

The general practice in our department in establishing retention periods:

- 20 years = Policy Records
- 10 years = Operational Records
- 6 years = Financial Administrative Records
- 2-3 years = General Administrative Records
- 30 days = Backup tapes (transitory records)

December 14, 2015

**Department of Finance**  
**Retention and Disposal Schedule**  
**2015-2016**

This retention schedule is for administrative files.

Activities	Prefix	Guidelines for Retention	Authority for Disposal	Retention Period (Calendar Year or Fiscal Year)	Retention Mode	Disposition Date	Number of Files Ready for Disposition*	Disposition Mode	Percentage Completed
Human Resources, Security and Planning Directorate	FINH	<a href="http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-human-resources-management.aspx">http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-human-resources-management.aspx</a>  Generic Valuation Tool (GVT) – Human Resources Management Services	Human Resources Management Function (Authority No. 98/005)	5 years after the last administrative action	Paper only	At the end of the minimum retention period for each record		Shred	
Financial Management Division	FINA	<a href="http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-comptrollership.aspx">http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-comptrollership.aspx</a>  Generic Valuation Tool (GVT) – Financial Management	Comptrollership Function (Authority No. 99/004)	2 to 6 years after the last administrative action	Paper only	At the end of the minimum retention period for each record		Shred	

Information Management and Information Technology Division	FINA	<a href="http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-general-administration.aspx">http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-general-administration.aspx</a>  Generic Valuation Tool (GVT) – Information Technology (IT)	General Administration Function (Authority No 98/001)	2 years	Paper only	At the end of the minimum retention period for each record		Shred	
ADM's Office	FINA	All the above  Generic Valuation Tool (GVT) all of them	All the above	All the above	Paper only	At the end of the minimum retention period for each record		Shred	

\* The word **disposition** is used to describe any of the following:

1. The physical destruction of non-archival records;
2. The transfer of archival and historical records to the Archival Operations Division of LAC;
3. A transfer of ownership, outside of the Government of Canada, (e.g. to a provincial government); and
4. The return of records to the originating institution.

December 14, 2015

Department of Finance

Retention and Disposal Schedule

2015-2016

This retention schedule is for operational files.

Branch	Prefix	Guidelines for Retention	Authority for Disposal (With the approval at the Director General or Director Level)	Retention Period (Calendar Year or Fiscal Year)	Retention Mode	Disposition Date	Number of Files Ready for Disposition*	Disposition Mode	Percentage Completed
Consultations and Communications Branch	DCC & Public Enquires	IMD - CIS - Records Scheduling and Disposal – Consultations and Communications Branch – File #: 9720-2004005-003	2015/019	2, 3 & 10 years	Paper only	At the end of the minimum retention period for each record	5447 Folders + DCC?	Shred or Transfer	50%
Deputy Minister's Office & Internal Audit and Evaluation	DMO & IAE	IMD - CIS - Records Scheduling and Disposal – Deputy Heads of Government Institutions – File #: 9720-096022  Consultation with the Branch for IAE file plan and retention	2015/019	2, 10 & 15 years	Paper only	At the end of the minimum retention period for each record		Shred or Transfer	
Economic and Fiscal Policy	EFP, EAF, FPD & SPA	IMD - CIS - Records Scheduling and Disposal – Fiscal Policy and Economic Analysis – Schedules – File #: 9720-094038-003  Consultation with the Branch for EFP file plan and retention	2015/019	10 & 20 years	Paper only	At the end of the minimum retention period for each record		Shred or Transfer	

Economic Development and Corporate Finance Branch	EDCF, EDD, ERP & PRI	<p>IMD - CIS – Records Scheduling and Disposal – Economic Development Division – Schedules – File #: 9720-090020-003</p> <p>IMD – CIS – Records Scheduling and Disposal – Energy and Resource Policy Division – Schedules – File #: 9720-089003-003</p> <p>IMD – CIS – Records Scheduling and Disposal – Privatization – Schedules – File #: 9720-096004-003</p> <p>Consultation with the Branch for EDCF file plan and retention</p>	2015/019	10,15,20 & 25	Paper only	At the end of the minimum retention period for each record		Shred or Transfer	
Federal-Provincial Relations and Social Policy Branch	FPR & SPD	IMD - CIS – Records Scheduling and Disposal - Federal Provincial Relations and Social Policy – Schedules – File #: 9720-094005-003	2015/019	5, 10 & 15 years	Paper only	At the end of the minimum retention period for each record		Shred or Transfer	
Financial Sector Policy Branch	FSP, CMD, DMD, FAD, FID & CIS	<p>IMD - CIS – Records Scheduling and Disposal - Financial Sector Policy Branch – Schedules – File #: 9720-093035-003</p> <p>Consultation with the Branch for FSP file plan and retention</p>	2015/019	10, 20, 25, & 35 years	Paper only	At the end of the minimum retention period for each record		Shred or Transfer	
International Trade and Finance Branch	IEA, IER, IFD, TAR, WTO & GAT	IMD – CIS – Records Scheduling and Disposal – International Trade and Finance Branch – Schedules – File #: 9720-093034-003	2015/019	10, 15, & 25 years	Paper only	At the end of the minimum retention period for each record		Shred or Transfer	

Law Branch	LAW & ADM	<p>IMD – CIS – Records Scheduling and Disposal – General Administration Function – Schedules – File #: 9720-098001-003</p> <p><a href="http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-general-administration.aspx">http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-general-administration.aspx</a></p> <p>IMD – CIS – Records Scheduling and Disposal – General – File #: 9720-001</p> <p><a href="http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-human-resources-management.aspx">http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/retention-common-administrative-records/Pages/subject-human-resources-management.aspx</a></p>		2, 3, 5, 12 & 30 years	Paper only	At the end of the minimum retention period for each record		Shred or Transfer	
Tax Policy Branch	TAX & TPB	<p>IMD – CIS – Records Scheduling and Disposal – Tax Policy – Schedules – File #: 9720-069091-003</p> <p>IMD – CIS – Records Scheduling and Disposal – Tax Policy and Legislation Branch – Schedules – File #: 9720-092009-003</p> <p>Consultation with the Branch for TPB file plan and retention</p>	2015/019	10, 15, 20 & 25 years	Paper only	At the end of the minimum retention period for each record		Shred or Transfer	

\*The word **disposition** is used to describe any of the following:

1. The physical destruction of non-archival records;
2. The transfer of archival and historical records to the Archival Operations Division of LAC;
3. A transfer of ownership, outside of the Government of Canada, (e.g. to a provincial government); and
4. The return of records to the originating institution.