	B
4260 - 05	Deposits	7y	S	B
4260 - 08	Replacement Cheques <i>Includes in-lieu, documentation and cheques cancelled by issuer (stop payment).</i>	10y	S	A
4260 - 09	Batch Control	7y	S	B
4260 - 10	Cheque Requisitions	10y	S	A

**The retention period indicates the current fiscal year plus the number of years listed.
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

4280 Financial Claims

Records relating to debts and claims for payment made by and against the city.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4280 - 50	Debt and Claim Files	SO* + 7y	S	A

SO* = after settlement

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4300 Tenders and Award of Contracts

Records relating to the administration of the tendering process, including requests for proposals, contract bids, tender bonds, etc. Includes supporting documentation, tender process, force accounts, requests for proposals, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4300 - 04	Bids and Tender Bonds <i>Contains draft material.</i>	SO* + 7y	S	A
4300 - 05	Rejected or Denied Contracts <i>Contains draft material.</i>	7y	S	A
4300 - 06	Requests for Proposals	7y	S	C
4300 - 50	Tendering and Contract Documentation <i>Contains draft material.</i>	SO* + 7y	S	C

SO* = award of contracts

The retention period indicates the current fiscal year plus the number of years listed. Abbreviations for Information Classification Security Levels are in Appendix D.

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

4320 Currency

Records relating to Canadian and foreign currency, foreign exchange rates, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4320 - 02	Exchange Rates	2y	S	P

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4340 Expenditure Control

Records relating to the general administration and control of expenditures **not shown elsewhere in the Expenditure Control primaries**. Includes expenditure guidelines, transactions, statements, issuance of credit/purchase cards, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4340 - 02	Card Issuance <i>Includes credit and P-Cards.</i>	7y	S	A
4340 - 04	Reduction Exercise	7y	S	B
4340 - 50	Expenditure Forecasts	7y	S	C

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4360 Commitments

Records relating to future expenditures for which funds must be reserved in an appropriation. Includes commitment reports and authorizations for expenditure.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4360 - 02	Appropriation and Commitment Control	7y	S	C
4360 - 50	Authorizations	7y	S	C
4360 - 55	Funding Commitment Case Files	7y	S	C

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4380 Fees

Records of a general nature relating to consultant and professional service fees, honoraria for lecturers, training course tuition fees and the calculation of fees for services, etc.

NOTE: This primary does not document the payment of fees.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4380 - 02	Information and Schedules	SO	S	P

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4430 Funds

Records relating to the establishment and operation of revolving funds and special accounts used to finance a specific program, operation or capital project which may be self-sustaining.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4430 - 50	Revolving Funds and Special Accounts <i>Includes financial statements.</i>	7y	S	C

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4440 Garnishees and Encumbrances

Records relating to financial encumbrances and reimbursements including the setoff of funds, garnishee of payments, requirements to pay, encumbrance notices, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4440 - 50	Setoffs	7y	S	C
4440 - 55	Requirements to Pay	7y	S	A
4440 - 60	Garnishees	7y	S	A
4440 - 65	Interagency Encumbrances	7y	S	C
4440 - 70	Other Encumbrances	7y	S	A
4440 - 75	Third Party Demands	7y	S	A

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4460 Grants

Records relating to grants of money from outside organizations, agencies, or individuals to carry out a specific project, assignment, etc. This refers to grants TO the City of Regina only. For grants FROM the City of Regina, please refer to Community Partnerships in ORRS.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4460 - 02	Applications <i>Includes applications for grants TO the City of Regina only.</i>	7y	R	B
4460 - 50	Administration Documentation <i>Includes paperwork relating to the administration of grants TO the City of Regina.</i>	7y	R	B

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4500 Financial Reporting

Records relating to financial reporting systems, financial management reports, statistics and statements **not included elsewhere in the Finance Section**. Includes working papers, correspondence, individual expenditure, budget monitoring and other reports **not included elsewhere in the Finance Section**.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4500 - 02	Daily	1m	S	C
4500 - 03	Monthly	2y	S	C
4500 - 05	Financial Analysis Statements	7y	S	C
4500 - 06	Quarterly, Year-End or Other Reports	7y	S	C

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4520 Revenue Control

Records relating to the control of recoverable amounts and potential revenues which are contingent upon such factors as production, sales volume, market rates, agreements, assessment and policy consideration and are therefore subject to future finalization. Includes revenue and suspense accounts, recoverable amounts, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4520 - 02	Revenue, Suspense or Recoverable Accounts	7y	S	C
4520 - 50	Cost Recoveries	7y	S	C
4520 - 55	Revenue Control Forecasts	7y	S	C

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4540 Taxes

Records relating to federal customs and excise tariffs, provincial sales tax, tax incentives, **taxes paid out by the City**, etc. For taxes collected by the city, see Accounts Receivable.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4540 - 02	GST	7y	S	C
4540 - 03	PST	7y	S	C
4540 - 04	Other Taxes	7y	S	C

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4560 Travel Expenditures

Records relating to expenditures, claims and approved options for travel on city business. Includes directives, travel authorizations, expense claims, travel advances, regulations and records relating to payment for accommodation, transportation and other travel related functions. Includes supporting documentation.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4560 - 02	Relocation	7y	S	A
4560 - 03	Councilor Expenses	7y	S	A
4560 - 04	Consultant Expenses	7y	S	A
4560 - 05	Employee Travel Expenses	7y	S	A

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4580 Bankruptcies and Receiverships

Records relating to bankruptcies and receiverships.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4580 - 50	Receivership Case Files	7y	S	A
4580 - 60	Bankruptcy Case Files	7y	D	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

4590 Debentures and Debt

Records dealing with debt incurred by the city (e.g. loans, debentures).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4590 - 30	Coupons <i>Interest on principal only.</i>	SO + 10y	S	C
4590 - 40	Debentures <i>Issue Records, Registers, Paid Debentures - principle amount borrowed.</i>	SO + 10y	R	C
4590 - 50	Securities Register	P	PS	C

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5000 HUMAN RESOURCES

The Human Resources Section contains records related to the administration actions regarding employee and employee services. This includes employee benefits and services, staffing, recruitment, training, etc. Also included are records related to pay action.

List of Primaries

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The retention period indicates the current fiscal year plus the number of years listed.

Abbreviations for Information Classification Security Levels are in Appendix B.

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**



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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

5000 Accidents and Injuries

Records relating to accidents and personal injuries as a direct result of work duties, including claims with the Workers' Compensation Board.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5000 - 02	Incident Logs <i>Includes near misses.</i>	6y	S	A
5000 - 50	Non-Compensable Accidents	6y	S	A
5000 - 55	Workers' Compensation Board Claims	SO* + 6y	S	A

SO* = after settlement of claim

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5030 Awards and Honours

Records relating to employee award presentations and recommendations.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5030 - 50	Recognition Programs <i>Includes Rewards & Recognition, Years of Service Milestones, Recognition Card program, Accelerating Excellence Award, Customer Service Award, Outstanding Career Achievement Award, etc.</i>	6y	R	C

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 Vital documents required for business continuity are identified in **RED**

5060 Benefits

Records of a general nature relating to the administration of personnel benefits. This includes Canada Pension Plan, group life, extended health and dental benefits, medical benefits, superannuation and other pension plans, etc. This primary is intended for general information regarding benefits.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5060 - 02	Deferred Salary Leave	6y	S	A
5060 - 03	Travel Insurance	SO + 2y	S	A
5060 - 04	Allowances and Differentials	SO + 2y	S	A
5060 - 05	Tuition Subsidies	SO + 2y	S	A
5060 - 06	Pensions and Superannuation <i>(by employee)</i>	100y	S	A
5060 - 07	Group Life	SO + 2y	S	A
5060 - 08	Medical and Dental	SO + 2y	S	A
5060 - 09	Disability Income	SO + 2y	S	A
5060 - 10	Employment Insurance	SO + 2y	S	A

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5080 Services

Records relating to the administration of general services provided for city employees. This includes parking entitlements, Canada Savings Bonds and other miscellaneous services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5080 - 02	Bonds	6y	S	A
5080 - 03	Parking	SO	S	A
5080 - 04	Other Services <i>Includes Employee Transit Pass program, Employee Leisure Pass Discount program, United Way payroll donations, etc.</i>	6y	S	A

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 Vital documents required for business continuity are identified in **RED**

5160 Classification

Records relating to the classification of positions, classification reviews, reclassification and appeals, as well as standards and specifications for evaluating positions and responsibilities. Includes records relating to the assignment of positions within the institutional framework and the history of changes to that assignment. Also includes records relating to the classification review of positions, the outcome of related appeals and historical information relating to the implementation of changes to the classification plans.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5160 - 02	Position Issues <i>Includes studies and reviews.</i>	6y	R	A
5160 - 04	Organization <i>Includes studies and reviews.</i>	6y	S	C
5160 - 50	Position History Files	SO + 6y	S	C
5160 - 55	Reclassification, Reviews and Appeals	SO* + 6y	S	C
5160 - 60	Job Standards <i>Includes benchmarks, job descriptions, etc.</i>	SO + 6y	S	C

SO* = after settlement

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5175 Employees General

Records relating to employees in general which are **not shown elsewhere in the Employees primaries**. Includes general information, information requests, conflict of interest, approval for outside employment, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5175 - 02	Information Requests <i>Includes informal requests for general information about employment, employment benefits, employment conditions, etc. See ARRS 8810 for Access to Information Requests.</i>	6y	S	B
5175 - 10	Disclosure of Land Holdings <i>For further reference see Bylaw 2002-57</i>	SO + 7y	R	P
5175 - 15	Disclosures of Potential Conflict <i>For further reference see Bylaw 2002-57</i>	SO* + 7y	R	A
5175 - 30	Seniority Roster	SO + 2y	S	P

SO* = expiry of term or appointment

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5190 Employee Record

Records directly reflecting a particular employee’s work history. Includes personal data, resumes, oaths, work plans and appraisals of job performance, work histories, skills, training and education, commendations and discipline.

NOTE: *The Labour Standards Act* requires that the following records be kept for each employee: name, sex, date of birth, residential address, positions held, rates of pay, total wages paid per pay period, deductions from wages, date wages paid, hours of work, holiday, leave and attendance records, amounts of annual holiday pay and date paid, date work commenced and date terminated, amount paid on termination and date paid. Refer to *The Labour Standards Act* s.70.

NOTE: Employee includes permanent, temporary, part-time, casual, labour service, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5190 - 50	Master Employee File <i>(by employee)</i> <i>Master record kept by Human Resources and Fire Department including criminal background checks.</i>	100y	S	A

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5190 Employees – Employee Record (continued)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5190 - 55	Master Health File <i>(by employee)</i> <i>Includes return to work, reasonable suspicion actions.</i>	SO* + 2y	S	A
5190 - 60	Master Payroll File <i>(by employee)</i> <i>Master record kept by Payroll and Fire Department.</i>	100y	S	A
5190 - 65	Pay Records <i>Convenience copies kept by work units (Fire Department records are to be treated as master records).</i>	3y	S	A
5190 - 70	Employee Records <i>Convenience copies kept by work units (Fire Department records are to be treated as master records).</i>	3y	S	A
5190 - 90	Income Tax Forms <i>(completed)</i> <i>Includes T4s, TD1s, etc.</i>	SO + 7y	S	A

SO = departure of employee from City of Regina

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5205 Employment Equity

Records relating to the development and implementation of programs to enhance opportunities in the public service, including affirmative action.

Codes	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5205 - 02	Equity Case Files <i>Includes reports, statistics, issues, etc.</i>	6y	R	A
5205 - 50	Program Administration	SO + 6y	R	A

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5265 Health and Safety

Records relating to the administration of safety and first aid programs, counseling, occupational health, smoking cessation, and accident prevention.

Codes	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5265 - 02	Employee Assistance Programs	SO + 6y	S	A
5265 - 03	Occupational Health & Safety <i>Includes Health and Safety programs and promotions.</i>	6y	S	A
5265 - 04	Investigations and Complaints	SO* + 6y	S	A
5265 - 50	Hazardous Material Information <i>Includes WHMIS (Workplace Hazardous Materials Information System).</i>	SO + 6y	S	C

SO* = settlement or completion of investigation

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5280 Hours of Work

Records relating to scheduling/specifying hours of work **not** relating to individual employees. Includes job sharing, modified work weeks, flexible hours, off to vote, time off for special occasions, early closing and overtime.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5280 - 02	Modifications <i>Includes overtime, early closing, modified work weeks, flexible hours, time off to vote, time off for special occasions, jury duty, etc.</i>	6y	S	A
5280 - 03	Job Sharing	SO + 6y	S	A
5280 - 05	Exemptions	SO + 6y	S	A
5280 - 06	Schedules	2y	S	C

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5295 Staffing Requirements

Records relating to current and projected staffing requirements, personnel resource requirements, forecasts and estimates, impact of technical change, establishment control, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5295 - 02	Forecasts and Estimates	6y	R	C
5295 - 04	Technical Change <i>Includes impact studies of automation, new operating equipment, etc.</i>	6y	R	
5295 - 05	Establishment Control Files	SO + 6y	S	C

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5305 Human Rights

Records relating to human rights issues. Includes matters referred to the Saskatchewan Human Rights Commission, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5305 - 02	Issues and Opportunities	SO + 6y	R	C
5305 - 50	Staff Case Files <i>Includes Saskatchewan Human Rights Commission.</i>	SO* + 6y	S	A

SO* = after settlement

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5330 Job Enhancement

Records relating to research, discussion, planning or implementation of ways in which employees' duties may be made more rewarding. Includes job exchange, job enrichment and job rotation.

Codes	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5330 - 50	Improvements	SO + 6y	S	A

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5355 Labour Relations General

Records relating to employer-employee relations (both unions and professional associations) **not shown elsewhere in the Labour Relations primaries.**
 Includes labour disruptions, issues and events, as well as union relations, bargaining agent certification orders, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5355 02	Issues <i>Includes events, disruptions, strikes, job action, petitions, demonstrations, etc.</i>	SO + 6y	HC	C
5355 - 03	Union Relations <i>Includes use of employer facilities, union dues, shop stewards, etc.</i>	SO + 6y	S	B
5355 - 55	Bargaining Agent Certification Orders	SO + 6y	S	B

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5400 Collective Agreements

Records relating to master and component agreements or contracts. Includes guidelines, interpretations, proposals, letters of understanding, collective agreements, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5400 - 02	Negotiations	SO + 6y	S	A
5400 - 03	Proposals	SO + 6y	S	A
5400 - 04	Interpretations	SO + 6y	S	A
5400 - 50	Collective Agreement Copies <i>Includes letters of understanding. This refers to copies only. For master copies of Collective Agreements, see ARRS 8070 Bylaws.</i>	SO + 6y	S	C

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5415 Discipline

Records relating to the administration of disciplinary action. Includes individual case files and precedents that may result from such action.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5415 - 03	Precedent Files	SO + 6y	S	A
5415 - 50	Individual Case Files	SO*	S	A

SO* = according to the terms of the applicable collective agreement(s), or where no agreement exists, according to the approved internal policy of the government institution. In the absence of an agreement or internal policy, the retention period is SO + 6 years.

The retention period indicates the current fiscal year plus the number of years listed. Abbreviations for Information Classification Security Levels are in Appendix D.
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5430 Exclusions

Records relating to exclusions from collective bargaining agreements, contracts, etc. This includes both position exclusions and individual exclusions.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5430 - 50	Position and Individual Case Files	SO + 6y	S	A

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5445 Grievances, Complaints and Arbitrations

Records relating to grievances, complaints and arbitrations. Includes individual grievance case files, harassment complaints, investigations, arbitrator’s findings and final report, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5445 - 50	Grievance and Complaints Case Files	SO* + 6y	S	A
5445 - 55	Arbitration Case Files	SO* + 6y	S	A

SO* = after settlement

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5475 Leave and Attendance

Records relating to the administration of leave and attendance. Includes general information regarding attendance, seniority calculations, long term disability, sick leave, vacation, designated paid holidays, special and other types of leave.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5475 - 05	Administration Files by Employee	6y	S	A

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5525 Performance Planning and Review

Records relating to performance planning and review programs, work plans, regular and probationary employee appraisals, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5525 - 04	Work Plans	6y	S	C
5525 - 05	Performance Development Evaluations	6y	S	A

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5540 Reassignments and Transfers

Records relating to lateral and other transfers or reassignments of personnel.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5540 - 50	Staffing Adjustment Case Files	SO + 6y	S	A

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5555 Regulations

Records relating to the public service employment regulations, terms and conditions of employment, human resources management directives and guidelines, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5555 - 02	Manuals and Directives	SO + 6y	S	C

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5600 Salaries and Wages

Records relating to the calculation of salary and wage matters, rates of pay, deductions, regulations regarding payment of wages and substitution pay, salary schedules, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5600 - 02	Pay Administration <i>In/Out of Scope</i>	SO + 6y	S	C
5600 - 03	Pay Schedules	SO + 6y	S	C
5600 - 04	Overtime Pay Schedules	SO + 6y	S	C
5600 - 05	Merit or Performance Pay	SO + 6y	S	C
5600 - 06	Pay Adjustments	SO + 6y	S	A
5600 - 50	Salary Disputes	SO* + 6y	S	A
5600 - 55	Bargaining Unit Compensation Issues	SO + 6y	S	A

SO* = after settlement

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5615 Separations and Layoffs

Records relating to the layoff or separation of employees other than through retirement. This includes staff reductions, attritions, seasonal auxiliary layoffs, resignations and abandonments of position.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5615 - 02	Bumping Lists	SO + 6y	S	B
5615 - 03	Staff Reduction Programs <i>Includes attrition.</i>	SO + 6y	S	B
5615 - 04	Severance	6y	S	A
5615 - 05	Layoffs	6y	S	A
5615 - 06	Abandonments of Position	6y	S	C
5615 - 07	Resignations	6y	S	A

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5630 Staffing General

Records not shown elsewhere in the staffing block which relate generally to the staffing of positions. Includes testing, security checks, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5630 - 02	Staffing Announcements	2y	S	C
5630 - 50	Testing	6y	S	B
5630 - 55	Security Checks <i>Includes Criminal Record Checks</i>	SO* + 6y	S	A

SO* = after termination of employment

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5645 Acting and Temporary Appointments

Records relating to the assignment of employees to acting or temporary appointments, secondments and exchanges.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5645 - 02	Appointments	SO + 6y	S	A
5645 - 03	Secondments <i>Secondment contract files can be found under ARRS8090-55 Employment.</i>	SO + 6y	S	A
5645 - 04	Exchanges	SO + 6y	S	A

SO* = upon termination of contract

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5660 Competitions

Records relating to competitions, selection standards, short lists of candidates, interview formats and questions, results and eligibility lists, offer and rejection letters, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5660 - 02	Interview Formats and Questions	SO + 6y	S	B
5660 - 03	Selection Standards	SO + 6y	S	B
5660 - 50	Interview Case Files	SO + 6y	S	A

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5680 Recruitment

Records relating to staffing and methods used to recruit candidates for jobs, including applications for employment, resumes, posting and advertising. Includes recruitment to permanent, temporary, non-permanent, casual and all other positions. Also includes records relating to programs which enable applicants to enter government employment without going through the normal examination or competition channels.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5680 - 02	Applications <i>Includes resumes.</i>	SO	S	A
5680 - 03	Recruiting Case Files <i>Includes advertising, postings.</i>	SO + 2y	S	C
5680 - 05	Programs <i>Includes summer and co-op student apprenticeship and work experience programs.</i>	SO + 6y	S	C
5680 - 06	Staffing Requisitions	2y	S	C

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5750 Vacancies and Obligations

Records relating to recall lists, vacant positions and obligations to displaced employees.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5750 - 02	Re-employment Lists	SO + 6y	S	A
5750 - 03	Vacancy Reports	2y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

5785 Training and Development General

Records relating to the general administration of staff training development functions and activities for both technical and non-technical training. Includes training schedules, training directives, employee orientation, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5785 - 02	Educational Leave	6y	S	A
5785 - 50	Training Attended by Staff <i>(attended by staff)</i>	SO + 6y	S	C

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5800 Courses

Records relating to staff training courses, types of courses, workshops, etc. Includes course content, attendance records, and evaluating reports and comments for all forms of training. Also includes records relating to the planning and scheduling of training and development activities.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5800 - 02	Course Packages	SO + 6y	S	C
5800 - 03	Training Program Packages	SO + 6y	S	C
5800 - 50	Learning Calendar Case Files <i>(for courses developed and/or presented by staff)</i> <i>Includes evaluation and attendance records.</i>	6y	S	C

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5815 Resources

Records relating to staff training resources which may be used to support the training and development function. Includes resources of personnel, skill, facilities, equipment and materials.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5815 – 03	Personnel and Facilitators	SO + 2y	S	A

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5845 Volunteers

Records relating to persons providing services to the City of Regina as volunteers, to the services so provided, and to the requirements and conditions of the voluntary service.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5845 - 50	Programs and Activities	SO + 2y	R	A

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5860 Wellness and Recreation

Records relating to employee morale, welfare and recreational matters.
 For payroll deductions relating to Employee Leisure Pass program, see ARRS 5080-04 Other Services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5860 - 50	Employee Programs	SO + 6y	R	C

*The retention period indicates the current fiscal year plus the number of years listed.
 Abbreviations for Information Classification Security Levels are in Appendix D.*
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents and do not require retention. Vital Records required for business continuity are identified in RED.

6000 INFORMATION TECHNOLOGY SERVICES

The Information Systems and Technology Section includes records relating to the planning, development, maintenance and operation of automated information systems. This includes records regarding information system and technology plans and models; end-user services; network design and implementation; database administration; and systems development, maintenance, operations, reports and security.

NOTE: This section applies only to records regarding the establishment and operation of computer systems. To classify and assign retention periods to electronic records created by computer systems, refer to the appropriate section of ARRS 2018 or ORRS 2018.

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The retention period indicates the current fiscal year plus the number of years listed.

Abbreviations for Information Classification Security Levels are in Appendix B.

SO - Superseded or Obsolete; **N/A** – not applicable

y – years; **m** – months; **S** – Secure Destruction; **HC**- Historical Collection;

R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

6000 Information Systems General

Records relating generally to automated information systems and technology issues and functions not shown elsewhere in this section. Includes client requests for information technology services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6000 - 02	Standards	SO + 6y	S	C
6000 - 50	Service Requests	3y	S	C
6000 – 55	Performance Monitoring and Evaluation	3y	S	C
6000 – 60	System Maintenance	SO + 2y	S	C

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R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

6030 Systems Planning

Records relating to corporate planning and review of information systems including analysis of information resources (data) to ensure effective management of the information by automated systems. Includes planning and strategies for information systems, research and evaluations of new technologies, information technology architecture standards, management and control of data as a shared resource, information needs analyses, etc. This primary also includes organization-wide information models (data modeling, data dictionary, etc.), data administration projects (planning and control, conceptual design, integrity and definition of data resources, etc.) and information technology architecture projects.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6030 - 03	Strategies and Review <i>Includes information analysis, information models, etc.</i>	SO + 6y	R	
6030 - 50	Research and Evaluations	SO + 6y	S	C
6030 - 55	Systems Projects	SO + 6y	S	C

**The retention period indicates the current fiscal year plus the number of years listed.
 Abbreviations for Information Classification Security Levels are in Appendix D.**

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

6060 Databases

Records relating to the design, maintenance and operation of databases (indexing, retrieving, updating records, etc.). This primary is generally intended for centrally managed databases with decentralized access by more than one system (client-server databases). It includes planning, physical database design, performance testing and evaluation, and optimization of database management systems. Also includes maintenance tasks related to database operations.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6060 - 55	Planning and Design <i>Includes capacity planning.</i>	SO* + 6y	S	B
6060 – 60	Database Maintenance	SO* + 2y	S	C

SO* = until the database has been decommissioned and the information it contains has met applicable retention requirements, or has been successfully migrated to another system.

The retention period indicates the current fiscal year plus the number of years listed. Abbreviations for Information Classification Security Levels are in Appendix D.

SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

6080 End-User Support

Records relating to the provision of support services to end-users of information systems and technology. Includes records related to the establishment and operation of help desk services (inquiry log, escalations). In addition, it includes records related to customized information retrieval services provided to end-users for systems which do not directly support client needs (ad-hoc reports, queries, etc.). It also includes records related to the provision of training and support for automated systems (user orientation, etc.).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6080 - 50	Service Desk	3y	S	C
6080 - 55	Information Retrieval Services	2y	S	C
6080 - 60	Training and Support	3y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

6100 Network Design and Management

Records relating to data network developments within and between agencies, regions, districts or branches. Includes the establishment and management of local-area networks (LANs), wide-area networks (WANs) and other types of computer networks (metropolitan-area networks, etc.).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6100 - 50	Network Projects <i>Includes planning, design and installation.</i>	SO + 3y	S	B

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Abbreviations for Information Classification Security Levels are in Appendix D.
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

6120 System Development

Records relating to the development of automated information systems and software including application development, application customization, website and social media development, etc. Includes business area analyses, feasibility studies, application and data requirements, application and data design, test plans, results and analysis, and documentation development such as operations manuals, user manuals, training manuals, source listings of program code, data set names, backup file names and quality assurance reports.

	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6120 - 50	System Project Management <i>Information related to each system may be kept in one case file for smaller projects, or it can be broken into secondaries 65 to 95 if desired.</i>	SO* + 2y	S	C
6120 - 60	Planning and Initiation	SO* + 2y	S	C
6120 - 65	Requirements Analysis	SO* + 2y	S	C
6120 - 70	Design	SO* + 2y	S	C
6120 - 75	Constructions <i>Programming, etc.</i>	SO* + 2y	S	C
6120 - 80	System Testing	SO* + 2y	S	C
6120 - 85	Deployment	SO* + 2y	S	C
6120 - 90	System Documentation <i>Includes finished programs.</i>	SO* + 2y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

6120 System Development (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6120 – 95	User Documentation	SO* + 2y	S	C

SO* = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system.

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 Abbreviations for Information Classification Security Levels are in Appendix D.*
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

6140 System Maintenance

Records relating to the maintenance of automated information systems (i.e. commercial applications, customized applications, websites, etc.). This includes the ongoing correction of software defects, as well as modifications made to accommodate changes in hardware, to speed up operational aspects of a system, or to reflect a change in user requirements. This primary applies to both internally-developed systems as well as commercial applications. It includes change management standards, enhancement requests and modification projects (upgrade planning and implementation, next release items, etc.).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6140 - 50	Modification and Maintenance <i>Includes change/enhancement requests, modification projects, etc.</i>	SO* + 2y	S	C

SO* = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system.

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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6160 System Operations

Records relating to the ongoing operation of information systems. Includes records relating to problems and incidents, disk and tape space management and the monitoring and control of large systems. This primary also includes monitoring of day-to-day operations of websites.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6160 - 60	Problems and Incidents	3y	S	C
6160 - 65	Space Management	3y	S	B
6160 - 70	System Monitoring	3y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

6180 System Reports

Records relating to reports and statistics produced and used exclusively by computing systems. This primary generally applies to computer-generated reports created at regular intervals (typically daily, weekly, or monthly) which assist in the monitoring and control of automated information systems. Types of reports covered by this primary include system activity/usage reports, incident reports, maintenance reports, status reports and verification reports.

NOTE: This primary does NOT apply to reports created by systems for other administrative and operational uses within an agency.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6180 - 50	Activity Reports	SO	S	C
6180 - 55	Incident Reports	3y	S	C
6180 - 60	Maintenance Reports	SO + 3y	S	C
6180 - 65	Status Reports	3y	S	C
6180 - 70	Verification Reports	SO	S	C
6180 - 75	Other Reports	6y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

6200 Security and Reliability

Records relating to ensuring the security and reliability of automated information systems. Includes security standards, user access controls (password lists), backup and recovery procedures and system backup files which are created solely for the purpose of ensuring system security and reliability.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6200 - 50	Access Controls	SO + 2y	S	A
6200 - 55	Backup Recovery Procedures	SO + 3y	S	C
6200 - 60	Backups	SO*	S	A
6200 - 65	Backup Projects	SO + 6y	S	A

SO* - System Backup Files are routinely made for security of information and emergency system recovery purposes. System Backup Files are only required for limited periods of time in order to meet the administrative requirements of government agencies. System backups are typically made on a daily, weekly, monthly, and/or annual basis. Backups usually include data or data extractions, but may also include commercial or custom-designed software. Backup procedures and their frequency may differ from system to system. An acceptable practice is to re-use electronic backup media according to a re-use schedule established on a system-by-system basis. Disposal of these records through destruction or re-use of the media may proceed according to internal disposal procedures.

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**



7000 PROJECT MANAGEMENT

The Project Management Section includes records relating to logistics, communications, planning, design and construction, and operational readiness of projects.

This section is intended for general use for projects of all types that are being managed using the City of Regina Project Management toolkit. Work units may prefer to incorporate project management into their Operational Records Retention Schedule (ORRS).

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The retention period indicates the current fiscal year plus the number of years listed.

Abbreviations for Information Classification Security Levels are in Appendix D.

SO – Superseded or Obsolete; **N/A** – not applicable

y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

7000 Initiation Phase

Records relating to the initiation phase of project management, including communications, meeting agendas, reports and minutes, checklists, initiation document, risk and opportunities assessment, and worksheets.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7000 – 20	Initiation Phase Communications <i>Includes all communications including press releases, presentations, branding and requests for service.</i>	SO + 6y	S	D
7000 – 30	Initiation Meetings <i>Contains agenda reports and minutes presented at initiation phase meetings.</i>	SO + 6y	R	A
7000 – 35	Checklists <i>Includes Sponsor Initiation Checklist, Initiation Checklist, etc.</i>	SO + 6y	R	A
7000 – 40	Initiation Document	SO* + 6y	R	A
7000 – 55	Worksheets <i>Includes Stakeholder Identification Worksheet and Roles and Responsibilities Worksheet, etc.</i>	SO + 6y	S	A

SO* = completion of project

The retention period indicates the current fiscal year plus the number of years listed.

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7100 Planning Phase

Records relating to the planning phase of project management, including project plan, charter, reference materials, confidentiality and non-disclosure, image bank, communications, issue, risk, records and information, stakeholder and change management, governance, meetings, and money.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7100 – 15	Project Plan <i>Includes project schedule, project resources, and project scope.</i>	SO + 6y	S	A
7100 – 20	Charter <i>Please note: once the project charter is signed, it is a finished document and cannot be changed. Save a PDF copy of the final signed document as a means of ensuring no changes. The PDF copy is considered the source of truth.</i>	SO + 6y	R	A
7100 – 25	Reference Materials	SO + 6y	R	C
7100 – 30	Planning Image Bank	SO + 6y	R	C
7100 – 35	Planning Phase Communications <i>Includes all communications including press releases, presentations, branding and requests for service.</i>	SO + 6y	S	C
7100 – 40	Stakeholder Management	SO + 6y	R	A
7100 – 45	Confidentiality and Non-Disclosure Agreements	SO + 6y	R	A

SO = end of current year

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

7100 Planning Phase (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7100 – 50	Governance <i>Store any documentation relating to developing the appropriate governance for the project, including identification and commitment of sponsor, PM, executive lead, steering committee and project team.</i>	SO + 6y	R	C
7100 – 55	Financial Plan <i>Includes financial modelling & cash flow, leases, funding models, sponsorships, P3, debt and borrowing, and other financing options.</i>	SO + 6y	R	B
7100 – 60	Issue Management <i>Includes legislative issues and issues log. For Environmental Issues use 7100 – 65</i>	SO + 6y	R	B
7100 – 65	Environmental Issues	Permanent	R	B
7100 - 70	Planning Phase Change Management <i>Includes ADKAR model, (or other) and tools, Change Management plans, and all other aspects of change management.</i>	SO + 6y	S	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

7100 Planning Phase (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7100 - 75	Privacy, Security, and Information Management <i>Includes Records & Information Management, Security & Privacy Assessments.</i>	SO + 6y	S	A
7100 – 80	Planning Meetings <i>Contains agenda reports and minutes presented at planning phase meetings.</i>	SO + 6y	R	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

7200 Execution Phase

Records relating to the execution phase of project management, including contract, change, issue, quality, risk, stakeholder and change management, change orders, deliverables, image bank, implementation plan, approved charter and project plans, meetings, communications, procurement, meetings and money.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7200 – 10	Project Status Reports <i>If not using a centralized dashboard, store monthly status reports in this folder.</i>	SO + 2y	S	C
7200 – 15	Approved Charter and Project Plan <i>Please note: once the project charter is signed, it is a finished document and cannot be changed. Save a PDF copy of the final signed document as a means of ensuring no changes. The PDF copy is considered the source of truth.</i>	SO + 6y	R	A
7200 – 20	Execution Phase Communications <i>Includes all communications including press releases, presentations, branding and requests for service.</i>	SO + 6y	R	C
7200 – 25	Financials <i>Including, but not limited to, financial modelling & cash flow, leases, funding models, sponsorships, P3, debt and borrowing, and other financing options.</i>	SO + 6y	R	A
7200 – 30	Execution Image Bank	SO + 6y	R	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

7200 Execution Phase (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7200 - 35	Execution Meetings <i>Contains agenda summaries, reports and minutes presented at planning phase meetings.</i>	SO + 6y	R	C
7200 – 40	Implementation Plan	SO + 6y	R	C
7200 – 45	Procurement	SO + 6y	S	B
7200 – 50	Deliverables <i>Includes any documentation about the products/deliverables of the project, including reports from consultants, as-builts, etc.</i>	SO + 6y	S	B
7200 – 55	Contract Management	Same retention as contract	R	C
7200 – 60	Project Issue Management <i>Includes legislative issues and issues log. For Environmental Issues use 7100 – 65.</i>	SO + 6y	R	A
7200 – 65	Execution Phase Change Management <i>Includes ADKAR model, coaching, and all other aspects of change management.</i>	SO + 6y	R	A
7200 – 70	Change Orders	SO + 6y	R	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

7200 Execution Phase (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7200 – 75	Quality Management <i>Documentation relating to the quality of work done during the project, related to the deliverables, including quality management plans.</i>	SO + 6y	R	C
7200 – 80	Risk Management <i>Includes risk log and risk management plans.</i>	SO + 6y	R	C
7200 – 85	Project Stakeholder Management <i>Includes stakeholder management plans and other related documentation.</i>	SO + 6y	R	A

SO = life of project (unless otherwise specified)

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

7300 Close Phase

Records relating to the close phase of project management, including closeout reports, communications, contract closeout, meetings, money, warranty and records and information management.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7300 – 20	PM Closeout Reports	SO + 6y	S	C
7300 – 30	Close Phase Communications <i>Includes all communications including press releases, presentations, branding and requests for service.</i>	SO + 6y	S	C
7300 – 40	Close Phase Financials <i>Including, but not limited to, financial modelling & cash flow, leases, funding models, sponsorships, P3, debt and borrowing, and other financing options.</i>	SO + 6y	R	A
7300 – 50	Close Phase Meetings <i>Contains agenda reports and minutes presented at planning phase meetings.</i>	SO + 6y	R	C
7300 - 60	Contract Closeout <i>Items relating to closing out a contract with a vendor, consultant or contractor.</i>	SO + 6y	R	C
7300 – 70	Warranty <i>Items and documentation relating to the warranty period of a newly built piece of infrastructure or other assets (hardware, software, etc).</i>	SO + 6y	R	C

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Note: Unless otherwise specified, drafts are considered transitory documents and do not require retention. Vital Records required for business continuity are identified in RED.

8000 ADMINISTRATION

The Administration Section covers a variety of subject matters of concern to municipal government. Included are bylaws, agreements, committees and commissions, website and social media development, strategic planning, etc. This section also includes records directly related to administrative functions including correspondence management, communication services, information governance, office support services, etc.

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The retention period indicates the current fiscal year plus the number of years listed.

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**



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R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8000 Administration General

Records relating generally to administrative functions and activities **not shown elsewhere in this section.**

NOTE: Correspondence relating to a specific function must be related to a specific administrative or operational primary and secondary.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8000 - 00	Policy and Procedure <i>Includes standards, guidelines, directives, etc.</i>	SO + 6y	S	C
8000 - 02	Contact Lists <i>Includes telephone, fax, email, correspondence logs, Corlog, Letter Book, etc.</i>	SO	S	C
8000 - 20	Reports and Statistics <i>Includes any and all reports and statistics for any section not otherwise specified.</i>	SO + 2y	S	C
8000 - 50	Chronological Files <i>These files consist of records compiled to serve administrative purposes only - they do not include records of a transitory nature created for short-term reference purposes (e.g. convenience photocopies).</i>	2y	S	C
8000 - 55	Appointment & Notebooks <i>Diaries relating to specific activities, such as field books or inspectors' notebooks, should be classified under the appropriate administrative or operational classification.</i>	1y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**



8015 Meetings

Policies, procedures, minutes, agendas and other records relating to the convening and conducting of internal meetings of staff, supervisors, etc., where there is no Terms of Reference for the group or committee.

NOTE: Meeting records related to a specific function must be related to a specific administrative or operational primary and secondary.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8015 - 50	Internal Informal Meetings	6y	S	C

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 Vital documents required for business continuity are identified in **RED**

8025 Organizations

Includes reorganization proposals, organization and function charts, mission statements, vision statements and policies and procedures relevant to changes to organization, governance, objectives, functions or relationships.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8025 - 02	Administration History	SO + 6y	HC	C
8025 - 04	Charts and Responsibilities <i>Branch, Region, District, etc. Also includes organizational charts.</i>	SO + 6y	HC	C
8025 - 06	Reorganization <i>Includes centralization, decentralization, etc.</i>	SO + 6y	HC	C
8025 - 07	Mission and Vision Statements	SO + 6y	HC	D

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8070 Bylaws

Records relating to bylaws and bylaw drafting, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8070 - 20	Bylaw Backup <i>Includes background information such as correspondence, copies of reports from committees and City Council, advertising, Notice of Intention, newspaper clippings, etc.</i>	3y	S	B
8070 - 50	Originals <i>Includes ministerial approval and original documents.</i>	P*	PS	D

P* = permanent retention

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8090 Agreements and Contracts

Records which relate to formal agreements, memoranda of understanding, contracts and protocols. Includes draft/non-approved agreements and contracts, approved agreements and contracts, negotiations, correspondence, working papers and other records leading to the development and approval of agreements and contracts. This primary also includes records relating to multi-party agreements.

Note: Contracts with no termination dates are filed by contract type in the appropriate section based on contract type. The termination date can be added retroactively if the contract is superseded by another contract or suspended, and retention can be applied accordingly.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8090 - 50	Land, Building, Property or Structure <i>Contracts and agreements: includes working papers, performance bonds.</i>	SO + 25y	S	A
8090 - 55	Employment <i>Contracts and agreements: includes working papers.</i>	SO* + 10y	S	A
8090 - 60	Other <i>Contracts and agreements on any other subject: includes working papers. Includes anti-spam verification emails.</i>	SO + 10y	S	A
8090-70	Original Collective Bargaining Agreements <i>Note: this refers only to the official copy of the collective agreement signed by the City Clerk or delegated authority.</i>	P	PS	Public

SO = upon termination of the contract
SO* = upon termination of employment.

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8145 Well Wishes

Includes letters, e-mails or other correspondence related to appreciation, greetings, thanks, congratulations, condolence, invitations, etc.

NOTE: Requests for information relating to a specific function must be related to a specific administrative or operational primary and secondary.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8145 - 02	Messages and Cards <i>Includes letters of introduction, condolences, etc.</i>	1y	S	C
8145 - 03	Invitations, Appreciations and Congratulations	1y	S	C

The retention period indicates the current fiscal year plus the number of years listed.
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**



8155 External Meetings

Includes correspondence, proceedings, minutes, annual reports, financial statements, membership fees, etc. relating to associations, clubs, federations, foundations, leagues, orders, societies and similar organizations.

NOTE: This primary refers to associations, clubs and societies for which the City of Regina has a sitting member but for which the City of Regina is NOT the office of record (i.e. the official keeper of minutes for the group in question). The City of Regina’s membership within the associations, clubs or societies may or may not be legislated. The membership may or may not be expected as part of the City of Regina employee’s job responsibilities. Examples include, but are not limited to, Canadian Capital Cities Organization; Canadian Western Agribition Association, Board of Directors; Casual Employees’ and Elected Officials’ Pension Plan Administrative Board; Regina Airport Authority; Regina Plains Museum, Board of Directors; Regina Public Library Board; Regina Regional Opportunities Commission; Regina’s Warehouse Business Improvement District Board.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8155 - 50	External Meeting Files	6y	S	B

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**



8170 City Council and Mayor

Records pertaining to the City Councillors and Mayor, including informal inquiries and responses from departments to Council and Mayor, research for formal motions and enquiries posed at City Council meetings or committees of Council, case files, speeches, proclamations, etc.

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
f8170 - 02	Informal Requests	5y	S	B
8170 - 04	Formal Requests <i>Motions & Enquiries made at a meeting of committee or council.</i>	5y	R	D
8170 - 05	Constituent Files	5y	S	B
8170 - 30	Speeches and Greetings	5y	R	C
8170 - 40	Proclamations	5y	R	D

The retention period indicates the current fiscal year plus the number of years listed.
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**



8190 Campaigns and Canvassing

Records relating to charity appeals, blood donor clinics and other campaigns and drives.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8190 - 50	Charity and Campaign Files	2y	S	B

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8205 Circulars & Notices

Includes administrative and operational manuals, circulars, directives, regulations, instructions, etc.

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8205 - 50	Manuals <i>Administrative & Operational.</i>	SO + 2y	S	C
8205 - 55	External <i>Includes circulars, regulations, instructions.</i>	1y	S	P
8205 - 60	Internal <i>Includes circulars, memos, directives, regulations, etc.</i>	SO + 2y	S	C

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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8215 Administrative Committees

Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, sub-committees, task forces and working groups **not shown elsewhere in the Committees and Commissions primaries**. The City of Regina is the office of record for these committees and commissions (i.e. the City of Regina is responsible for keeping the minutes for these committees and commissions). These committees will have a Terms of Reference and/or a formal structure and may or may not include citizen participation. Includes agendas, notices, minutes, reports and other records.

Examples include, but are not limited to, Executive Leadership Team, Senior Leadership Team, Civic Naming Committee, Director’s Forum, West Nile Virus Committee, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8215 - 25	Admin Committee Agenda Package	6y	R	C
8215 - 30	Admin Committee Minutes	6y	R	C
8215 - 35	Admin Committee Terms of Reference	1y	R	C
8215 - 40	Admin Committee Backup	3y	R	C
8215 - 55	Commissions of Inquiry	SO* + 2y	HC	P

SO* = completion of inquiry

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**



8220 City Council, Main Committees and Board of Police Commissioners

Records relating to City Council, Main Committees of Council, and Board of Police Commissioners, including minutes, agendas, reports, notices and other records.

Main Committees of Council include Emergency Measures, Executive Committee, Community & Protective Services Committee, Finance & Administration Committee, Public Works Committee, and Regina Planning Commission.

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8220 - 30	Public Agendas	P*	HC	P
8220 - 35	Private Agendas	P*	HC	A
8220 - 40	Public Minutes	P*	HC	P
8220 - 45	Private Minutes	P*	HC	A
8220 - 50	Terms of Reference	1y	S	P
8220 - 55	Backup <i>Includes public and private meetings.</i>	3y	S	A
8220 - 60	Appointment process	3y	S	A
8220 - 70	BPC Agendas	P*	PS	A
8220 - 75	BPC Minutes	P*	PS	A
8220 - 80	BPC Terms of Reference	1y	S	A

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R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**



8220 City Council, Main Committees and Board of Police Commissioners (cont.)

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8220 - 85	BPC Backup	3y	S	A

P* = permanent retention

Note: Board of Police Commissioners agendas, minutes, terms of reference and backup files are all permanently restricted.

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8230 Quasi-Judicial Committees

Records relating to Quasi-Judicial Committees of Council, including minutes, agendas, reports, notices and other records. **Quasi-Judicial Committees of Council include Board of Revision, Regina Appeal Board and Development Appeals Board.**

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8230 - 50	Quasis Agendas	P*	PS	P
8230 - 55	Quasis Minutes	P*	PS	P
8230 - 60	Quasis Terms of Reference	1y	S	P
8230 - 70	Quasis Backup	3y	S	A
8230 - 75	Quasis Decisions	P*	PS	P
8230 - 80	Quasis Appointment Process	3y	S	A

P* = permanent retention

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**



8235 Sub-Committees of Council

Records relating to Sub-Committees of Council, including minutes, agendas, reports, notices and other records. Sub-Committees of Council are committees for which the City of Regina is the office of record (i.e. the City of Regina is responsible for maintaining the official minutes of the committee). Sub-Committees of Council have a Terms of Reference, report to a main committee of Council and typically involve citizen participation.

Examples include, but are not limited to, **Accessibility Advisory Committee; Arts Advisory Committee; Cemeteries Department Consultative Group; Community Leaders' Advisory Committee; Community Services Advisory Committee; Emergency Measures Committee; Environment Advisory Committee; Municipal Heritage Advisory Committee; Youth Advisory Committee, etc.**

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8235 - 30	Subs Public Agendas	SO + 6y	HC	P
8235 - 35	Subs Private Agendas	SO + 6y	HC	A
8235 - 40	Subs Public Minutes	SO + 6y	HC	P
8235 - 45	Subs Private Minutes	SO + 6y	HC	A
8235 - 50	Subs Terms of Reference	1y	S	P
8235 - 60	Subs Backup	3y	S	A
8235 - 70	Subs Appointment Process	3y	S	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8240 Inter-Jurisdictional Committees

Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, Royal Commissions, sub-committees, task forces and working groups which include the participation of other provincial or territorial governments and/or the federal government. Includes agendas, notices, minutes, reports and other records.

Examples include, but are not limited to, Federation of Canadian Municipalities, Big Cities’ Mayor’s Conference, etc.

NOTE: It is highly recommended that committees and commissions that relate to operational matters be scheduled in an ORRS. However, they may be classified within the committees and commissions primaries of ARRS.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8240 - 50	Inter-Jurisdictional Meeting Files	SO + 6y	S	C
8240 - 60	Hub Files <i>Includes discussion between multiple agencies for community mobilization and common or integrated services.</i>	SO* + 1y	S	A

SO* = the year the minor child reaches the age of 18

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8250 Complaints and Investigations

Records relating to complaints and criticisms, as well as formal investigation case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8250 - 50	Informal Case Files <i>Includes Complaints and Criticism.</i>	1y	S	A
8250 - 55	Formal Case Files <i>Includes investigations.</i>	SO + 6y	S	A

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8255 External Professional Development

Records relating to participation in non-human resources related conferences, symposia, seminars and workshops. Includes agendas, summaries, reports, handouts and other records.

NOTE: This category is for external conferences, seminars and symposia ONLY.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8255 - 55	Training Case Files	6y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8355 Delegation of Authority

Records relating to all matters involving the delegation of authority. Includes delegation of staffing and classification authority, purchasing authority, financial management payment and spending/signing authorities and all other signing authorities, authorizations, signature sample cards, matrices, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8355 - 03	Authorities <i>Includes cancelled authorities, signing authorities, signature sample cards, matrices, etc.</i>	SO + 6y	S	A
8355 - 10	Electronic Signatures	SO	S	A

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8370 Emergency Measures

Records relating to policies and plans for the continuation of the municipal government's operations in the event of an emergency. Also includes records relating to civil defence planning actions and precautions, the provision of assistance in emergency conditions, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8370 - 03	Emergency Contact List	SO + 2y	S	B
8370 - 04	Disaster Recovery Planning	SO + 6y	R	B
8370 - 05	Emergency Procedures <i>Includes Civil Defence.</i>	SO + 6y	R	B

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8400 Forms Management

Records relating to forms management (regardless of format) including forms analysis, design, control, identification, authorization and preparation. Includes the original artwork used in forms production.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8400 - 02	Catalogue	SO + 2y	S	C
8400 - 50	Design History	SO + 2y	S	C
8400 - 55	Original Forms	SO + 2y	S	P

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8430 Communications General

Records relating to the general administration of public relations and public affairs **not shown elsewhere in the Communication Services primaries**. Includes news clippings, current issues, biographical sketches, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8430 - 02	Biographies	SO + 2y	R	P
8430 - 05	Clippings	SO + 2y	S	P
8430 - 50	Communications Issues	SO + 6y	S	C
8430 - 60	Merchandising <i>Includes donations, distribution lists, ordering, etc.</i>	SO + 6y	S	C

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 Vital documents required for business continuity are identified in **RED**

8435 Branding

Records relating to marketing campaigns and advertising in newspapers and periodicals, on radio and television, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8435 - 50	Branding Case Files	SO + 6y	S	C

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8495 Media Relations

Records relating to the preparation, distribution and collection of news and press releases. Includes records relating to contacts with the media.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8495 - 02	Media Contact Lists	SO + 2y	S	C
8495 - 50	Media Projects <i>Includes releases, news conferences, working papers and final copies.</i>	SO + 6y	S	C
8495 - 55	Interviews <i>Includes radio, TV, print, etc.</i>	6y	S	C
8495 – 60	Releases <i>Includes final media releases only.</i>	3y	S	P

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8510 Public Activities and Events

Records relating to activities involving interaction with the public, including educational institutions and other organizations. Includes communications programs, packages, plans, projects, etc, as well as displays, exhibits, fairs, exhibitions, tours, etc. that are presented by municipal government.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8510 - 04	Awards	6y	R	A
8510 - 55	Communications Projects <i>Includes special events and educational programs.</i>	6y	S	C
8510 - 65	Exhibitions <i>Includes fairs, displays, exhibits.</i>	2y	R	C
8510 - 70	Tours	2y	R	C

The retention period indicates the current fiscal year plus the number of years listed.
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8520 Communications Standards

Records relating to channels of communication and the production and control of communication (tracking, terminology, style, quality, etc.). Includes policies, procedures, guidelines, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8520 - 02	Style Guidelines <i>Includes standards, style and terminology.</i>	SO + 2y	R	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8525 Interactive Communications

Records related to the development and update of the content of municipal government web pages and social media (internet, intranet, extranet, Twitter, Facebook, YouTube, etc). Includes planning, proposals, drafts of contents, final drafts, visual design, updates, etc.

This primary relates only to those websites or portions of websites that **do not** involve interaction with the public (i.e. websites that are read-only or static) and **do not** document any transactions (e.g. inquiries from the public, payments of fees, licensing, purchases, etc.). Information generated through the transactional or interactive portion of websites should be classified under the appropriate ARRS or ORRS primary.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8525 - 50	Interactive Communications Case Files <i>Includes website and social media.</i>	SO + 6y	R	C
8525 - 55	Content Updates <i>Includes social media updates.</i>	SO + 6y	R	P

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 Vital documents required for business continuity are identified in **RED**



8530 Intellectual Property

Records relating to the application for trademarks, patents, copyrights, industrial designs, (intellectual property) made on behalf of the City of Regina.
 Includes records relating to infringements, permission to use copyright material, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8530 - 50	Application Case Files	SO + 6y	R	A

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
 Vital documents required for business continuity are identified in **RED**

8545 Legal Matters

Records relating to the administration of legal matters, including legal opinions and decisions, powers of attorney, Commissioners for Oaths, Notaries Public, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8545 - 03	Amendments <i>Includes proposed amendments to provincial or federal legislation.</i>	SO + 10y	S	B
8545 - 04	Opinions and Advice	SO + 10y	S	A
8545 - 05	Departmental Backup <i>Departmental backup to litigation or prosecution cases ONLY.</i>	SO + 10y	S	B

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**



8620 Licenses and Permits Granted to the City

Records relating to the procurement of licenses and permits **granted TO the City of Regina.**

NOTE: This primary DOES NOT include licenses and permits granted BY the City of Regina.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8620 - 50	Licenses and Permits Procurement <i>Includes licenses and permits issued to the City of Regina.</i>	SO + 2y	S	

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8635 Deliveries

Records relating to freight, postal and private courier services, including Canada Post, inter-office mail, etc. Includes postal regulations, postal rates, inquiries and reports on lost or damaged mail and articles, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8635 - 07	Mail Log <i>Incoming, outgoing, registered, etc.</i>	SO + 2y	S	C
8635 - 08	Mailing Lists	SO + 2y	S	A
8635 - 25	Mail Services <i>Includes Canada Post, inter-office, courier, freight, etc.</i>	SO + 2y	S	C

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8645 Management Efficiency

Records relating to management services. Includes management improvement studies, work simplification reports, office surveys and other records relating to management information systems, operational performance measurement systems, governance, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8645 - 50	Management Efficiency Case Files <i>Includes financial and personnel management initiatives and Municipal Benchmarking Network Canada (MBNCan).</i>	SO + 6y	S	C

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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8720 Protocol and Diplomacy

Records relating to diplomatic etiquette and protocol used by government institutions in communications with the federal government, other provincial governments and representatives of foreign governments. Includes precedence lists, visual identity programs, Royal Visits, tours, and travel.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8720 - 02	Precedence Lists	SO	S	B
8720 - 03	Visual Identity <i>Includes emblems, flags, etc.</i>	SO + 6y	HC	C
8720 - 05	Protocol Case Files <i>Includes visits, tours, ceremonies, celebrations and special events, etc.</i>	2y	R	C

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8760 Information Governance Development

Records relating to the development, maintenance and enhancement of information governance programs. Includes the development of information governance policies, procedures, implementation plans, standards, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8760 - 50	Program Case Files	SO + 6y	R	C
8760 - 60	Project Case Files	SO + 6y	R	C

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention. Vital documents required for business continuity are identified in **RED**

8775 Format Conversion

Records relating to the application of micrographic, imaging and migration technologies to government records. Includes hard-copy paper conversion and other application projects. Also includes records used for data entry and data processing, as well as data input forms.

This primary does not cover the actual reformatted records (i.e. microfilmed, imaged, etc.).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8775 - 07	Data Input Forms <i>Includes any transitory forms that are inputted into a computer system, where the computer system is considered the source of truth.</i>	SO*	S	B
8775 - 50	Format Conversion Case Files <i>Includes specifications, projects, etc.</i>	SO + 6y	R	B

SO* = data input forms are forms or other records used to enter data into an automated information system, usually from a handwritten form. Data input forms are transitory records that are only required for a limited period of time. Unless required for financial, legal, audit, or other statutory purposes, data input forms are obsolete once the data entry or update is validated and backup procedures are completed.

Note: *This classification does not apply to the electronic records resulting from the data entry process. These records must be classified by function, and disposed of according to an approved records schedule.*

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8780 Information Control Tools

Records relating to the development, formal review and approval of records schedules, classification systems and file control (e.g. ARRS, ORRS). Includes working papers, solicitor reviews, consultation with other agencies, retention and classification issues, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8780 - 50	Schedule and Classification Development <i>Includes schedule and classification development.</i>	SO + 6y	S	C
8780 - 55	File Control <i>Includes inventory, file lists, HPRM data etc.</i>	SO + 2y	S	C

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8800 Life Cycle Management

Records relating to the transfer and storage of records in records storage facilities, subsequent retrieval and final disposition through either destruction or transfer to the City of Regina Archives in accordance with approved retention and disposal schedules.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8800 - 04	Transfer Files <i>Includes inventories, audit information and backup documentation relating to the transfer of records to storage facilities.</i>	SO + 6y	S	C
8800 - 05	Requests for Disposal	P	PS	C
8800 - 07	Life Cycle Case Files <i>Includes storage and retrieval issues and projects.</i>	SO + 6y	S	C

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8810 Access to Information

Records relating to requests for access to information and privacy issues pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP). Includes all records relating to access requests, denials, extensions, appeals, reviews, decisions, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8810 - 50	Formal Access to Information Requests <i>Includes records requested under The Local Authority Freedom of Information and Protection of Privacy Act as well as Saskatchewan Information and Privacy Commissioner reviews/decisions.</i>	SO + 6y	R	A
8810 - 55	Open Data Information	SO + 3y	R	C
8810 – 60	Informal Requests <i>Includes requests for information where the department is unable to handle a request; response is not subject to LA FOIP and does not require payment of fees or provide for adjudication as prescribed under LA FOIP.</i>	SO + 3y	S	A
8810 - 65	City Interest <i>Where the City has an interest in records relevant to an Access to Information request originating in another local authority or government agency.</i>	SO + 6y	S	A

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8820 Privacy and Security

Records in which the City performs due diligence in ensuring personal, confidential and third party information is protected. Includes privacy consultations, privacy assessments, privacy complaints, security issues, exchange and release of information, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8820 - 03	Personal Information Banks	SO + 2y	S	A
8820 - 05	Consultations <i>Includes security and informal privacy consultations.</i>	6y	S	C
8820 - 06	Transborder Data Flow	6y	R	A
8820 - 07	Privacy Assessments <i>Includes all privacy assessments.</i>	SO + 6y	R	A
8820 - 50	Incident Case Files <i>Includes Saskatchewan Information and Privacy Commissioner (IPC) reviews, data and information security incidents, complaints and issues.</i>	SO + 6y	S	A
8820 - 55	Privacy and Security Project Case Files <i>Includes implementation projects, etc.</i>	SO + 6y	S	A

Note: Electronic files are held as active in HPRM for one year after completion to accommodate review process. Records are then made inactive after review is complete.

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8845 Risk Management and Insurance

Records relating to the identification and analysis of loss exposure resulting from destruction or theft of assets, inability to provide services, incurring of extra expense, legal liability and death or disability of employees. This primary also includes records relating to the development of loss exposure programs and the provision of a viable funding system and professional services to meet loss situations.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8845 - 50	Policies	SO* + 18y	R	A
8845 - 55	Claims	SO** + 18y	R	A

SO* = upon termination of policy
 SO** = upon settlement of claim

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8900 Strategic Planning

Records relating to the development and execution of strategic planning and performance measures for business units. Records include business unit strategic plans, goals, objectives, performance measurements and mid-year and annual reports.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8900 - 50	Strategic Planning Case Files	6y	R	B
8900 - 55	Performance Measurements	6y	R	C

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8950 Library Materials

Published library materials, either in a work unit's library or belonging to one member of a work unit.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8950 - 50	Reference	N/A	S	D

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Appendix C – Glossary

A

ACCOUNTABLE ADVANCES: Records relating to the control of petty cash, imprest accounts, salary.

ALLOTMENTS: Setting aside of funds, relating to requirements of the transfer of a surplus in one account to cover a deficit in another.

APPRAISAL: See **RECORDS APPRAISAL**

ARCHIVAL RECORDS: Records which have archival value.

ARCHIVAL VALUE: Records of administrative, operational, legal, financial, evidential, informational, cultural, or commercial value that have sufficient historical significance to be worthy of permanent preservation.

ARCHIVES: Facilities where records are preserved because of their continuing historical value or the records contained within such a facility.

ASSOCIATIONS, CLUBS AND SOCIETIES: A group for which the City of Regina has a sitting member but for which the City of Regina is NOT the office of record.

AUDIT: A regular examination and verification of a specific activity.

AUDITS AND COMPLIANCE: Financial records relating to audits and reviews of procedures, programs, systems.

C

CASE FILE: A type of file containing a variety of material relating to a specific action, event, person, place, project, or other subject (i.e. project file, client file, employee file, etc.).

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CHRONOLOGICAL FILES: Consist of records compiled to serve administrative purposes only. They do not include records of a transitory nature created for short-term reference purposes (e.g. convenience photocopies).

CIRCULARS: Flyers, announcements, posters.

CIVIC PROPERTIES: Properties either owned or operated by the City of Regina. These may include properties that are owned and operated as a city facility (City Hall, Lawson Aquatic Centre, Neil Balkwill Centre, etc.) or properties seized for non-payment of taxes that are never occupied by city facilities.

CLAIMS: Debts and claims for payment made by and against the City.

CLASSIFICATION: Records relating to the classification of positions, classification reviews, reclassification and appeals, as well as standards and specifications for evaluating positions and responsibilities. Includes records relating to the assignment of positions within the institutional framework and the history of changes to that assignment. Also includes records relating to the classification review of positions, the outcome of related appeals and historical information relating to the implementation of changes to the classification plans. Not used as a records management (RM) term for “file plan” in this instance.

CLASSIFICATION SYSTEM: A logical and systematic arrangement of records or files into groups or categories of functions or activities. This arrangement is based on some definite scheme of natural relationships using numbers, letters or key words for identification.

COMMISSIONS OF INQUIRY: Refers to internal commissions of inquiry like Richmond Hill, police firings, etc.

COMMITTEES AND COMMISSIONS: Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, sub-committees, task forces and working groups **not shown elsewhere in the Committees and Commissions primaries**. The City of Regina is the office of record for these committees and commissions (i.e. the City of Regina is responsible for keeping the minutes for these committees and commissions). These committees will have a Terms of Reference and/or a formal structure and may or may not include citizen participation. Examples include, but are not limited to: Executive Leadership Team, Senior Leadership Team, Civic Naming Committee, Director’s Forum, West Nile Virus Committee, etc.

COMMUNITY INVESTMENTS: Financial support, funding, or grants provided to registered non-profit organizations by the City of Regina for Regina-based programs, services, facilities and events.

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CONVENIENCE COPIES: Copies of records produced for short-term reference. These can be photocopies, electronic records or any other copy provided a classified and scheduled record exists. Convenience copies do not need to be scheduled. They can be disposed of without written authorization from Corporate Information Governance.

D

DATABASE: A collection of interrelated data files or a system managing data files electronically.

DELEGATION OF AUTHORITY: Delegation of a power, duty or function from one employee or entity to another within the City of Regina hierarchy. Often this refers to a power, duty or function of either City Council, the City Manager or the City Clerk which is assigned to an employee or committee at a lower level within the City of Regina hierarchy.

DESTRUCTION: Destruction occurs when records have served the required retention period and have been identified for destruction according to the Final Disposition (FD) column or if the records have been reviewed by the City of Regina Archives and determined to possess no long-term historical significance.

DIRECTIVE: An instruction from management, usually addressing policy and procedure.

DISPOSITION: See **FINAL DISPOSITION**.

DOCUMENT: A single record item (letter, memorandum, form, etc.).

DRAFT: A version of a document that is not finalized.

E

ELECTRONIC RECORDS: Records communicated and maintained by means of electronic equipment, including word processor documents, email messages, spreadsheets, scanned documents, presentations, hypertext documents, multimedia documents, digital, audio and video, and dynamically interlinked documents.

ENQUIRIES: Formal requests for information from a Councillor or the Mayor made during a Council or Committee meeting. See **MOTIONS**.

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F

FILE CLASSIFICATION SYSTEM: See **CLASSIFICATION SYSTEM**.

FILE CONVERSION: The process of changing from one filing system to another.

FINAL DISPOSITION COLUMN: Column in ARRS which provides information on the final disposition of administrative records.

FINAL DISPOSITION: The action taken with regard to the disposal of inactive records. Final disposition can involve either the physical destruction of records or appraisal; appraisal can result in transfer of the records to the City of Regina Archives for permanent preservation, or for unselected records, authorization to destroy.

FORMAT: Layout of a record or description of a type of a record in terms of its storage medium (i.e. electronic data, magnetic tape, microfiche, paper, optical disk, CD Rom, etc.).

FORMS MANAGEMENT: The centralized establishment of standards for forms and their application. This includes management techniques for the creation, analysis, design and revision of all official forms. Forms management assures better quality forms through controls on their design and production, greater efficiency in gathering and processing of information, and the economical and efficient distribution of forms.

FORMS: Any documents, which are printed or otherwise produced, with a fixed arrangement of captioned space(s) designed for entering, transferring and extracting prescribed information and data.

G

GRANTS: See **COMMUNITY INVESTMENTS**.

H

HISTORICAL VALUE: Value of a record based on the information it provides on the history of a government institution or the province in general.

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I

INDEX: A systematic guide which allows access to specific items contained within a larger body of information.

INFORMATION MANAGEMENT: The systematic control of records from creation, or receipt, through processing, distribution, organization, storage, and retrieval to disposition.

INQUIRIES: Informal requests for information from a Councillor or the Mayor.

INVENTORY: See **RECORDS INVENTORY**.

L

LAND GRANTS: Records relating to rights of way, easements, licenses, leases, etc. of city-owned land used by private corporations, persons or privately-owned land used by the city.

LIBRARY: Publications, books, journals, magazines, bibliographies, for reference/convenience copies only.

LICENSES AND PERMITS: Refers to licenses issued TO the city, not licenses that are issued BY the city. Others are found in ORRS schedules.

M

MANAGEMENT EFFICIENCY INITIATIVES: These relate to management services. Includes management improvement studies, work simplification reports, office surveys and other records relating to management information systems, operational performance measurement systems, governance, etc.

MOTIONS: A statement made by a registered member during a meeting describing what is to be done and how it is to be accomplished. See **ENQUIRIES**.

O

OFFICE OF RECORD: The office or agency that is responsible for maintaining official records (minutes, agendas, contracts, etc.) for an association, club, society, committee, board, etc.

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OFFICIAL RECORD: Refers to the official copy of a record that is retained, within an institution, for legal, fiscal, operational, or historical purposes. It exists to fulfill long-term financial, legal and audit requirements. It can be the original and only copy of the record or a replacement copy that is designated as official. Legal concerns for storage media, as defined by *The Electronic Documents Act* and *The Saskatchewan Evidence Act*, must be satisfied before a record is designated as official.

OPERATIONAL RECORD: Records which relate to the operations and services provided by an office in carrying out the functions for which it is responsible according to statute, mandate, or policy. In most cases, operational records are distinct from common administrative functions and are unique to each government institution.

OPERATIONAL RECORDS RETENTION SCHEDULE BY BYLAW (ORRS): Records schedule for operational records (i.e. records which relate to the operations and services provided by an office in carrying out the functions for which it is responsible according to statute, mandate or policy).

P

PROCLAMATIONS: A public or formal announcement regarding a matter of importance.

PROCUREMENT: A process of obtaining goods, services, equipment, supplies, materials, etc.

PUBLICATIONS: Generally includes books, magazines, pamphlets, printed annual reports, etc. (i.e. any published material with the exception of master copies of institutional publications). In the context of e-mail, messages and digests received from a listserv and newsgroups are also publications, and may be disposed of without a schedule or a disposal request.

R

RECEIPT: Written acknowledgement proving that something of value was received (i.e. money, goods, services).

RECORD SCHEDULE: Records Schedules are the authority by which government organizations may dispose of records no longer required. The schedule is an effective tool for records management which provides a classification system, a concise and convenient description of each record and its required retention period.

RECORDS APPRAISAL: The process of determining the historical value of records for possible transfer to the City of Regina Archives.

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RECORDS CLASSIFICATION SYSTEM: See CLASSIFICATION SYSTEM.

RECORDS DISPOSITION: See FINAL DISPOSITION.

RECORDS INVENTORY: An analytical list of the records. A records inventory may have various applications (i.e. development of records schedule, disposal of records, etc.) The inventory identifies types of records and provides a description of records/records series. At minimum it should include titles of records, description of records contents including purpose and function, format, physical extent, date range of the records. It may also include any other information which may have bearing on the records' classification, retention and disposal.

RECORDS MANAGEMENT: See INFORMATION MANAGEMENT.

RECORDS RETENTION: See RETENTION PERIOD.

RECORDS SCHEDULE: See SCHEDULE.

RETENTION PERIOD: The minimum length of time required to keep a record as determined by bylaw.

S

SCHEDULE: The schedule is an effective tool for records management which provides a classification system, a concise and convenient description of each record and its required retention period. Records Schedules are the authority by which government organizations may dispose of records no longer required. All records schedules must be approved according to the procedures set out in *The Cities Act*

T

TAXES: This refers to taxes paid out by the City, not to property taxes. Property taxes belong on an ORRS for assessment & property taxation.

TENDER AND AWARD OF CONTRACT: Tendering process, including requests for proposals, contract bids, tender bonds, etc. Includes supporting documentation, consultant contracts, force accounts, individual contracts, requests for proposals, etc.

THE LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Legislation that creates a general right of public access to information held by a local authority, while ensuring the protection of personal information.

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TRANSITORY RECORD: Records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document. They are not required to meet statutory obligations or to sustain administrative or operational functions. Once they have served their purpose, they should be destroyed.

V

VITAL RECORDS: Records which contain information essential to conduct of emergency operations during and immediately following a disaster, resumption/continuation of civic government services or operations, reestablishment of the legal, financial and functional responsibilities of civic government, and reestablishment of the rights and obligations of individuals, corporate bodies and other governments with respect to the City of Regina.

W

WEBSITE: A generic term that refers to all types of web-based sites, including public websites, extranets and intranets. It does not include records generated from an interactive website or that document transactions.

WHMIS: Workplace Hazardous Materials Information System.

WORKING COPY: A duplicate or copy of a document which may be marked up or annotated.

WORKING PAPERS: Material used in the development of agreements, contracts, policies or any other documents. Includes drafts, working copies, background information, reference material, etc.

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Appendix D – Information Classification Security Level

Information Classification Security Levels				
Levels	Sensitivity	Description	Examples of Information Assets	Examples of Risk Impacts
A	High Sensitivity	<ul style="list-style-type: none"> Information that is deemed to be extremely sensitive; of highest value to the City; information protected by statutes, regulations or City policies; information that can be used to create an identity. Inappropriate access, use or disclosure could reasonably be expected to result in extremely serious personal injury/harm or extremely serious injury/harm to the City including: financial loss to the City or third party; loss of life and/or risk to public safety; damage to the City's reputation and integrity; major political or economic impact <p>Level A "High Sensitivity" information is available only to named individuals (specified positions) and must not be shared without appropriate consent or a formal agreement. External requests for access must be reviewed by the Access and Privacy Team.</p>	<ul style="list-style-type: none"> Personal information such as information maintained on a personnel file Health information Files of the City Solicitor's office, including Risk Management and Prosecutions divisions An individual's financial transactions and payments Sealed tenders and requests for proposal (RFPs prior to the closing of a competition) 	<ul style="list-style-type: none"> Lawsuit Substantial fine Sever/Harm to an individual's reputation or loss of livelihood Loss of personal or individual privacy Unfair competitive advantage in bidding
B	Medium Sensitivity	<ul style="list-style-type: none"> Information that is deemed to be sensitive within the City of Regina Inappropriate access, use or disclosure could reasonably be expected to result in serious injury/harm to the City including: loss of competitive advantage, loss of confidence in a City program, legal action, financial loss, damage to partnerships, relationships or reputation <p>Level B "Medium Sensitivity" information is accessible only to specific functions, groups or positions, on a need-to-know basis for business-related purposes. External requests for access must be reviewed by the Access and Privacy Team.</p>	<ul style="list-style-type: none"> Draft budget information Private committee reports Draft policy, policy advice Opinions of a solicitor 	<ul style="list-style-type: none"> Damage to City's reputation Significant financial loss Loss of public safety
C	Low Sensitivity	<ul style="list-style-type: none"> Information that is used within the City and deemed to be sensitive outside of the City of Regina Inappropriate access, use or disclosure could reasonably be expected to result in significant injury/harm to individuals or to the City including: financial loss, negative impacts in services/performance levels and reputation. <p>Level C "Low Sensitivity" information is accessible internally and to authorized third parties possessing a need to know for business-related purposes. External requests for access <u>must</u> be reviewed by the Access and Privacy Team.</p>	<ul style="list-style-type: none"> Reports prepared for and paid by a third party Tender submissions by the successful bidder (may contain proprietary information) Information obtained in confidence 	<ul style="list-style-type: none"> Limited financial loss Interfere with negotiations Unfair competitive advantage
D	Public	<ul style="list-style-type: none"> Information that is intended for unrestricted public disclosure and would not reasonably be expected to result in injury to individuals, third parties or to the City. 	<ul style="list-style-type: none"> News releases, public service announcements Job Postings Public City Council meeting minutes and agendas Request for proposal document used during the competition 	<ul style="list-style-type: none"> Would not result in injury to an individual if lost or changed

The retention period indicates the current fiscal year plus the number of years listed. Abbreviations for Information Classification Security Levels are in Appendix D.

SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
Vital documents required for business continuity are identified in **RED**

The retention period indicates the current fiscal year plus the number of years listed.

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