

Legend:										
<b>Retention Trigger:</b> AC = After completion   conclusion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>D = Public Rights</b>										
<i>01 = Public Rights</i>										
D01.1150	ATIP - Information relating to Access to Information and Privacy (ATIP) Legislation; Access Register; third party information, exemptions, etc., and other subjects not shown elsewhere in this block.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D01.1150-01	ATIP - General	ACYR						
		Any file specific to information relating to Access to Information and Privacy (ATIP) Legislation, Access Register, third party information, exemptions, etc. (identified in the D01.1150 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Legislation							
			PIA--Privacy Impact Assessment							
			Staff Meeting							
			Contact Lists							
			ATIP Conferences							
			Delegation of Authority	SU						
			Privacy Management Framework							
D01.1160	Advice & Guidance - Information relating to the advice provided in response to questions posed by employees of the department in regards to Access to Information and Privacy.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D01.1160-01	Advice & Guidance - General	ACYR						
		Any file specific to information relating to the advice provided in response to questions posed by employees of the department in regards to Access to Information and Privacy (identified in the D01.1160 activity descriptor) would be listed under this activity. Please								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
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			refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Privacy							
			Access to Information							
			Disclosures to MPs							
			MOU							
			CIC / CBSA MOU							
			CBSA							
			Improper Disclosure of Information							
			House Cards & Briefing Notes							
			OGD - FOSS Issues							
			Immigration Branch							
			Citizenship Branch							
<b>D01.1165</b>	<b>Inquiries</b> - Information relating to public inquiries and reviews of events or actions ordered by the government.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D01.1165-01	Inquiries - General	ACYR						
			Any file specific to information relating to public inquiries and reviews of events or actions ordered by the government (identified in the D01.1165 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Arar Inquiry							
			<b>02 = Projects</b>							
<b>D02.0001</b>	<b>Projects</b> - Information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of projects relating to the Public Rights function.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D02.0001-01	Projects - General	AC						

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			Any file specific to information relating to the activities of project defining, planning, analysing, designing, constructing, testing, etc. (identified in the D02.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Project Proposals							
D02.0002	User Fees Act - Information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of the User Fees Act project.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D02.0002-01	User Fees Act - General	AC						
			Any file specific to information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of the User Fees Act project (identified in the D02.0002 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Project Administration - Integration							
			Initiation							
			Planning							
			Construction & Development							
			Close Out & Evaluation							
D03.1170	Human Rights - Information relating to legislation, policies, procedures, guidelines, research and studies, specific case files, advice, guidance, training, and other related human rights activities.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Training*	AC	2 yrs		2 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			* Participation and achievement records are placed on the employee's Personnel file.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D03.1170-01	Human Rights - General	ACYR						
			Any file specific to information relating to legislation, policies, procedures, guidelines, research and studies, specific case files, advice, guidance, training and other related human rights activities (identified in the D03.1170 activity descriptor) would be listed							

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			under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Canadian Human Rights Training							
			Guidelines for Human Rights							
			Human Rights - Advice & Guidance							
			International Human Rights Obligations							
D03.1175	Human Rights Case Review - Information relating to the Human Rights Complaints of an individual or group against CIC and the subsequent investigation and reports by CIC in hopes of preparing the Department's response and, as appropriate, its defence.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D03.1175-01	Human Rights Case Review - General							
			Any file specific to information relating to the Human Rights Complaints of an individual or group against CIC and the subsequent investigation and reports by CIC in hopes of preparing the Department's response and, as appropriate, its defence (identified in the D03.1175 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<b>04 = Policies &amp; Standards</b>							
D04.1180	Policies & Standards - Information relating to the development, adoption, and dissemination of policies, guidelines and standards as they relate to the Public Rights function.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy & Standards activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D04.1180-01	Policies & Standards - General	ACYR						
			Any file specific to information relating to the development, adoption, and dissemination of policies, guidelines, standards, etc. (identified in the D04.1180 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	US Patriot Act - Issues							
			ATIP Reform							
			OIC--Office of the Information Commissioner							
			OPC--Office of the Privacy Commissioner of Canada							

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			Court Decisions							
			Information Sharing							
			Pro-active Disclosures							
			ATIP - Standard Operating Procedures							
	<b>05 = Promotion</b>									
D05.1200	ATIP Promotion - Information relating to the promotion of ATIP by means of training and presentations provided in response to questions posed by employees of the department in regards to Access to Information and Privacy related topics. This also includes course content development, training schedules, directives, certification, qualification, and evaluation or validation relating to the training and awareness sessions delivered to explain the Public Rights Function and its related activities.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Training*	AC	2 yrs		2 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
	* Participation and achievement records are placed on the employee's Personnel file.									
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		D05.1200-01	ATIP Promotion - General	ACYR						
			Any file specific to Information relating to the promotion of ATIP by means of training and presentations provided in response to questions posed by employees of the department, etc. (identified in the D05.1200 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Awareness & Training							
			Course Development							
			Course Delivered							
			E-learning							
			Presentations							
	<b>06 = Reporting</b>									
D06.1220	ATIP Reporting - Information relating to the process used to compile annual, quarterly and monthly reports used to highlight some of the achievements and issues associated with the Public Rights function and its related activities or reflect or contribute to policies, guidelines and strategies.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			ATIP Reports *	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
	* Does not include final internal audit and program evaluation reports and files documenting management response, corrective action and follow-up (excluded in the MIDA coverage).									
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		D06.1220-01	ATIP Reporting - General	ACYR						

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			Any file specific to information relating to the process used to compile annual, quarterly and monthly reports used to highlight some of the achievements and issues associated with the Public Rights function, etc. (identified in the D06.1220 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Audit Reports							
			OPI - Monthly Reports							
			ATIP - Quarterly Reports							
			Annual Reports - Parliament							
			Annual Reports - Office of the Information Commissioner							
			Annual Reports - Office of the Privacy Commissioner							
			Annual Reports to ATIP							
D06.1225	Info Source - Information relating to Info Source, the Treasury Board publication that is produced on an annual basis. The use, revision & maintenance of this publication and the information contained within that deals specifically with the department, is managed as a sub-activity of the administration of public rights function. Information could include Treasury Board call letters, record of client consultation, manuals, details of Personal Information Banks & retention & disposition standards.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		D06.1225-01	Info Source - General	ACYR						
			Any file specific to information relating to Info Source, the Treasury Board publication that is produced on an annual basis, etc. (identified in the D06.1225 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Annual Review							
			PIBs--Personal Information Banks							
D06.1230	Statistics - Information relating to the process used to compile statistics used to highlight some of the achievements and issues associated with the Public Rights function and its related activities or reflect or contribute to policies, guidelines, and strategies.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
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		D06.1230-01	Statistics - General	ACYR						

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			Any file specific to information relating to the process used to compile statistics used to highlight some of the achievements and issues associated with the Public Rights function, etc. (identified in the D06.1230 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Daily Statistics							
			<b>07 = Requests</b>							
D07.1235	Access to Information & Privacy Requests - Information directly relating to Access to Information and Privacy requests.		Policy Files	SU	2 yrs	3 yrs	SU +5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Requests (Individual Case Files) *	AC	2 yrs		2 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			* Minimum 2 years following the date on which a request was responded to and a subsequent complaint, if any, was fully processed. This retention is governed by the <i>Privacy Act</i> and must be adhered to.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy & Standards activity (D04.1180).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			D07.1235-01	ATIP Requests - General	ACYR					
			Any file specific to information directly relating to Access to Information and Privacy requests (identified in the D07.1235 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	ATIP Fees						
				Consultation Requests						
				ATIP Requests (Case Files)						
				Legal Opinions						
				Consistent Use						
				Investigative Bodies						
			<b>SOME IMPORTANT NOTES</b>							
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.								

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	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.									
		LAC = Library & Archives Canada									
		<b>Finalized 07-April-2010; Validated 15-December-2010</b> with: Marc Grignon (Manager, Policy, Training and Project, ATIP); Don Mccoll (Senior ATIP Administrator (Policy)); Sylvain Leblanc (Senior ATIP administrator) and Robyn Lemire (ATIP Analyst)									
		<b>As of 15-December-2010</b> , this R&D Schedule supersedes all other R&D Schedules for the Public Rights Function									



Legend:										
Retention Trigger: AC = After completion   conclusion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU / RSC = After Superseded / After Rescinded; SO = System Obsolete; TBD = To Be Determined; "+" = Multiple Component (CY + 1 yr)										
Disposition Method: DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>G = Financial Management</b>										
<b>01 = Program Management &amp; Administration</b>										
G01.1400	Program Planning - Information relating to the planning and design of financial programs, setting priorities, development of management frameworks and establish appropriate criteria and processes for measuring performance in the achievement of targets.		Policy Files	SU	2 yrs	3 yrs	5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		G01.1400-01	Program Planning - General	ACYR						
			Any file specific to planning, designing, setting priorities, etc. (identified in the G01.1400 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Financial Management Framework						
				Management Control Framework						
				Risk Management						
				Operational Planning Framework						
G01.1410	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		G01.1410-01	Develop & Maintain Partnerships - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to identifying and establishing relationships with internal or external organizations, etc. (identified in the G01.1410 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
G01.1420	Activity Based Costing - Information relating to a specialized form of research-based cost accounting activity that measures costs on the basis of predetermined standards or assumptions. Costing also incorporates comparisons of actual costs incurred as a measure of efficiency and effectiveness.		Policy Files	SU	2 yrs	3 yrs	5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			Costing Files	ACYR	3 yrs	4 yrs	7 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		G01.1420-01	Activity Based Costing - General	ACYR						
			Any file specific to a specialized form of research-based cost accounting, etc (identified in the G01.1420 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Process Dictionary	SU						
			Output Dictionary	SU						
			Managers Guide	SU						
			Other Government Departments	FY						
			Communications	FY						
			Cost Management Model 2008/09	FY						
			Cost Analysis & Reports 2007/08	FY						
			Cost Analysis & Reports 2008/09	FY						
G01.1430	Policy Development - Information relating to the development, adoption and dissemination of policies.		Policy Files *	SU / RSC	2 yrs	3 yrs	5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
			* Note: Before destroying Policy Files of an operational nature, request the Records Management area refer to RDA 2006/004 to ensure the value is non-archival (policy files with archival value must be transferred to the LAC).							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		G01.1430-01	Policy Development - General	ACYR						
			Any file specific to the development, adoption and dissemination of policies (identified in the G01.1430 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Goods & Services	SU / RSC						
			Operational Expenditures	SU / RSC						
			Travel	SU / RSC						
			Relocation	SU / RSC						
			Hospitality	SU / RSC						
			Claims & Ex Gratia Payments	SU / RSC						
			Conference	SU / RSC						
			Memberships	SU / RSC						
			Transfer Payments	SU / RSC						
			Revenue & Receivables	SU / RSC						
			Resource Management	SU / RSC						
			Financial Reporting	SU / RSC						
			Management of Financial Systems	SU / RSC						
			Monitoring & Assurance	SU / RSC						
			Asset & Liability Management	SU / RSC						
			Proactive Disclosure - Travel & Hospitality	SU / RSC						
			Proactive Disclosure - Grants & Contributions	SU / RSC						
G01.1440	<b>Guidelines, Best Practices &amp; Procedures Development</b> - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU / RSC	2 yrs	3 yrs	5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		G01.1440-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to the development of procedures, guidelines and other governance vehicles and instruments (identified in the G01.1440 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Departmental Hospitality Guidelines	SU / RSC						
			Financial Management Roles and Responsibilities	SU / RSC						
			Debt Collection Procedure	SU / RSC						
			Collection Correspondence Templates	SU / RSC						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Collection Procedures for Info Direct System	SU / RSC						
			Collection Procedures for IPAR System	SU / RSC						
			Collection Procedures for FOSS System	SU / RSC						
			Collection Procedures for SAP System	SU / RSC						
			Collection Procedures for Equifax System	SU / RSC						
			Collection Procedures for CCMIS System	SU / RSC						
			Accounting of Loans Procedure	SU / RSC						
			Accounting of Accounts Receivable Procedure	SU / RSC						
			Accounting of Accounts Payable Procedure	SU / RSC						
			Accounting of Transfer Payments	SU / RSC						
			Accounting of Travel	SU / RSC						
			Accounting of Hospitality	SU / RSC						
			Accounting of Claims & Ex Gratia Payments	SU / RSC						
			Accounting of Memberships	SU / RSC						
			Accounting of Conferences	SU / RSC						
			Accounting of Interdepartmental Settlements	SU / RSC						
			Accounting of E-Payment	SU / RSC						
			Accounting of Handling Public Money	SU / RSC						
			Accounting of Reconciliation	SU / RSC						
			Accounting of Employee Advances	SU / RSC						
			Accounting of Immigrant Investor Receivables/Payables	SU / RSC						
			Forecasting Procedure	SU / RSC						
			Forecast Template	SU / RSC						
			Budget Transfer Template	SU / RSC						
			Chart of Accounts	SU / RSC						
			Financial Coding	SU / RSC						
G01.1450	Functional Guidance - Information relating to the provision of guidance to stakeholders and staff on devising effective and efficient approaches to achieve the program service objectives.		Policy Files	SU / RSC	2 yrs	0	2 yrs	99/004		DES
			General Files	ACYR	2 yrs	0	2 yrs	99/004		DES
			All Other Files	DSA	2 yrs	0	2 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		G01.1450-01	Functional Guidance - General	ACYR						
			Any file specific to the provision of guidance to stakeholders and staff on devising effective and efficient approaches, etc. (identified in the G01.1450 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<b>03 = Budgetary Control</b>							
G03.1500	Forecasting - Information relating to predicting the use of financial resources during a budget year or period to ensure that there will be adequate resources to meet actual requirements and to permit adjustments.		Policy Files	SU	2 yrs	4 yrs	SU + 6 yrs	99/004		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/004		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		G03.1500-01	Forecasting - General	ACYR						
			Any file specific to predicting the use of financial resources during a budget year, etc. (identified in the G03.1500 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Period Forecasts	AC					
				Period Forecasts 2005/06	FY					
				Period Forecasts 2006/07	FY					
				Period Forecasts 2007/08	FY					
				Period Forecasts 2008/09	FY					
				Period Status Reports	AC					
				Period Status Reports 2008/09	FY					
				Revenue	AC					
				Revenue 2006/07	FY					
				Revenue 2008/09	FY					
G03.1510	Main Estimates - Information relating to the preparation, submission and approval of supplementary estimates in the cases of inadequate funds to cover shortfalls consistent with approved program activity.		Policy Files	SU	2 yrs	4 yrs	SU + 6 yrs	99/004		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/004		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		G03.1510-01	Main Estimates - General	ACYR						
		Any file specific to the preparation, submission and approval of supplementary estimates, etc. (identified in the G03.1510 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	ARLU--Annual Reference Level Update 2008/09	AC						
			ARLU--Annual Reference Level Update 2008/09	FY						
			Main Estimate	AC						
			Main Estimate 2007/08	FY						
			Main Estimate 2008/09	FY						
			Supplementary Estimates A	AC						
			Supplementary Estimates A 2008/09	FY						
			Supplementary Estimates B	AC						
			Supplementary Estimates B 2008/09	FY						
			GG Warrants (GG Warrants only as required)							
G03.1520	<b>Resource Management</b> - Information relating to reallocating resources among activities within a sub-allotment or against reporting objects and maintaining strict accountability for total resources allocated.		Policy Files	SU	2 yrs	4 yrs	SU + 6 yrs	99/004		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/004		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		G03.1520-01	Resource Management - General	ACYR						
		Any file specific to reallocating resources among activities within a sub-allotment or against reporting objects, etc. (identified in the G03.1520 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Resource Ledger	AC						
			Resource Ledger 2008/09	FY						
			Base Derivation	AC						
			Base Derivation 2008/09	FY						
			Reserve	AC						
			Reserve 2008/09	FY						
			Budget Transfer	AC						
			Budget Transfer 2008/09	FY						
			Budget Allocation	AC						





Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
G04.1560	recognition of revenues including the management of refunds, bank accounts, deposits of money and handling public money.		Handling Public Money *	AC	2 yrs	4 yrs	6 yrs	99/004		DES	
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/004		DES	
			<b>* Note:</b> Consult with the functional area before disposing								
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		G04.1560-01	Accounting & Control of Revenues & Deposits - General	ACYR							
			Any file specific to the provisions of fees, the recognition of revenues including the management of refunds, bank accounts, etc. (identified in the G04.1560 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
			<i>some examples of sub-activity files</i>	Revenues	AC						
				Revenues 2008/09	FY						
				Refund of Revenues	AC						
				Refund of Revenues 2008/09	FY						
				Handling Public Money	AC						
				Deposits	AC						
				Deposits 2007/08	FY						
				Deposits 2008/09	FY						
				Departmental Bank Account	AC						
G04.1570	<b>Accounting &amp; Collections of Receivables</b> - Information relating to accounting and collections of accounts receivables and overdue accounts that represents the activities designed to ensure the payment of debt, including invoicing, monthly statements, and supplementary actions.		Policy Files	SU	2 yrs	4 yrs	SU + 6 yrs	99/004		DES	
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/004		DES	
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/004		DES	
			Immigration Loan Files, e.g. Assisted Loans (AL) and Transportation Loans (TL) <b>paid in full accounts</b>	AC	6 yrs	-	6 yrs	2006/004		DES	
			Immigration Loan Files, e.g. Assisted Loans (AL) and Transportation Loans (TL) <b>that are still active (unpaid)</b>	AC	30 yrs	-	30 yrs	2006/004		DES	
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		G04.1570-01	Accounting & Collections of Receivables - General	ACYR							
			Any file specific to accounting and collections of accounts receivables and overdue accounts that represents the activities designed to ensure the payment of debt, etc. (identified in the G04.1570 activity descriptor) would be listed under this activity.								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Foreign Affairs & International Trade	AC						
			Royal Canadian Mounted Police Agency	AC						
			Canada Border Services Agency	AC						
			Canada Revenue Agency	AC						
			Client's Last Name, First Name	AC						
			Client's Last Name, First Name	AC						
			Client's Last Name, First Name	AC						
			Client's Last Name, First Name	AC						
			Client's Last Name, First Name	AC						
			Client's Last Name, First Name	AC						
G04.1580	<b>Closing of Departmental Accounts</b> - Information relating to closing accounts on a monthly and yearly basis and the preparation of the trial balance. Includes instructions and supporting documentation of month-end and year-end adjustments, accruals, allowance, etc. Also includes reconciliation of accounts.		Policy Files	SU	2 yrs	4 yrs	SU + 6 yrs	99/004		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/004		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		G04.1580-01	Closing of Departmental Accounts - General	ACYR						
			Any file specific to closing accounts on a monthly and yearly basis and the preparation of trial balances, etc. (identified in the G04.1580 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Year-End Closing	AC						
			Year-End Closing 2008/09	FY						
			Month-End Closing	AC						
			Month-End Closing 2008/09	FY						
			Reconciliation of Accounts	AC						
G04.1590	<b>Accounting &amp; Control of Assets</b> - Information relating to the creation, modification, certification and deletion of capital assets including inventories and the management of advances issued to employees and other assets.		Policy Files	SU	2 yrs	4 yrs	SU + 6 yrs	99/004		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/004		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).								
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		G04.1590-01	Accounting & Control of Assets - General	ACYR							
		Any file specific to the creation, modification, certification and deletion of capital assets including inventories, etc. (identified in the G04.1590 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
		<i>some examples of sub-activity files</i>	Physical Asset	FY							
			Advances	FY							
<b>05 = Monitor &amp; Report</b>											
G05.1650	<b>Operational Assessment</b> - Information relating to the activity of assessing the delivery, use, and application of Financial programs, policies, guidelines and standards through monitoring, site visits, audits and performance measurement, and providing recommendations and implementing corrective actions.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/004		DES	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES	
			Performance Monitoring by Operational Managers; Final Audit and Program Evaluation Reports, and Files Documenting Management Response, Corrective Action and Follow-up *	AC	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES	
* C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:											
e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and from evaluations.											
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).								
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		G05.1650-01	Operational Assessment - General	ACYR							
		Any file specific to the activity of assessing the delivery, use and application of Financial programs, policies, guidelines and standards through monitoring, site visits, audits, etc. (identified in the G05.1650 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
		<i>some examples of sub-activity files</i>	Accounts Payable Statistics	AC							
			Accounts Payable Statistics 2008/09	FY							
			Accounts Receivable Statistics	AC							
			Accounts Receivable Statistics 2008/09	FY							
	Financial Review Halifax 2007	FY									
	Readiness Assessment	AC									

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
G05.1660	Reporting - Information relating to the preparation and submission of financial reports required by RC managers, senior managers, staff advisors, financial officers, Receiver General and Treasury Board Secretariat.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			NHQ Cost Report for References	CY	3 yrs	4 yrs	7 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (G01.1430).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		G05.1660-01	Reporting - General	ACYR						
			Any file specific to the preparation and submission of financial reports required by RC managers, senior managers, staff advisors, financial officers, etc. (identified in the G05.1660 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Report on Collections	AC					
				Report on Collections 2008/09	FY					
				Proactive Disclosures	AC					
				Proactive Disclosures 2008/09	FY					
			<b>SOME IMPORTANT NOTES</b>							
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.								
	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.								
		LAC = Library & Archives Canada								
		<b>Finalized 23-January-2009; Validated 11-February-2011</b>								
		Review Committee: André Seguin; Lee Armstrong; Library and Archives Canada (collaborative effort), Legal Services; Validated with: Frank								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	Caesar; Lucie Dubois-Nguyen; Helene Lefebvre; Mylene Lapratte; Liette Bellemare; and Martin Gervais									
	<b>As of 14-February-2011, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Financial Management Function</b>									
<b>Updates:</b>	24-January-2012									

**Legend:**  
**Retention Trigger:** AC = After completion | conclusion; ACYR = After Calendar Year Review\*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined; "+" = Multiple Component (CY + 1 yr)  
**Disposition Method:** DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)  
 \*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>J = Management of Information &amp; Technology</b>										
<i>01 = Information Management &amp; Technology</i>										
J01.2400	Information Management & Technology - Information relating to activities related with the design, development, implementation and oversight of Information Management principles and practices that govern departmental information throughout its life cycle, and the design, development, implementation and oversight of an Information Technology infrastructure, its principles and practices concerning managing and processing information.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520) * Lee please note the change in							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J01.2400-01	Information Management & Technology - General	ACYR						
			Any file specific to information relating to activities related with the design, development, implementation and oversight of Information management principles and practices that govern departmental information throughout its life cycle, etc. (identified in the J01.2400 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Staff & Chief Meetings	CY						
J01.2410	Awareness & Training - Information relating to activities of developing and maintaining CIC specific IM/IT informative materials, designed to promote a better understanding and awareness of information management and technology related issues and responsibilities.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J01.2410-01	Awareness & Training - General	ACYR						
			Any file specific to information relating to activities of developing and maintaining CIC specific IM/IT informative materials, etc. (identified in the J01.2410 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<p>would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.</p> <p><i>some examples of sub-</i></p>							
			IT Security Program	SU						
			IMTB Website Content							
			Records Management Communications							
J01.2420	Management Committees - Information relating to the process of decision-making and the process by which decisions are implemented (or not implemented), through committee membership, organization, agendas, minutes, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			General Files	ACYR	2 yrs		2 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<p><i>about the policy file</i></p> <p>It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).</p> <p><i>about the general file</i></p> <p>Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.</p>							
		J01.2420-01	Management Committees - General	ACYR						
			Any file specific to information relating to the process of decision-making and the process by which decisions are implemented, etc. (identified in the J01.2420 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<p><i>some examples of sub-activity files</i></p>							
			ASC--Architecture Standards Committee	CY						
			SMT--Senior Management Team	CY						
			ITPRC--IT Project Review Committee	CY						
			Architecture Council							
J01.2430	Library Management - Information relating to the management of published information resources, including their acquisition, control, and disposal. Also includes information related to library services such as literature searches, reference services, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Acquisitions	FY	2 yrs	4 yrs	6 yrs	99/004		DES
			Online Databases	CY	6 yrs		6 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<p><i>about the policy file</i></p> <p>It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).</p> <p><i>about the general file</i></p> <p>Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-</p>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J01.2430-01	Library Management - General	ACYR						
		Any file specific to information relating to the management of published information resources, including their acquisition, control and disposal, etc. (identified in the J01.2430 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		some examples of sub-activity files	Promotions & Marketing	AC						
			Library System	CY						
			Acquisitions	CY						
			Periodicals, subscriptions	CY						
			Research & Reference Services	CY						
			Statistics	CY						
			Requests	CY						
			Online Databases	CY						
			Inter Library Loans	AC						
			Conferences	CY						
			Cataloguing	SU						
		<b>02 = Projects   Projets</b>								
J02.0001	Québec Region - Reengineering of Systems & Applications - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
		<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>								
		about the policy file	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		about the general file	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.0001-01	Québec Region - Reengineering of Systems & Applications - General							
		Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		some examples of sub-activity files	Initiation							
			Planning							
			Requirements Gathering							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.0002	ISSS--Information Sharing & Search System- Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.0002-01	ISSS--Information Sharing & Search System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.0002 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.0003	GCMS Project - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.0003-01	GCMS Project - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.0003 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning   Planification							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.2342	GCMS - iCAMS - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.2342-01	GCMS - iCAMS - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.2342 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.2343	GCMS - KMS - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.2343-01	GCMS - KMS - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.2343 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.2344	GCMS - AVRES - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.2344-01	GCMS - AVRES - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.2344 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.2346	GCMS - CCS Interface - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.2346-01	GCMS - CCS Interface - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc..(identified in the J02.2346 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5002	NCMS Virtual Trainer - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
				<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5002-01	NCMS Virtual Trainer - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5002 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5007	NHQ Server Consolidation Phase 1 - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5007-01	NHQ Server Consolidation Phase 1 - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5007 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Installation							
			Project Management							
			Project Support							
J02.5009	ILS--Immigration Loans System - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5009-01	ILS--Immigration Loans System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5009 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5022	CIC Website Redesign - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5022-01	CIC Website Redesign - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5022 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5042	GTC Immigration Portal - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5042-01	GTC Immigration Portal - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5042 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5043	NRS--National Routing System- Information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5043-01	NRS--National Routing System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5043 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5044	Portfolio Management Tools - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5044-01	Portfolio Management Tools - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5044 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Project Management							
			Project Support							
J02.5046	LIMS Redesign - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5046-01	LIMS Redesign - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5046 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5048	GCMS Transition - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5048-01	GCMS Transition - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5048 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5051	ENS--Electronic Notification System - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5051-01	ENS--Electronic Notification System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5051 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5060	Client Service Improvement - Portfolio Management - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5060-01	Client Service Improvement - Portfolio Management - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5060 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
J02.5061	e-Application - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5061-01	e-Application - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5061 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Installation							
			Project Management							
			Project Support							
J02.5062	e-Storage - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5062-01	e-Storage - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5062 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5063	e-Client Application Status / e-Change of Address (e-CAS/e-COA) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		J02.5063-01	e-Client Application Status / e-Change of Address (e-CAS/e-COA) - General							
		Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5063 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5064	Online Residence Calculator - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
		<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>								
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5064-01	Online Residence Calculator - General							
		Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5064 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Project Management							
			Project Support							
J02.5065	International e-Payment - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5065-01	International e-Payment - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5065 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5066	International e-Fee Calculator - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5066-01	International e-Fee Calculator - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5066 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5068	BioMetrics- Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5068-01	BioMetrics - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5068 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5070	e-Services Architecture - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5070-01	e-Services Architecture - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5070 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5073	Canadian Experience Class - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5073-01	Canadian Experience Class - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5073 activity descriptor) would be listed under this activity. Please refer to the file							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5078	Olympics 2010 - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5078-01	Olympics 2010 - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5078 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5079	Communications Media Portal- Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		J02.5079-01	Communications Media Portal - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5079 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5086	ELT--Enhanced Language Training - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5086-01	ELT--Enhanced Language Training - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5086 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Project Support							
J02.5090	International Case Web Forms - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5090-01	International Case Web Forms - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5090 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5092	MyCIC - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5092-01	MyCIC - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5092 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5096	Special Events Indicator - Olympics Games - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5096-01	Special Events Indicator - Olympics Games - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5096 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5097	ATIP Solution - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5097-01	ATIP Solution - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5097 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5098	CAMS--Contribution Agreement Management System - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5098-01	CAMS--Contribution Agreement Management System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5098 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5101	PeopleSoft 8.9 Readiness Assessment - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5101-01	PeopleSoft 8.9 Readiness Assessment - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5101 activity descriptor) would be listed under this activity. Please refer to the file							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5104	e-Scheduling - Web-based - Confirmation of PR - Inland Pilot - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5104-01	e-Scheduling - Web-based - Confirmation of PR - Inland Pilot - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5104 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5105	WebCIMS Expansion- Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5105-01	WebCIMS Expansion - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5105 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5108	SAP Documentation Self Help Simulation Tool - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5108-01	SAP Documentation Self Help Simulation Tool - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5108 activity descriptor) would be listed under this activity. Please refer to the file							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5110	Legacy Data Ectracts - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5110-01	Legacy Data Ectracts - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5110 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5112	PR Card Renewal - Retrieval - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5112-01	PR Card Renewal - Retrieval - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5112 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5113	C-14 Adoptions - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5113-01	C-14 Adoptions - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5113 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method		
					Active	Inactive	Total					
J02.5115	Departmental Assignment Program - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES		
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES		
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES		
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).								
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
			J02.5115-01	Departmental Assignment Program - General								
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5115 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
			<i>some examples of sub-activity files</i>	Initiation								
				Planning								
				Requirements Gathering								
				System Analysis								
				Architecture & Design								
				Construction								
				Integration & Test								
				Installation								
				Project Management								
		Project Support										
J02.5116	Language Training Software - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES		
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES		
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES		
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).								
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
			J02.5116-01	Language Training Software - General								
	Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5116 activity descriptor) would be listed under this activity. Please refer to the file											

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5117	Legacy Data Warehouse Cognos Upgrade - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5117-01	Legacy Data Warehouse Cognos Upgrade - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5117 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5118	SAP - Salary Forecasting Tool - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5118-01	SAP - Salary Forecasting Tool - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5118 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5119	GCMS Independent Verification and Validation - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5119-01	GCMS Independent Verification and Validation - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5119 activity descriptor) would be listed under this activity. Please refer to the file						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5122	CJTS Modifications - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5122-01	CJTS Modifications - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5122 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5123	CAMS 2 - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5123-01	CAMS 2 - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5123 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5125	e-Pass - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5125-01	e-Pass - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5125 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5126	NCMS, CSQ & CCS Software Upgrade - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5126-01	NCMS, CSQ & CCS Software Upgrade - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5126 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5128	Arrival® - Internal Tracking & Delivery Management Software - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5128-01	Arrival® - Internal Tracking & Delivery Management Software - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5128 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5134	Intranet Redesign - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5134-01	Intranet Redesign - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5134 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5135	MSUCM Enhancement - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5135-01	MSUCM Enhancement - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5135 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5142	FIMS--Forms Inventory Management System - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5142-01	FIMS--Forms Inventory Management System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5142 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5143	NCMS VODI Validation of Data Integrity - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5143-01	NCMS VODI Validation of Data Integrity - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5143 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5145	RFI & RFP Analysis for e-Medical System I - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5145-01	RFI & RFP Analysis for e-Medical System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5145 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5153	ICAMS Data Mart Development - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5153-01	ICAMS Data Mart Development - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5153 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Project Support							
J02.5155	CIC Website e-News Letter - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5155-01	CIC Website e-News Letter - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5155 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5158	CPC Software Upgrade - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5158-01	CPC Software Upgrade - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5158 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5159	Card Control System Software Upgrade - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5159-01	Card Control System Software Upgrade - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5159 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5160	Express Lane Staffing System - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		J02.5160-01	Express Lane Staffing System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5160 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5163	Desktop Infrastructure Upgrade (Vista) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5163-01	Desktop Infrastructure Upgrade (Vista) - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5163 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5164	Going to Canada Immigration Portal Phase II - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5164-01	Going to Canada Immigration Portal Phase II - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5164 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5165	Peoplesoft Upgradet - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5165-01	Peoplesoft Upgrade - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5165 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5166	NCMS Management Info Cubes - CIC DW - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5166-01	NCMS Management Info Cubes - CIC DW - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5166 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5168	Temporary Resident Biometrics Project- overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5168-01	Temporary Resident Biometrics Project - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5168 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5170	e-Testing PSC Standardized Tests - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5170-01	e-Testing PSC Standardized Tests - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5170 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5171	Careers Rendez-vous Program Phase 2 & 3 - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5171-01	Careers Rendez-vous Program Phase 2 & 3 - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5171 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5173	FOSS Front End Security Screening - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5173-01	FOSS Front End Security Screening - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5173 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5174	e-Form for Business Planning Template - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5174-01	e-Form for Business Planning Template - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5174 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5180	Incident Management & Reporting System (IMRS)- Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5180-01	Incident Management & Reporting System (IMRS) - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5180 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation   Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Installation							
			Project Management							
			Project Support							
J02.5181	Self Identification Demographic Online Survey - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5181-01	Self Identification Demographic Online Survey - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5181 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5183	e-App Study Permit - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5183-01	e-App Study Permit - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5183 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning   Planification						
				Requirements Gathering						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5184	e-App Work Permits - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5184-01	e-App Work Permits - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5184 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5185	e-Application Visa Exempt Study Permit Abroad (VESPA) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5185-01	e-Application Visa Exempt Study Permit Abroad (VESPA) - General							
		Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5185 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
J02.5187	ENS Report - OCWP - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
		<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>								
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5187-01	ENS Report - OCWP - General							
		Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5187 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5188	ENS - OCWP Full Deployment - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5188-01	ENS - OCWP Full Deployment - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5188 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5199	e-App/ENS Enhancements - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5199-01	e-App/ENS Enhancements - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5199 activity descriptor) would be listed under this activity. Please refer to the file						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5200	Tracking of Overseas Orientation Session Graduates - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5200-01	Tracking of Overseas Orientation Session Graduates - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5204	Language Certificate Pilot Project - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		J02.5204-01	Language Certificate Pilot Project - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5209	Rational Upgrade - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5209-01	Rational Upgrade - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5209 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5217	OMC Stats Website - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5217-01	OMC Stats Website - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5217 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
J02.5218	OMC Statistics Datamart - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5218-01	OMC Statistics Datamart - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5218 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
J02.5221	FCRO Website Redesign/improvementsE - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5221-01	FCRO Website Redesign/improvements - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5221 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5223	FCRO On-line Client Satisfaction Survey - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5223-01	FCRO On-line Client Satisfaction Survey - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5223 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5224	FCRO Intranet Redesign - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5224-01	FCRO Intranet Redesign - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5224 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5225	Database of CVs of Orientation Session Participants - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5225-01	Database of CVs of Orientation Session Participants - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5225 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5226	Federal Provincial Territorial Intranet Site - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5226-01	Federal Provincial Territorial Intranet Site - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5226 activity descriptor) would be listed under this activity. Please refer to the file							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5227	Centralized Intake Pilot (C-50) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5227-01	Centralized Intake Pilot (C-50) - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5227 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5235	ERP Upgrade to 6.0 (SAP) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		J02.5235-01	ERP Upgrade to 6.0 (SAP) - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5235 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5239	Interactive Map - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5239-01	Interactive Map - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5239 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5251	Come to Canada Tool (Wizard) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5251-01	Come to Canada Tool (Wizard) - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5251 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5263	Unicode/Support Package Upgrade & Solution Manager Implementation - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5263-01	Unicode/Support Package Upgrade & Solution Manager Implementation - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5263 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5280	Enhanced Drivers License - Secure data transfer & storage - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5280-01	Enhanced Drivers License - Secure data transfer & storage - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5280 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5281	Enhanced Drivers Licence - New QA System - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5281-01	Enhanced Drivers Licence - New QA System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5281 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.5287	Transition to new epass service - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5287-01	Transition to new epass service - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5287 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5312	FOSS Amendments for GCMS Project - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5312-01	FOSS Amendments for GCMS Project - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5312 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5314	GCMS Interface to LDW/LDR/e-CAS - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5314-01	GCMS Interface to LDW/LDR/e-CAS - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5314 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5316	Search Service for CIC Website - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5316-01	Search Service for CIC Website - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5316 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5318	Online Consultations and Visitor Feedback - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5318-01	Online Consultations and Visitor Feedback - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5318 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5330	Sponsorship Feed (CPC-M) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5330-01	Sponsorship Feed (CPC-M) - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5330 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5333	Targeted Messaging Services - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5333-01	Targeted Messaging Services - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5333 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5334	How to Videos » - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5334-01	How to Videos - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5334 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5341	Review of Kits and Forms - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5341-01	Review of Kits and Forms - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5341 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5346	NHQ Labour Management Committee - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5346-01	NHQ Labour Management Committee - Employee Report - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5346 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5347	GCIMS - Transfer from PCH to CIC - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5347-01	GCIMS - Transfer from PCH to CIC - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5347 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5348	CBT Mediator - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5348-01	CBT Mediator - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5348 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5351	Pan-Canadian Information Center - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5351-01	Pan-Canadian Information Center - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5351 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5352	SAP Financial Signing Authority - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5352-01	SAP Financial Signing Authority - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5352 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5359	Pilot Wiki Business Processes and Technology - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5359-01	Pilot Wiki Business Processes and Technology - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5359 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5378	Server Acquisition - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5378-01	Server Acquisition - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5378 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.5390	Lotus Sametime Pilot - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5390-01	Lotus Sametime Pilot - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5390 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5391	e-Storage Interface - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5391-01	e-Storage Interface - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5391 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5403	Interim Solution IMM1442 - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5403-01	Interim Solution IMM1442 - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5403 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5421	Enterprise Tracking System - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5421-01	Enterprise Tracking System - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5421 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5426	Controlled Key Forms Inventory Tracking system (CKFITS)   - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5426-01	Controlled Key Forms Inventory Tracking system (CKFITS) - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5426 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation   Installation						
				Project Management						
				Project Support						
J02.5427	Open Data at CIC - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5427-01	Open Data at CIC - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5427 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.5430	OMC Stats Data Mart Phase III - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.5430-01	OMC Stats Data Mart Phase III - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5430 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Installation							
			Project Management							
			Project Support							
J02.5434	SharePoint Pilot - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5434-01	SharePoint Pilot - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5434 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.5435	IM Awareness Week - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.5435-01	IM Awareness Week - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.5435 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.7003	Search Engine (Internet) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7003-01	Search Engine (Internet) - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7003 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.7012	DMP Content Management System - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7012-01	DMP Content Management System - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7012 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7045	CPC-M Imaging - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7045-01	CPC-M Imaging - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7045 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.7051	e-Mail Communications - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7051-01	e-Mail Communications - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7051 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.7055	Call Centre Modernization - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7055-01	Call Centre Modernization - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7055 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7057	IMS Server Maintenance - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7057-01	IMS Server Maintenance - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7057 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.7059	iRims to RM Conversion - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7059-01	iRims to RM Conversion - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7059 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test   Intégration & Essais							
			Installation							
			Project Management							
			Project Support							
J02.7065	Infostructure 2 - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7065-01	Infostructure 2 - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7065 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7066	RDIMS Phase 2 - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7066-01	RDIMS Phase 2 - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7066 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7101	GCMS Portal - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			All Other Files	AC	5 yrs	5 yrs	10 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7101-01	GCMS Portal - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7101 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.7202	On-Line Residence Calculator - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
				<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7202-01	On-Line Residence Calculator - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7202 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7246	CIC Building Blocks - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7246-01	CIC Building Blocks - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7246 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.7287	Dissemination of Census Data - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7287-01	Dissemination of Census Data - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7287 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J02.7319	CBSA Transition - Manuals - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7319-01	CBSA Transition - Manuals - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7319 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7442	Jas-Pac Update - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7442-01	Jas-Pac Update - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7442 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7469	Web Calendar - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7469-01	Web Calendar - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7469 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7498	Digital Radiology (MSB) - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7498-01	Digital Radiology (MSB) - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7498 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.7622	MGI Implementation - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7622-01	MGI Implementation - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7622 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7646	LLS--Live, Learn & Succeed - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7646-01	LLS--Live, Learn & Succeed - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7646 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Installation							
			Project Management							
			Project Support							
J02.7648	RDIMS Phase 1 - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7648-01	RDIMS Phase 1 - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7648 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
		J02.7648-03	Planning							
		J02.7648-04	Requirements Gathering							
		J02.7648-05	System Analysis							
		J02.7648-06	Architecture & Design							
		J02.7648-07	Construction							
		J02.7648-08	Integration & Test							
		J02.7648-09	Installation							
		J02.7648-10	Project Management							
		J02.7648-11	Project Support							
J02.7802	PNP Web Site - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J02.7802-01	PNP Web Site - General							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7802 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							
J02.7806	EDMS-RDIMS Implementation - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7806-01	EDMS-RDIMS Implementation - General							
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7806 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Initiation							
			Planning							
			Requirements Gathering							
			System Analysis							
			Architecture & Design							
			Construction							
			Integration & Test							
			Installation							
			Project Management							
			Project Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J02.7871	InfoStructure - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7871-01	InfoStructure - General							
				Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7871 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
			<i>some examples of sub-activity files</i>	Initiation						
				Planning						
				Requirements Gathering						
				System Analysis						
				Architecture & Design						
				Construction						
				Integration & Test						
				Installation						
				Project Management						
				Project Support						
J02.7956	Intranet for Middle Managers - Information relating to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of IM and IT projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J02.7956-01	Intranet for Middle Managers - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying, overall administration, etc. (identified in the J02.7956 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>04 = Policies &amp; Standards</i>							
J04.2500	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	3 yrs	4 yrs	7 yrs	98/001		DES
			General Files	ACYR	3 yrs	4 yrs	7 yrs	98/001		DES
			All Other Files	DSA	3 yrs	4 yrs	7 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J04.2500-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles, etc. (identified in the J04.2500 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Security	SU					
J04.2510	Monitor & Manage Compliance - Information relating to the activity of assessing the delivery, use, and application of Departmental policies, guidelines and standards through research and studies, analysing, and providing recommendations and implementing corrective actions.		Policy Files	SU	3 yrs	4 yrs	7 yrs	98/001		DES
			General Files	ACYR	3 yrs	4 yrs	7 yrs	98/001		DES
			All Other Files	DSA	3 yrs	4 yrs	7 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J04.2510-01	Monitor & Manage Compliance - General	ACYR						
			Any file specific to information relating to the activity of assessing the delivery, use and application of Departmental policies, guidelines and standards through research and studies, analysing, etc. (identified in the J04.2510 activity descriptor) would be listed							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method		
					Active	Inactive	Total					
			under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
J04.2520	Policies Development - Information relating to the development, adoption and dissemination of policies as they relate to Information Management & Technology.		Policy Files	SU	3 yrs	4 yrs	7 yrs	98/001		DES		
			General Files	ACYR	3 yrs	4 yrs	7 yrs	98/001		DES		
			All Other Files	DSA	3 yrs	4 yrs	7 yrs	98/001		DES		
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policies Development activity.								
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
			J04.2520-01	Policies Development - General	ACYR							
				Any file specific to information relating to the development, adoption and dissemination of policies, etc. (identified in the J04.2520 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
			<i>some examples of sub-activity files</i>	Security	SU							
J04.2530	Standards Development - Information relating to departmental and non-departmental IM and IT standards that may be developed and/or adopted.		Policy Files	SU	3 yrs	4 yrs	7 yrs	98/001		DES		
			General Files	ACYR	3 yrs	4 yrs	7 yrs	98/001		DES		
			All Other Files	DSA	3 yrs	4 yrs	7 yrs	98/001		DES		
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).								
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
			J04.2530-01	Standards Development - General	ACYR							
				Any file specific to information relating to departmental and non-departmental IM and IT standards that may be developed and/or adopted, etc. (identified in the J04.2530 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
			<i>some examples of sub-activity files</i>	Security	SU							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<b>05 = Service Level Management</b>									
J05.2540	<b>Client Needs Assessments</b> - Information relating to the activities required to plan, develop, and implement specific client requests. Apprise clients of the full range of IMTB services available to them and demonstrate the Branch ability, through its partnerships with other CIC Branches and OGDs, to provide them with a complete set of integrated services to meet all of their needs.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J05.2540-01	Client Needs Assessments - General	ACYR						
			Any file specific to information relating to the activities required to plan, develop and implement specific client requests, etc. (identified in the J05.2540 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J05.2545	<b>Client Relationship Management</b> - Information relating to the activities required to maintain professional business relationships with each client. This may include;~Maintaining accurate and current Client information profiles, developing plans and strategies, forecasts and targets, developing value propositions and establish standards.		Policy Files	SU	3 yrs	4 yrs	7 yrs	98/001		DES
			General Files	ACYR	3 yrs	4 yrs	7 yrs	98/001		DES
			All Other Files	DSA	3 yrs	4 yrs	7 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J05.2545-01	Client Relationship Management - General	ACYR						
			Any file specific to information relating to the activities required to maintain professional business relationships with each client, etc. (identified in the J05.2545 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J05.2550	<b>Develop &amp; Maintain Partnerships</b> - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	2011/003		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J05.2550-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations, etc. (identified in the J05.2550 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u><a href="#">CIC File Plan - Plan de dossiers</a></u> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	CBSA	AC					
				CSE	AC					
				CSIS	AC					
				DFAIT	AC					
				PWGSC	AC					
				RCMP	AC					
				TBS	AC					
	<b>06 = IM/IT Service Delivery</b>									
				Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001	DES
J06.2560	<b>Availability Management</b> - Information relating to the activity of enabling the organization to sustain the IM/IT service availability in order to support the business at a justifiable cost. Includes activities such as, Realize Availability Requirements, Compile Availability Plan, Monitor Availability, and Monitor Maintenance Obligations.			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001	DES
				All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001	DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J06.2560-01	Availability Management - General	ACYR						
			Any file specific to information relating to the activity of enabling the organization to sustain the IM/IT service availability, etc. (identified in the J06.2560 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u><a href="#">CIC File Plan - Plan de dossiers</a></u> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J06.2570	Capacity Management - Information relating to the activity of anticipating operational needs in a proactive manner by, for example, addressing root causes of incidents or by continuously defining, tracking and controlling service capacities to confirm that service workloads are positioned to meet changing business requirements, trends, forecasting, tuning, manage demand, etc. Includes activities such as; application sizing, workload management, demand management, modeling, capacity planning, resource management and performance management.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J06.2570-01	Capacity Management - General	ACYR						
			Any file specific to information relating to the activity of anticipating operational needs in a proactive manner by, for example, addressing root causes of incidents or by continuously defining, tracking and controlling service capacities, etc. (identified in the J06.2570 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J06.2580	Continuity Management - Information relating to the activity of ensuring the availability and rapid restoration of IM/IT services in the event of a disaster. Includes activities such as, Risk Analysis, Manage Contingency Plan(s), Contingency Plan Testing, and Risk Management.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J06.2580-01	Continuity Management - General	ACYR						
			Any file specific to information relating to the activity of ensuring the availability and rapid restoration of IM/IT services in the event of a disaster, etc. (identified in the J06.2580 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Risk Management	AC					
				IT Security Assessment & Audit   Évaluation & vérification de la sécurité des TI	AC					
				Threat & Risk Analyses   Analyses de la menace & du risque	AC					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J06.2590	Service Delivery Investment Analyses - Information relating to the activity of gathering, analysing, assessing specific investment items and to provide recommendations that will enable informed decision making relating to the costs of providing IM/IT products and services.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J06.2590-01	Service Delivery Investment Analyses - General	ACYR						
			Any file specific to information relating to the activity of gathering, analyzing, assessing specific investment items and to provide recommendations that will enable informed decision making, etc. (identified in the J06.2590 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	IT Investment Analyses	AC					
<b>07 = Records Management</b>										
J07.2600	Records Management - Information relating to the activities of developing a Records Management Program and techniques for maintaining files; access to public records; microfilming of records; management of public records, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J07.2600-01	Records Management - General	ACYR						
			Any file specific to information relating to the activities of developing a Records Management Program and techniques for maintaining files, etc. (identified in the J07.2600 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Quality Assurance	AC					



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			RMI--Records Management Institute	CY						
J07.2605	Essential Records Program - Information relating to the Essential Records Program that serves to identify and protect essential information such as; the categorization, selection, reproduction, storage and protection methods, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J07.2605-01	Essential Records Program - General	ACYR						
			Any file specific to information relating to the Essential Records Program that serves to identify and protect essential information, etc. (identified in the J07.2605 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J07.2610	ICS--Information Classification Structures - Information relating to the maintenance and development of the Departmental Information Classification Structure (ICS) and related files.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J07.2610-01	ICS--Information Classification Structures - General	ACYR						
			Any file specific to information relating to the maintenance and development of the Departmental Information Classification Structure, etc. (identified in the J07.2610 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Subject Classification System	SU					
				ICS-RDS Master	SU					
				ICS Validation	CY					
				File Plans	SU					
				ICS Client Change Requests						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			CCU--Central Coordination Unit Processes & Templates							
J07.2615	Records Operations - Information relating to the activities of managing day-to-day operations of records offices and enabling techniques to improve the effectiveness and efficiency of records operations.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J07.2615-01	Records Operations - General	ACYR						
			Any file specific to information relating to the activities of managing day-to-day operations of records offices and enabling techniques to improve the effectiveness and efficiency of records operations, etc. (identified in the J07.2615 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	CBSA Transfer	AC					
				Reports & Statistics	CY					
				Multiculturalism Records Transfer						
J07.2620	Records Preservation - Information relating to the activities of capturing and storing identified records, in digital media, to enable retrieval and dissemination for a long period of time. Also includes the activities of reviewing and auditing digital media at regular intervals.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J07.2620-01	General	ACYR						
			Any file specific to information relating to the activities of capturing and storing identified records, in digital media, to enable retrieval and dissemination for a long period of time, etc. (identified in the J07.2620 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Microfilm Operations	SU					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method		
					Active	Inactive	Total					
			Imaging	SU								
J07.2625	Retention & Disposition - Information of a general nature relating to the CIC Retention and Disposition Program and may include studies, surveys, reports, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES		
			General Files	ACYR	2 yrs		2 yrs	98/001		DES		
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES		
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).								
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
			J07.2625-01	Retention & Disposition - General	ACYR							
				Any file specific to information of a general nature relating to the CIC Retention and Disposition Program and may include studies, surveys, reports, etc. (identified in the J07.2625 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
			<i>some examples of sub-activity files</i>	Inquiries	CY							
				Inquiries 2007/08	AC							
				Inquiries 2008/09	AC							
				Deschênes Commission - Investigation	AC							
				Pier 21 Society - Investigation	AC							
				Function-based Retention & Disposition Schedules	SU							
				Info Source Schedule Maintenance	CY							
J07.2630	Accessions - Information, lists and indices pertaining to the storage and disposal of records transferred to Library and Archives Canada or the Library and Archives Federal Record Centres.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES		
			General Files	ACYR	2 yrs		2 yrs	98/001		DES		
			Records Inventory Files	AC	10 yrs		10 yrs	98/001		DES		
			All Other Files	DSA	2 yrs		2 yrs	98/001		DES		
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).								
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
			J07.2630-01	Accessions - General	ACYR							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information, lists and indices pertaining to the storage and disposal of records transferred to the Library and Archives of Canada, etc. (identified in the J07.2630 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	LAC--Library & Archives Canada Accession Lists	AC						
			FRC--Federal Records Centre Accession Lists	AC						
			FRC Accession Lists - Citizenship	AC						
			FRC Accession Lists - IMM8	AC						
			FRC Accession Lists - Microfilm	AC						
J07.2635	CIC Departmental Authorities & Schedules - Information relating to procedures used in the development, approval and application of CIC retention and disposition schedules covering all records as a result of the negotiation, interpretation and application of approved Records Disposition Authorities (RDAs) from Library and Archives of Canada, and the Multi-Institutional Disposition Authorities (MIDAs), and the Institute-Specific Disposition Authorities (ISDAs).		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			List, indices & registers of files or records destroyed	AC	10 yrs		10 yrs	98/001		DES
			R&D Schedules; RDAs	SU	5 yrs		5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J07.2635-01	CIC Departmental Authorities & Schedules - General	ACYR						
			Any file specific to information relating to procedures used in the development, approval and application of CIC retention and disposition schedules, etc. (identified in the J07.2635 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Terms & Conditions (RDAs)	SU						
			Specific Authorities	SU						
			Specific Schedules	SU						
			List, indices & registers of files or records destroyed	AC						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<b>08 = Non-Program Specific Service Support</b>									
J08.2650	Certification & Accreditation - Information relating to the activities of testing, impact assessment and finalizing of documentation of software/hardware products. Includes both, operational and security requirements.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J08.2650-01	Certification & Accreditation - General	ACYR						
			Any file specific to information relating to the activities of testing, impact assessment and finalizing of documentation of software/hardware products, etc. (identified in the J08.2650 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Operational Requirements	SU						
			Security Requirements	SU						
			Threat & Risk Assessment (TRA)	SU						
J08.2655	Change Management - Information relating to the definition and implementation of procedures and/or technologies that deal with changes in the IT environment and business systems. Also managing change to ensure the organization uses standard methods and procedures for handling all production environment changes in order to minimize the impact of change related problems on service delivery. services.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J08.2655-01	Change Management - General	ACYR						
			Any file specific to information relating to the definition and implementation of procedures and/or technologies that deal with changes in the IT environment and business systems, etc. (identified in the J08.2655 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Manage Requests for Changes	AC						
J08.2660	<b>Configuration Management</b> - Information related to activities of detailed recording and updating of information describing the department's computer systems and networks. Includes all hardware and software components.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J08.2660-01	Configuration Management - General	ACYR						
		Any file specific to information related to activities of detailed recording and updating of information describing the department's computer systems and networks, etc. (identified in the J08.2660 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	IT Asset Management	CY						
			Status Reports	CY						
			Configuration Item Inventory	SU						
			Telecom Items Inventory	SU						
			Configuration Item Relationship	CY						
			Licence Control	SU						
J08.2665	<b>Problem Management</b> - Information related to activities of minimizing the adverse impact of incidents and problems on business that are caused by errors within the IT infrastructure, and to prevent recurrence of incidents related to these errors.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J08.2665-01	Problem Management - General	ACYR						
		Any file specific to information related to activities of minimizing the adverse impact of incidents and problems on business that are caused by errors within the IT infrastructure, etc. (identified in the J08.2665 activity descriptor) would be listed under								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<p>this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.</p> <p><i>some examples of sub-activity files</i></p>							
			Summary Reports & Statistics	CY						
			Security Incidence Reports	CY						
			Trend Analysis	AC						
J08.2670	<p><b>Release Management</b> - Information relating to the activities of managing product releases to allow validation of a functional version of component, service function or end to end state for release to the operational/production environment enabling hardware and software distribution and control.</p>		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<p><i>about the policy file</i></p> <p>It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).</p> <p><i>about the general file</i></p> <p>Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.</p>							
		J08.2670-01	Release Management - General   Gestion des versions - Généralités	ACYR						
			<p>Any file specific to information relating to the activities of managing product releases to allow validation of a functional version of component, service function end to end state for release, etc. (identified in the J08.2670 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.</p> <p><i>some examples of sub-activity files</i></p>							
			Major IT Product Release	AC						
			Ongoing Support / Maintenance IT Product Release	AC						
			Minor Impact IT Product Release	AC						
			Emergency IT Product Release	AC						
			Release Schedules	AC						
			Major IT Product Release							
J08.2675	<p><b>Service Desk</b> - Information relating to activities of the Service Desk as the central point of contact between service providers and users/business lines for reporting incidents and requests.</p>		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<p><i>about the policy file</i></p> <p>It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).</p>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J08.2675-01	Service Desk - General	ACYR						
		Any file specific to information relating to activities of the Service Desk as the central point of contact between service providers and users/business lines, etc. (identified in the J08.2675 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Incident Management	AC						
			Departmental Departures	AC						
			Reports & Statistics	CY						
	<b>09 = Information &amp; Communication Technology Infrastructure Management</b>									
J09.2700	<b>Database Monitoring &amp; Management</b> - Information relating to the management of databases which may include the organization, monitoring, storage and retrieval of data, etc.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J09.2700-01	Database Monitoring & Management - General	ACYR						
		Any file specific to information relating to the management of databases which may include the organization, monitoring, storage and retrieval of data, etc. (identified in the J09.2700 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Application Optimization	AC						
			Server Optimization	AC						
J09.2710	<b>Information &amp; Communication Technology - Design &amp; Planning</b> - Information related to activities associated to technical design and architecture which is in combination with overall Information Systems and business strategies.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J09.2710-01	Information & Communication Technology - Design & Planning - General	ACYR						
		Any file specific to information related to activities associated to technical design and architectures which is in combination with overall Information Systems, etc. (identified in the J09.2710 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Develop & Manage ICT Architecture - System Development	SO						
			Functional Specifications	SO						
			Manage Desktop Image & Configuration	SU						
			Define & Manage ICT Programs	CY						
J09.2720	Information & Communication Technology - Operations - Information related to activities of anticipating operational needs in a proactive manner by, for example, addressing root causes of incidents or by continuously defining, tracking and controlling service capacities to confirm that service workloads are positioned to meet changing business requirements.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J09.2720-01	Information & Communication Technology - Operations - General	ACYR						
		Any file specific to information related to activities of anticipating operational needs in a proactive manner by, for example, addressing root causes of incidents, etc. (identified in the J09.2720 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Hardware Installation & Configuration	AC						
			Equipment Relocation	AC						
			Software Installation & Configuration	AC						
			Special Event Support	AC						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J09.2730	Information & Communication Technology - Technical Support - Information relating to activities of providing direction to network and systems specialists across the Department.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J09.2730-01	Information & Communication Technology - Technical Support - General	ACYR						
			Any file specific to information relating to activities of providing direction to network and systems specialists across the Department, etc. (identified in the J09.2730 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Install Procedures	SU						
			Security	AC						
J09.2740	Network Monitoring & Management - Information relating to activities of monitoring and controlling components of the department's computer networks, including, networking software, interoperability issues, performance levels, access to network services, network security, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			VPN--Virtual Private Network	SU	2 yrs	8 yrs	10 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J09.2740-01	Network Monitoring & Management - General	ACYR						
			Any file specific to information relating to activities of monitoring and controlling components of the department's computer networks, etc.(identified in the J09.2740 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Cable Plant Management	CY						
			Design Layouts	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Maintain Secure Perimeter	CY						
			Virus Protection	CY						
			Communications Security	CY						
			Secure Application & Key Management	CY						
			Printer Administration	CY						
			Assess & Audit Network	AC						
			Reports & Statistics	AC						
			Intrusion Detection System	AC						
			Monitor Internet Usage	AC						
			LAN Traffic Patterns	AC						
			Server Management	AC						
			CIC - Server Install & recovery	AC						
			Decomission & Life Cycle Management	AC						
J09.2750	<b>Storage Monitoring &amp; Management</b> - Information relating to activities to assure optimal use of storage resources and reduce long-term storage-unit cost by improving performance through policies for availability, location, and versioning.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J09.2750-01	Storage Monitoring & Management - General	ACYR						
			Any file specific to information relating to activities to assure optimal use of storage resources and reduce long-term storage unit costs, etc. (identified in the J09.2750 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Provide Backup & Restore	AC					
J09.2760	<b>Systems Monitoring &amp; Management</b> - Information relating to activities of maintaining, supporting, testing, troubleshooting, enhancements, implementation, administration and security of related systems (hardware, software, and operating systems) whether in Canada or overseas.		Policy Files	SU	5 yrs	5 yrs	10 yrs	98/001		DES
			General Files	ACYR	5 yrs	5 yrs	10 yrs	98/001		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		J09.2760-01	Systems Monitoring & Management - General	ACYR							
			Any file specific to information relating to activities of maintaining, supporting, testing, troubleshooting, enhancements, implementation, etc. (identified in the J09.2760 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Reports & Statistics	CY							
			Access & Security	CY							
			Assess & Audit Systems	AC							
			Operating System	SO							
			Standard Desktop	SO							
			Patches & Upgrades	SO							
			E-mail System	SO							
<b>11 = Application Support &amp; Maintenance</b>											
J11.0001	Liveliink - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES	
			General Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES	
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES	
			All Other Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES	
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).								
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		J11.0001-01	Liveliink - General								
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Application Support								
			Problem & Incident Management								
			Develop Training Materials								
	Deliver Training & Awareness										

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Application Preservation & Development							
			Release Management							
J11.0002	RDIMS--Records, Document & Information Management Systems - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0002-01	RDIMS--Records & Document Information Management Systems - General							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0002 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Problem & Incident Management							
			Develop Training Materials							
			Deliver Training & Awareness							
			Application Preservation & Development							
			Develop System Requirements							
			Change Management							
			Release Management							
J11.0003	CAIPS--Computer Assisted Immigrant Processing System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0003-01	CAIPS--Computer Assisted Immigrant Processing System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0003 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0004	CCS--Card Control System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0004-01	CCS--Card Control System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0004 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0005	CPS-II--Case Processing System - II - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0005-01	CPSII--Case Processing System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0005 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0006	CRS--Citizenship Registration System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2002/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2002/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2002/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0006-01	CRS--Citizenship Registration System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0006 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0007	CSQ--Client Status Query - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0007-01	CSQ--Client Status Query - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0007 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0008	FOSS--Field Operations Support System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0008-01	FOSS--Field Operations Support System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0008 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0009	IMS--Immigration Medical System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0009-01	IMS--Immigration Medical System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0009 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0010	NCMS--National Case Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0010-01	NCMS--National Case Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0010 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0011	PRC--Permanent Resident Card - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	SO	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	SO	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0011-01	PRC--Permanent Resident Card - General							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0011 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0012	e-CAS--Electronic Client Application Status t - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0012-01	e-CAS--Electronic Client Application Status - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0012 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0013	e-Payment--Electronic Payment - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0013-01	e-Payment--Electronic Payment - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0013 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Application Support						
				Problem & Incident Management						
				Develop Training Materials						
				Deliver Training & Awareness						
				Application Preservation & Development						
				Develop Business Requirements						
				Maintain Source Code						
				Release Management						
				Build Control						
				Perform Testing						
				Provide Operational Requirements						
J11.0014	<b>Online Kit Management System</b> - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0014-01	Online Kit Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0014 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0015	Change of Address - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0015-01	Change of Address - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0015 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0016	LLS--Live, Learn & Succeed - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0016-01	LLS--Live, Learn & Succeed - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0016 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0017	Cost Management Data Gathering Tool - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0017-01	Cost Management Data Gathering Tool - General	ACYR						
				Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0017 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
			<i>some examples of sub-activity files</i>	Application Support						
				Problem & Incident Management						
				Develop Training Materials						
				Deliver Training & Awareness						
				Application Preservation & Development						
				Develop Business Requirements						
				Maintain Source Code						
				Release Management						
				Build Control						
				Perform Testing						
				Provide Operational Requirements						
J11.0018	IFMS-- Integrated Financial Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		J11.0018-01	IFMS-- Integrated Financial Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0018 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Problem & Incident Management							
			Develop Training Materials							
			Deliver Training & Awareness							
			Application Preservation & Development							
			Develop Business Requirements							
			Maintain Source Code							
			Forms							
			Release Management							
			Build Control							
			Perform Testing							
			Provide Operational Requirements							
J11.0019	<b>SMS--Salary Management System</b> - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0019-01	SMS--Salary Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0019 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Problem & Incident Management							
			Develop Training Materials							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Deliver Training & Awareness							
			Application Preservation & Development							
			Develop Business Requirements							
			Maintain Source Code							
			Forms							
			Release Management							
			Build Control							
			Perform Testing							
			Provide Operational Requirements							
J11.0020	IPAR-- Immigration Program Accounts Receivable - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs		2 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0020-01	IPAR-- Immigration Program Accounts Receivable - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0020 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Application Support						
				Problem & Incident Management						
				Develop Training Materials						
				Deliver Training & Awareness						
				Application Preservation & Development						
				Monitor & Analyse						
				Architecture & Design						
				Develop Business Requirements						
				Develop System Requirements						
				Maintain Source Code						
				Release Management						
				Build Control						
				Perform Testing						
				Provide Operational Requirements						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method		
					Active	Inactive	Total					
J11.0021	POS+--Point of Sales+ - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES		
			General Files	ACYR	2 yrs		2 yrs	98/001		DES		
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES		
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES		
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>												
J11.0022	TCS--Taxi Chit System   - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).								
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
			J11.0021-01	POS+--Point of Sales+ - General	ACYR							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0021 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
			<i>some examples of sub-activity files</i>	Application Support								
				Problem & Incident Management								
				Develop Training Materials								
				Deliver Training & Awareness								
				Application Preservation & Development								
				Monitor & Analyse								
				Architecture & Design								
				Develop Business Requirements								
				Develop System Requirements								
				Maintain Source Code								
				Release Management								
		Build Control										
		Perform Testing										
		Provide Operational Requirements										
J11.0022	TCS--Taxi Chit System   - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES		
			General Files	ACYR	2 yrs		2 yrs	98/001		DES		
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES		
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES		



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0022-01	TCS--Taxi Chit System - General	ACYP						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0022 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0023	LIMS--Litigation Information Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYP	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0023-01	LIMS--Litigation Information Management System - General	ACYP						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0023 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0024	OTS--Outreach Tracking System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYP	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0024-01	OTS--Outreach Tracking System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0024 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0025	PeopleSoft - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0025-01	PeopleSoft - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0025 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0026	WebCIMS--Web-based Correspondence Information Management System (Executive) - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0026-01	WebCIMS--Web-based Correspondence Information Management System (Executive) - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0026 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0027	WebCIMS--Web-based Correspondence Information Management System (Medical) - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0027-01	WebCIMS--Web-based Correspondence Information Management System (Medical) - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0027 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0028	TAR--Trends Analysis Reporting - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0028-01	TAR--Trends Analysis Reporting - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0028 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0029	ATIP--Access to Information and Privacy Suite - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0029-01	ATIP--Access to Information and Privacy Suite - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0029 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Preservation & Development							
			Develop Business Requirements							
J11.0030	AccessPro Suite - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0030-01	AccessPro Suite - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0030 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0031	ICAMS - Immigration Contribution Accountability Measurement System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs		2 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0031-01	iCAMS - Immigration Contribution Accountability Measurement System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0031 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Application Preservation & Development						
				Release Management						
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0032	IVR--Interactive Voice Response - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0032-01	IVR--Interactive Voice Response - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0032 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0033	KMS--Kit Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0033-01	KMS--Kit Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0033 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0034	NQAS--National Quality Assurance System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0034-01	NQAS--National Quality Assurance System - Generals	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0034 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0035	QAS--Quality Assurance System Off Campus (PRC) - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0035-01	QAS--Quality Assurance System Off Campus (PRC) - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0035 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0036	MIMS--Mailing List & Inventory Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0036-01	MIMS--Mailing List & Inventory Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0036 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0037	EMIS--Entrepreneur Monitoring Information System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs		2 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0037-01	EMIS--Entrepreneur Monitoring Information System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0037 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0038	IMIS--Investor Monitoring Information System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs		2 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0038-01	IMIS--Investor Monitoring Information System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0038 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0039	RTS--Refugee Tracking System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0039-01	RTS--Refugee Tracking System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0039 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0040	ARS--Action Request System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0040-01	ARS--Action Request System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0040 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0041	GCMS--Global Case Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0041-01	GCMS--Global Case Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0041 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Problem & Incident Management							
			Develop Training Materials							
			Deliver Training & Awareness							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Application Preservation & Development							
			Monitor & Analyse							
			FR - Architecture							
			Develop Business Requirements							
			Develop System Requirements							
			Maintain Source Code							
			Release Management							
			Build Control							
			Perform Testing							
			Provide Operational Requirements							
J11.0042	iRIMS--Integrated Recorded Information Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0042-01	iRIMS--Integrated Recorded Information Management System - General							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0042 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>							
			Application Support							
			Problem & Incident Management							
			Develop Training Materials							
			Deliver Training & Awareness							
			Release Management							
J11.0043	INNOPAC - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0043-01	INNOPAC - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0043 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0044	Beyond 20/20 - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0044-01	Beyond 20/20 - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0044 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0045	Rational Suite - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0045-01	Rational Suite - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0045 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Preservation & Development							
			Develop Business Requirements							
			Develop System Requirements							
J11.0046	MIS--Medical Information System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0046-01	MIS--Medical Information System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0046 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
J11.0047	MCTS--Ministerial Correspondence Tracking System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0047-01	MCTS--Ministerial Correspondence Tracking System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0047 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Application Support						
				Problem & Incident Management						
				Develop Training Materials						
				Deliver Training & Awareness						
J11.0048	CJTS--Citizenship Judge Tracking System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2002/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2002/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2002/004		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0048-01	CJTS--Citizenship Judge Tracking System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0048 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0049	JIT--Jurisprudence Indexing Tool - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0049-01	JIT--Jurisprudence Indexing Tool - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0049 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0050	PPS--Parking Permit System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0050-01	PPS--Parking Permit System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0050 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0051	Shared Development - NET Framework - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0051-01	Shared Development - NET Framework - General	ACYR						
				Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0051 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
J11.0052	HPM--Handling Public Monies - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<p><b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b></p>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0052-01	HPM--Handling Public Monies - General	ACYR						
				Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0052 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0053	IGFS--Immigration Guarantee Fund System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0053-01	IGFS--Immigration Guarantee Fund System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc.(identified in the J11.0053 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0054	Resident Calculator - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0054-01	Resident Calculator - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0054 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0055	Canadian Police Information Centre - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0055-01	CPIC--Canadian Police Information Centre - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0055 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>								
			Application Support							
J11.0056	SSI--Support System for Intelligencet - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0056-01	SSI--Support System for Intelligence - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0056 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Application Preservation & Development							
			Release Management							
J11.0057	CSMS--Client Satisfaction Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0057-01	CSMS--Client Satisfaction Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0057 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Application Support						
				Application Preservation & Development						
				Release Management						
J11.0058	Info-Client - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		J11.0058-01	Info-Client - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0058 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Application Preservation & Development							
			Release Management							
J11.0059	<b>RFWS--Regional Foreign Worker System</b> - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0059-01	RFWS--Regional Foreign Worker System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0059 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Application Preservation & Development							
			Release Management							
J11.0060	<b>ROMS--Regional Operations Management System</b> - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0060-01	ROMS--Regional Operations Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0060 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Application Preservation & Development							
			Release Management							
J11.0061	<b>Web-FWS--Flexible Work Schedule</b> - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0061-01	Web-FWS--Flexible Work Schedule - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0061 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Application Preservation & Development							
			Release Management							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
J11.0062	Web-Training - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		General Files	ACYR	2 yrs		2 yrs	98/001		DES	
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES	
<p><i>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</i></p>											
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0062-01	Web-Training - General	ACYR							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0062 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Application Support								
			Application Preservation & Development								
			Release Management								
J11.0063	Web-Salles - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES	
			General Files	ACYR	2 yrs		2 yrs	98/001		DES	
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES	
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0063-01	Web-Salles - General	ACYR							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0063 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Application Support								
	Application Preservation & Development										

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Release Management							
J11.0064	ISS--Interpreter Search System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0064-01	ISS--Interpreter Search System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0064 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Application Support						
				Application Preservation & Development						
				Release Management						
J11.0065	Call Centre Applications - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0065-01	Call Centre Applications - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0065 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Problem & Incident Management							
			Develop Training Materials							
			Deliver Training & Awareness							
			Application Preservation & Development							
			Monitor & Analyse							
			Architecture & Design							
			Develop Business Requirements							
			Develop System Requirements							
			Maintain Source Code							
			Release Management							
			Perform Testing							
			Provide Operational Requirements							
			Decommission							
J11.0066	Executive Systems - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0066-01	Executive Systems - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0066 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0067	MSUCM--Medical Surveillance Unit Client Manager - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function.		General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0067-01	MSUCM - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0067 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0068	FIMS--Forms Inventory Management System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0068-01	FIMS--Forms Inventory Management System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0068 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Application Support						
			Application Preservation & Development							
			Architecture & design							
			Develop Business Requirements							
			Develop System Requirements							
			Release Management							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
J11.0069	CDP--Cheque Distribution Program - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0069-01	CDP--Cheque Distribution Program - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0069 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.0070	Intranet - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0070-01	Intranet - General							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0070 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>							
		J11.0070-02	Application Support							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		J11.0070-03	Application Preservation & Development							
		J11.0070-04	Release Management							
		J11.0070-05	Decommission							
J11.0071	Wiki - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0071-01	Wiki - General							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0071 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Application Preservation & Development							
			Release Management							
			Decommission							
J11.0072	Parliamentary Case Tracking Tool - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.0072-01	Parliamentary Case Tracking Tool - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0071 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Problem & Incident Management							
J11.0073	(CTS) Case Tracking System - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs		2 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note: Retention Periods identified by R &amp; D Unit, taking the MIDA into consideration. No working group member took ownership of this activity.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		J11.0073-01	(CTS) Case Tracking System - General	ACYR						
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.0071 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Support							
			Problem & Incident Management							
J11.2850	Application Support & Maintenance - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.2850-01	Application Support & Maintenance - General							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.2850 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
J11.2860	<b>Business Intelligence Technology</b> - Information relating to activities of maintaining an application product after its delivery to correct faults, improve performance or other attributes, and to adapt to changing environments. Also includes activities of developing and delivering end user support and training. See also projects sub-function		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
			Training & Awareness	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	SO	2 yrs	3 yrs	5 yrs	98/001		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policies Development activity (J04.2520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		J11.2860-01	Business Intelligence Technology - General							
			Any file specific to information relating to the activities of maintaining an application product after its delivery to correct faults, improve performance, etc. (identified in the J11.2860 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Business Intelligence - Design & Development							
			Development Environment							
			Integrated Test Environment							
			Production Environment							
			Software & Hardware							
			Configuration Software							
			Software Knowledge Management							
			Database Design & Development							
			Development Environment							
			Integrated Test Environment							
			Production Environment							
			Business Intelligence Maintenance							
			Communications							
			Change Management							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Issue Management							
			Reporting & Extracts							
			Data Management							
			Data Quality							
			Operational Report Development							
			Development Environment							
			Integrated Test Environment							
			Production Environment							
			Operational Report Maintenance							
			OLTP System Changes							
			Impact Assessments							
			Report Migration							
<b>SOME IMPORTANT NOTES</b>										
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.								
	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.								
		LAC = Library & Archives Canada								
<b>Finalized 22-October-2010</b>										
		Review Committee: Lee Armstrong, Susan Plouffe, Nancy McEvoy, Madeleine Goulet, David Easton, Ahmed Hassan, Derek Potts, Eleanor Berry, Mary-Anne Ruedl, Luc McArdle/Rob Oickle, Sheri Dawson								
<b>As of 22-October-2010, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Management of Information and Technology Function</b>										
	<b>Updates:</b>	01-February-2012								
		RDA 2011/003 for the "Corporate Management" function was applied to all Sub-Activities in Activity No. J01.2420 - Management Committees, where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with DES (Final Disposition Method).								
		RDA 2011/003 for the "Corporate Management" function was applied to all Sub-Activities in Activity No. J05.2550 - Develop & Maintain Partnerships, where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with DES (Final Disposition Method).								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>Legend:</b>										
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; SU = Supersede; SO = System Obsolete; TBD = To Be Determined										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
<b>N = Accommodation &amp; Facilities Management</b>										
<b>01 = Program Management &amp; Administration</b>										
N01.3500	Program Planning - Information relating to the planning and design of programs, setting of priorities, development of management frameworks and the establishment of appropriate criteria and processes for measuring performance in the achievement of targets.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	ACYR	2 years		2 yrs	2001/002		DES
			Reports and Statistics	AC	3 years		3 yrs	2001/002		DES
			All Other Files	DSA	2 years		2 yrs	2001/002		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		N01.3500-01	Program Planning - General	ACYR						
			Any file specific to information relating to the planning and design of programs, setting of priorities, development of management frameworks and the establishment of appropriate criteria, etc. (identified in the N01.3500 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Parking Program						
N01.3510	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Agreements	AC	10 years		10 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		N01.3510-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives, etc. (identified in the N01.3510 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
N01.3520	Policy Development - Information relating to the development and/or amendment of policies to support the function. This is achieved through the identification of issues, problem analysis, cost analysis partnership coordination, options development and acquiring approval.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	ACYR	2 years		2 yrs	2001/002		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2001/002		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		N01.3520-01	Policy Development - General	ACYR						
			Any file specific to information relating to the development and/or amendment or policies to support the function. This is achieved through the identification of issues, problem analysis, cost analysis partnership co-ordination, options development, etc. (identified in the N01.3520 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Parking Policy	SU					
N01.3530	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2001/002		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2001/002		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		N01.3530-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles and instruments, etc. (identified in the N01.3530 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Expansion Space Best Practices	SU					
N01.3540	Standards Development - Information relating to departmental and non-departmental standards that may be developed and/or adopted.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2001/002		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2001/002		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		N01.3540-01	Standards Development - General	ACYR						
			Any file specific to information relating to departmental and non-departmental standards that may be developed and/or adopted, etc. (identified in the N01.3540 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
N01.3550	Reporting - Information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement, statute or directive), and providing formal statements or findings of the results of the examination or investigation.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			Damages - Reports of Investigations into the Damage	AC	3 years		3 yrs	2001/002		DES
			Fires - Reports (Major)	AC	5 years		5 yrs	2001/002		DES
			Fires - Reports (Minor)	AC	2 years		2 yrs	2001/002		DES
			General Files	ACYR	2 years		2 yrs	2001/002		DES
			All Other Files	DSA	3 years		3 yrs	2001/002		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		N01.3550-01	Reporting - General	ACYR						
			Any file specific to information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement, statute or directive) and providing formal statements or findings of the results of the examination or investigation, etc. (identified in the N01.3550 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to							
			<i>some examples of sub-activity files</i>	Occupancy Instruments - Expiry Reports	AC					
			<b>02 = Projects</b>							
				Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002	DES
				Construction - General requirements, preliminary discussions and investigations	AC *	5 years		5 yrs	2001/002	DES
				Actual construction plans and specifications for government owned or leased structures	AC (until obsolete)	Retain until superseded or obsolete		2001/002		DES
				Arrangements and Consultation Services (building materials, discussions with contractors, inspection and takeover)	AC	3 years		3 yrs	2001/002	DES
				Drawings and Specifications	SU	Retain until superseded or obsolete		2001/002		DES
				Strategy Documents	SU	10 years		10 yrs	2001/002	DES
				Specific Agreements	SU	10 years		10 yrs	2001/002	DES
				Reports and Statistics	AC	10 years		10 yrs	2001/002	DES
				General Files	AC	5 years		5 yrs	2001/002	DES
				All Other Files	AC	3 years		3 yrs	2001/002	DES
				* After completion of structure						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		N02.0001-01	NHQ Projects - General	AC						
			Any file specific to information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of projects relating to the Accommodation function, etc. (identified in the N02.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	NHQ Projects 2008 - General	AC						
N02.0002	JETS A/C Replacement - Information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of projects relating to the Accommodation function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	AC	3 years		3 yrs	2001/002		DES
			All Other Files	AC	3 years		3 yrs	2001/002		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		N02.0002-01	JETS A/C Replacement - General	AC						
			Any file specific to information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of projects, etc. (identified in the N02.0002 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
N02.0003	JET Carpet Replacement - Information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of projects relating to the Accommodation function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	AC	10 years		10 yrs	2001/002		DES
			All Other Files	AC	3 years		3 yrs	2001/002		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		N02.0003-01	JET Carpet Replacement - General	AC						
			Any file specific to information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of projects, etc. ... (identified in the N02.0003 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
N02.0004	Regional Projects - Information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of projects relating to the Accommodation function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			Construction - General requirements, preliminary discussions and investigations	AC *	5 years		5 yrs	2001/002		DES
			Actual construction plans and specifications for government owned or leased structures	AC (until obsolete)	Retain until superseded or obsolete			2001/002		DES
			Arrangements and Consultation Services (building materials, discussions with contractors, inspection and takeover)	AC	3 years		3 yrs	2001/002		DES
			Drawings and Specifications	SU	Retain until superseded or obsolete			2001/002		DES
			Strategy Documents	SU	10 years		10 yrs	2001/002		DES
			Specific Agreements	SU	10 years		10 yrs	2001/002		DES
			Reports and Statistics	AC	10 years		10 yrs	2001/002		DES
			General Files	AC	5 years		5 yrs	2001/002		DES
			All Other Files	AC	3 years		3 yrs	2001/002		DES
			* After completion of structure							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		N02.0004-01	Regional Projects - General - Généralités	AC						
			Any file specific to information relating to the activities of defining, planning, analysing, designing, constructing, testing, deploying and overall administration of projects, etc. (identified in the N02.0004 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Regional Projects 2008						
<b>03 = Accommodation Management</b>										
N03.3600	Maintain Accommodations - Information relating to facilitating, oversight and tracking of the operations and maintenance of real property assets, e.g., cleaning, routine maintenance and upkeep.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	ACYR	2 years		2 yrs	2001/002		DES
			Alterations and Repairs	AC	3 years		3 yrs	2001/002		DES
			Damages - Reports of Investigations into the Damage	AC	5 years		5 yrs	2001/002		DES
			Flood Control (Preventive measures & control of minor floods)	AC	5 years		5 yrs	2001/002		DES
			Maintenance (cleaning and janitorial services, re-decorating, garbage removal, recycling, etc.)	AC	1 year		1 yr	2001/002		DES
			All Other Files	DSA	2 years		2 yrs	2001/002		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		N03.3600-01	Maintain Accommodations - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to facilitating, oversight and tracking of the operations and maintenance of real property assets, etc. (identified in the N03.3600 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	JETN--Jean Edmonds Tower North Building							
			JETS--Jean Edmonds Tower South Building							
			Canadian Building							
			Leima Building							
			Place de Ville Building							
			Narono Building							
			1741 Brunswick Place - Regional Headquarters Halifax							
			495 Prospect Street West Fredericton							
			860 Main Street Moncton							
			189 Prince William Street Saint-John							
			20-31 Pippy Place St-John's							
			134 Kent Street Charlottetown							
			715 Peel Street - Regional Headquarters Montreal							
			55-25 Des Forges Trois-Rivieres							
			320 St-Joseph East Quebec							
			25 St. Clair Avenue East - Regional Headquarters Toronto							
			78 Richmond Road Oshawa							
			200 Catherine Street Ottawa							
			22 Bay Street Sault-Ste-Marie							
			1250 Walker Road Windsor							
			55 Bay Street Hamilton							
			86 Clarence Street Kingston							
			15-29 Duke Street Kitchener							
			221 Archibald Street Thunder Bay							
			417 Exeter Road London							
			6080 McLeod Road Niagara							
			19 Lisgar Street Sudbury							
			25 Peter Street Orillia							
			301 Scott Street Fort Francis							
			5343 / 5353 Dundas Street West Toronto							
			200 Town Centre Scarborough							
			75 Watline Road Mississauga							
N03.3610	<b>Administer Real Property Agreements</b> - Information relating to the administration of Real Property agreements, such as; leases, occupancy agreements, and tenant service contracts; and relations with clients (tenants) and suppliers (landlords) on issues such as signage, access, health and safety; and monitoring routine performance of real property assets against legal or policy compliance requirements, and reporting of relating findings, details concerning increased or surplus demands, physical condition, etc., from, for example, inventory data.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	ACYR	10 years		10 yrs	2001/002		DES
			Tenant Service Contracts	AC *	5 years		5 yrs	99/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2001/002		DES
			*AC = Once agreement has ended							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		N03.3610-01	Administer Real Property Agreements - General	ACYR						
		Any file specific to information relating to the administration of Real Property agreements, such as: leases, occupancy agreement, and tenant service contracts; and relations with clients (tenants) and suppliers (landlords), etc. (identified in the N03.3610 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Property Management Groups	SU						
			File by Property Management Group	SU						
			Official Floor Plans ( <i>File by building</i> )	SU						
			JETN--Jean Edmonds Tower North Building	SU						
			JETS--Jean Edmonds Tower South Building	SU						
			Canadian Building	SU						
			Leima Building	SU						
			Place de Ville Building	SU						
			Narono Building	SU						
			20-31 Pippy Place St-John's	SU						
			134 Kent Street Charlottetown	SU						
			78 Richmond Road Oshawa	SU						
			200 Catherine Street Ottawa	SU						
			22 Bay Street Sault-Ste-Marie	SU						
			1250 Walker Road Windsor	SU						
			55 Bay Street Hamilton	SU						
			86 Clarence Street Kingston	SU						
			15-29 Duke Street Kitchener	SU						
			417 Exeter Road London	SU						
			6080 McLeod Road Niagara	SU						
			19 Lisgar Street Sudbury	SU						
			25 Peter Street Orillia	SU						
			301 Scott Street Fort Francis	SU						
			5343 / 5353 Dundas Street West Toronto	SU						
			200 Town Centre Scarborough	SU						
			75 Watline Road Mississauga	SU						
			130 Adelaide Street West Toronto	SU						
			25 Forks Market Road - Regional Headquarters Winnipeg	SU						
			123 Main Street Winnipeg	SU						
			9700 Jasper Avenue North West Edmonton	SU						
			220 - 4th Avenue Calgary	SU						
			706 - 4th Avenue South Lethbridge	SU						
			1861 Hamilton Street Regina	SU						
			410 - 22nd Street East Saskatoon	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			300 Main Street Whitehorse	SU						
			49 Dorchester Street Sydney	SU						
			210 George Street Sydney	SU						
			196 George Street Sydney	SU						
			6212 - 55 Avenue Vegreville	SU						
			Occupancy Agreements	SU						
N03.3620	Tenant Services - Information relating to the provision of common accommodation and facilities services such as Boardroom Bookings, Individual Moves, Maintenance, Signage (floor & office indicators), Parking Requests and Trouble Calls (PWGSC), Fit up of space, general repairs and minor projects.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	ACYR	2 years		2 yrs	2001/002		DES
			Elevator Services	AC	1 year		1 yr	2001/002		DES
			Protection (from fall-out, nuclear blast, warning devices, etc.)	AC	3 years		3 yrs	2001/002		DES
			All Other Files	DSA	2 years		2 yrs	2001/002		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		N03.3620-01	Tenant Services - General	ACYR						
			Any file specific to information relating to the provision of common accommodation and facilities services, such as Boardroom Bookings, Individual Moves, Maintenance, etc. (identified in the N03.3620 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Boardroom Management ( <i>filed by fiscal year</i> )						
				Boardroom Management - 2008/09						
				Special Events Rooms ( <i>filed by fiscal year</i> )						
				Special Events Rooms - 2008/09						
				Individual Moves ( <i>filed by fiscal year</i> )						
				Individual Moves - 2008/09						
				Signage ( <i>filed by fiscal year</i> )						
				Signage - 2008/09						
				Parking ( <i>filed by fiscal year</i> )						
				Parking - 2008/09						
				Workspace Fit-ups - 2008/09						
				Repairs & Maintenance ( <i>filed by fiscal year</i> )						
				Repairs & Maintenance - 2008/09						
N03.3630	Acquire & Manage Accommodations - Information relating to the activities of defining, planning and analyzing, the requirements of the department for acquiring office & special needs space.   Information reliée aux activités de définition, de planification et d'analyse des exigences du Ministère en matière d'acquisition de locaux à bureaux et de locaux adaptés.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2001/002		DES
			General Files	ACYR	10 years		10 yrs	2001/002		DES
			Plans, Drawings and Specifications	SU	Retain until superseded or obsolete			2001/002		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	3 years		3 yrs	2001/002		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (N01.3520).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		N03.3630-01	Acquire & Manage Accommodations - General	ACYR						
			Any file specific to information relating to the activities of defining, planning and analyzing the requirements of the department, etc. (identified in the N03.3630 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Would be filed by acquisition or occupancy number	AC						
		<b>SOME IMPORTANT NOTES</b>								
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.								
	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.								
		LAC = Library & Archives Canada								
		<b>Finalized 03-November-2010</b>								
		Review Committee: Lee Armstrong, Georgia Bray, Mike Doxtater, Patrick Eliassaint								
		<b>As of 03-November-2010, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Accommodation &amp; Facilities Management Function</b>								
	<b>Updates:</b>	02-February-2012								
		RDA 2011/003 for the "Corporate Management" function was applied to all Sub-Activities in Activity No. N01.3510 - Develop & Maintain Partnerships, where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with DES (Final Disposition Method).								
		26-October-2012								
		As a result of a Client Request, several retention periods were either increased or clarified as follows:								



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<p><b>Activity N02.0001</b> - NHQ Projects (Projects Sub-Function)                      Sub-Activities:                      • <b>Actual Construction Plans and Specifications</b> .... -- The previous OB + 5 years was changed to "Retain until superseded or obsolete"                      • <b>Drawings and Specifications</b> -- The previous SU + 3 years was changed to "Retain until superseded or obsolete"                      • <b>Strategy Documents</b> -- The previous 5 year retention period was changed to 10 years                      • <b>Specific Agreements</b> -- The previous 5 year retention period was changed to 10 years                      • <b>Reports and Statistics</b> -- The previous 3 year retention period was changed to 10 years                      • <b>General Files</b> -- The previous 3 year retention period was changed to 5 years</p>									
	<p><b>Activity N02.0003</b> - JET Carpet Replacement (Projects Sub-Function)                      Sub-Activity: <b>General Files</b> -- The previous 3 year retention period was changed to 10 years</p>									
	<p><b>Activity N02.0004</b> - Regional Projects (Projects Sub-Function)                      Sub-Activities:                      • <b>Actual Construction Plans and Specifications</b> .... -- The previous OB + 5 years was changed to "Retain until superseded or obsolete"                      • <b>Drawings and Specifications</b> -- The previous SU + 3 years was changed to "Retain until superseded or obsolete"                      • <b>Strategy Documents</b> -- The previous 5 year retention period was changed to 10 years                      • <b>Specific Agreements</b> -- The previous 5 year retention period was changed to 10 years                      • <b>Reports and Statistics</b> -- The previous 3 year retention period was changed to 10 years                      • <b>General Files</b> -- The previous 3 year retention period was changed to 5 years</p>									
	<p><b>Activity N03.36000</b> - Maintain Accommodations (Accommodation Management Sub-Function)                      Sub-Activity: <b>Damages - Reports of Investigations</b> ..... -- The previous 3 year retention period was changed to 5 years                      Sub-Activity: <b>Flood Control (Preventive measures)</b>..... -- The previous 3 year retention period was changed to 5 years</p>									
	<p><b>Activity N03.36010</b> - Administer Real Property Agreements (Accommodation Management Sub-Function)                      Sub-Activity: <b>General Files</b> -- The previous 2 year retention period was changed to 10 years                      Sub-Activity: <b>Tenant Service Contracts</b> -- The previous 2 year retention period was changed to 5 years</p>									
	<p><b>Activity N03.3630</b> - Acquire &amp; Manage Accommodations (Accommodation Management Sub-Function)                      Sub-Activity: <b>General Files</b> -- The previous 3 year retention period was changed to 10 years</p>									
	<p>All of the above changes were approved by Jean-Pierre Couet, Director, Accommodation Management (ASA Branch) and Jason Reid, Director, Information Management (SIMB) C/R RDS Request Form</p>									
	<i>Lee Armstrong</i>									

Legend:										
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; SU = Supersede; SO = System Obsolete; TBD = To Be Determined.										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>P = Corporate Security</b>										
<b>01 = Program Management &amp; Administration</b>										
P01.3800	Program Planning - Information relating to the planning and design of the Corporate Security programs, setting priorities, development of management frameworks and establishing appropriate criteria and processes for measuring performance in the achievement of targets.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		P01.3800-01	Program Planning - General	ACYR						
			Any file specific to information relating to the planning and design of the Corporate Security programs, setting priorities, development of management frameworks and establishing appropriate criteria and processes, etc. (identified in the P01.3800 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Emergency Response Organization	CY					
				Handling of Classified & Designated Information	SU					
				Emergency Management Planning	CY					
P01.3805	Policies, Standards & Procedures Development - Information relating to the development of policies, standards, guidelines, best practices and procedures pertaining to Corporate Security.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		P01.3805-01	Policies, Standards & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of policies, standards, guidelines, best practices and procedures pertaining to Corporate Security ... (identified in the P01.3805 activity descriptor) would be listed under this activity.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Government Security Policy	SU						
			Security Policy & Procedures Manual	SU						
			Chapter 1 - Introduction	SU						
			Chapter 2 - Security Roles & Responsibilities in CIC							
			Chapter 3 - Document & Asset Security							
			Chapter 4 - Physical Security							
			Chapter 5 - Personnel Security							
			Chapter 6 - Threat & Risk Assessment							
			Chapter 7 - Incidents & Emergencies							
			Chapter 8 - Auditing Security							
			Chapter 9 - Business Resumption Planning							
			Chapter 10 - Contracting Security							
			Employee Interview Guidelines	SU						
			Equipment Standards	SU						
			Security Clearance Procedures	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
P01.3810	Training & Awareness - Information relating to the activities of developing and maintaining informative materials, designed to promote a better understanding and awareness of corporate security. This includes, but is not limited to, security awareness briefings, bulletins and presentations to employees.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Alerts, Advisories and Security Bulletins	CY	2 years		2 yrs	98/001		DES
			Training & Awareness Courses/Information Sessions	AC	3 years		3 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		P01.3810-01	Training & Awareness - General	ACYR						
			Any file specific to information relating to the activities of development and maintaining informative materials, designed to promote a better understanding and awareness of corporate security, etc. (identified in the P01.3810 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Security Awareness Week	SU						
			FASO--Federal Association of Security Officers	SU						
			Alerts	CY						
			Alerts 2008	CY						
			Alerts 2009	CY						
			Advisories	CY						
			Advisories 2008	CY						
			Advisories 2009	CY						
			Security Bulletins	CY						
			Security Bulletins 2008	CY						
			Security Bulletins 2009	CY						
			Business Continuity Training	CY						
P01.3815	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives within the Corporate Security function.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		P01.3815-01	Develop & Maintain Partnerships - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives, etc. (identified in the P01.3815 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	CBSA							
			IC							
			Communications Security Establishment							
			PCO							
			DFO							
			IRB							
			RCMP							
			International Region							
			PWGSC							
			ADM Emergency Management Committee							
			ADM National Security Committee							
			ADM National Security Statement							
P01.3820	<b>Business Continuity Planning</b> - Information relating to the process of developing and testing plans that will allow an organization to continue providing essential services in times of crisis or emergency and, following the crisis, restore the organization to its original state.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		P01.3820-01	Business Continuity Planning - General	ACYR						
			Any file specific to information relating to the process of developing and testing plans that will allow an organization to continue providing essential services in times of crisis or emergency, etc. (identified in the P01.3820 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	NHQ Plan	CY						
			Regional Plan	CY						
			Operational Readiness Plan	CY						
			Pandemic Influenza Plan	AC						
			Business Continuity Planning Table Top Exercise	CY						
			Business Continuity Planning Real Exercise	CY						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
P01.3825	Monitoring & Reporting - Information relating to the providing of service monitoring through the gathering, analysis and synthesis of operational data, the preparation of reports and the dissemination of this information to the appropriate source(s).		Policy Files	SU	2 yrs	3 yrs	5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		P01.3825-01	Monitoring & Reporting - General	ACYR						
			Any file specific to information relating to the providing of service monitoring through the gathering, analysis and synthesis of operational data, the preparation of reports and the dissemination of this information, etc. (identified in the P01.3825 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Personnel Security Clearance Reports & Statistics							
			Threat & Risk Assessment Report							
		<b>02 = Projects</b>								
	There were no project activities identified in the development phase of the functional file plan for the <i>Corporate Security</i> Function. Should this change at any point in the future, whereby both an activity descriptor and sub-activity files are required under this <i>02 Projects</i> sub-function, then please notify <a href="#">CIC File Plan - Plan de dossiers</a> attention: R&D Unit.									
		<b>03 = Personnel &amp; Physical Security</b>								
P03.3850	Controlled Assets Program - Information relating to Controlled Assets which provides CIC with a means of controlling the design, production, distribution, inventory and destruction of Immigration Officer ID Cards, Badges and Port Stamps.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Port Stamps	CY	10 years		10 yrs	98/001		DES
			All Other Files	DSA *	2 years		2 yrs	98/001		DES
			* Identification and Building Pass Cards are to be destroyed 2 years after expiry. This retention is governed by the Privacy Act and must be adhered to.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		P03.3850-01	Controlled Assets Program - General	ACYR						
			Any file specific to information relating to Controlled Assets which provides CIC with a means of controlling the design, production, distribution, inventory and destruction of Immigration Officer ID Cards, Badges, etc. (identified in the P03.3850 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Badges	CY						
			Immigration Officer ID Cards	SU						
			Port Stamps	CY						
			CIC Regional ID Cards	CY						
P03.3855	<b>Investigation of Security Incidents</b> - Information relating to security violations and occurrences and the resulting investigations involving security issues such as reports, infringements, breach of trust, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			Incident reports; Breaches of Security; Unexpected and Unannounced Visitors	AC *	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 years		2 yrs	98/001		DES
			* AC = after the investigation is completed or resolved							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		P03.3855-01	Investigation of Security Incidents - General	ACYR						
			Any file specific to information relating to security violations and occurrences and the resulting investigations involving security issues such as reports, infringements, breach of trust, etc... (identified in the P03.3855 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Breaches of Security	CY						
			Incident Reports	CY						
			Incident Reports 2006	CY						
			Incident Reports 2007	CY						
			Incident Reports 2008	CY						
			Incident Reports 2009	CY						
			Unexpected & Unannounced Visitors	CY						
			Demonstrations & Protests	CY						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
P03.3860	Physical Security - Information relating to the application of Physical Security measures, in accordance with the Policy on Government Security, Directives and its Standards, to protect personnel and assets. This includes the classification and designation of, assessment and analysis of threats and risks to, and the control of access to sensitive information and assets.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR *	5 years		5 yrs	98/001		DES
			All Other Files	DSA	2 years		2 yrs	98/001		DES
			* For Routine correspondence on: Physical Security - Buildings, contingency planning, equipment, grounds, security guards and emergency planning, etc., retain for 5 years after superseded or revoked.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		P03.3860-01	Physical Security - General	ACYR						
			Any file specific to information relating to the application of Physical Security measures, in accordance with the Government Security Policy and Standards, to protect personnel and assets, etc. (identified in the P03.3860 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Removal of Materiel	CY					
				NHQ Buildings	CY					
				Jean Edmonds Towers	CY					
				Narono	CY					
				Leima	CY					
				Canadian	CY					
				Regional Building Security	CY					
				Case Processing Centres	CY					
				TRA--Threat & Risk Assessment	CY					
				TRA - Atlantic Region	CY					
				TRA - Quebec Region	CY					
				TRA - Ontario Region	CY					
				TRA - Prairie & NWT Region	CY					
				TRA - BCY Region	CY					
				Security of Information	CY					
				Guards	CY					
P03.3865	Access Control - Information relating to security screening, issue, retrieval and loss of Government of Canada Identification Cards, credentials and permanent and temporary building passes, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR	2 years		2 yrs	98/001		DES
			All Other Files	DSA	2 years		2 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the general file</i> activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		P03.3865-01	Access Control - General	ACYR						
			Any file specific to information relating to security screening, issue, retrieval and loss of Government of Canada Identification Cards, credentials and permanent and temporary building passes, etc (identified in the P03.3865 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Security Screening & Access	SU						
			Visits & Visitors	CY						
			Construction & Move Projects	CY						
			Shift Log Reports	CY						
P03.3870	Emergency Management - Information relating to the responses to emergencies and increased threat situations and potential dangers that could affect the health & safety of CIC staff and clients.		Policy Files	SU	2 yrs	3 yrs	5 yrs	98/001		DES
			General Files	ACYR *	5 years		5 yrs	98/001		DES
			All Other Files	DSA	2 years		2 yrs	98/001		DES
			* For Routine correspondence on: Physical Security - Buildings, contingency planning, equipment, grounds, security guards and emergency planning, etc., retain for 5 years after superseded or revoked.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (P01.3805).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		P03.3870-01	Emergency Management - General	ACYR						
			Any file specific to information relating to the responses to emergencies and increased threat situations and potential dangers that could affect the health & safety of CIC staff and clients, etc (identified in the P03.3870 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Fire Emergency Response Organization	CY						
			Emergency Management Real Life Exercise							
			Emergency Evacuation Exercise Table							
			Incident Reports							
		<b>SOME IMPORTANT NOTES</b>								
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
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	(2)		This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <u>CIC File Plan - Plan de dossiers</u> before disposing of any corporate records.							
	(3)		When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001							
			LAC = Library & Archives Canada							
			<b>Finalized 22-December-2009; Validated 26-October-2010</b>							
			Review Committee: Lee Armstrong, Legal Services; Validated with Francine Luca, Director, Corporate Security and Roger Nadeau, Manager, Security Operations							
			<b>As of 26-October-2010, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Corporate Security Function</b>							
<b>Updates:</b>	11-April-2013									
			RDA 2011/003 for the "Corporate Management" function was applied to Activity No. P01.3815 - Develop & Maintain Partnerships, where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with DES (Final Disposition Method).							

Legend:										
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>RA = Risk Mitigation</b>										
<b>01 = Policy &amp; Program Development</b>										
RA01.6025	Consultation - Information relating to seeking or providing advice or opinion to an individual person, working group, committee or organization.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.5 of RDA 2006/004 ..... <b>Managing Access to Canada</b> business line							
			Refer to C.5 g) ..... All records in any general and policy files relating to co-operation and liaison between CIC and law enforcement agencies, including correspondence and agreements.							
			Refer to C.5 j) ..... All records in any general and policy files relating to removals and deportation, including research and rationale for countries subject to a stay on removals, the development and implementation of the pre-Removal Risk Assessment (PRRA) program, and standards for removals including manuals, guidelines and directives.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RA01.6085).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RA01.6025-01	Consultation - General	ACYR						
		Any file specific to information relating to seeking or providing advice or opinion to an individual person, working group, committee or organization, etc. (identified in the RA01.6025 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan</a> - <a href="#">Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Canada-EU Framework for Cooperation - Visa Policy Working Group	AC						
			Canada-U.S. Visa Policy Working Group	AC						
			ICAO--International Civil Aviation Organisation	AC						
			Biometrics	AC						
			Biometrics - Privacy	AC						
			Biometrics - Legal	AC						
			Biometrics - IT	AC						
			Biometrics - OGD/International	AC						
			Biometrics - Treasury Board Secretariat of Canada	AC						
			Security & Prosperity Partnership of North America	AC						
			Identity Management	AC						
			Four Country Conference - Biometrics Working Goup Official Documents	AC						
			Four Country Conference - Biometrics Meetings	AC						
			Four Country Conference - GC Coordination	AC						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method		
					Active	Inactive	Total					
			Four Country Conference - Legal	AC								
			IGC--Inter-Governmental Consultations on Asylum, Refugee & Migration Policies in Europe, North America & Australia	AC								
			CBSA	SU								
			Client Service Modernization	AC								
			Corporate Consultations	AC								
			DFAIT	AC								
			G8 Migration Experts	AC								
			Operations	AC								
			Public Safety Portfolio	AC								
			Strategic & Program Policy	AC								
			PSAT--Public Safety and Anti-terrorism Activities	SU								
RA01.6085	Policy Development - Information relating to the development and/or design of Risk Mitigation policies.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)		
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)		
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES		
			Note: With the exception of the "general file", all files opened within this activity should be policy files.									
			Many sections of C.5 <b>Managing Access to Canada</b> business line of RDA 2006/004 could be applied; some of which may be .....									
			Refer to C.5 b) ..... All records in any general and policy intelligence files, particularly those relating to illegal migration trends and the management of security risks posed by individuals and groups.									
			Refer to C.5 k) .... All records in any policy and general files relating to the management of detentions, including guidelines on conduct, detention centre standards, manuals, interpretation and precedent-setting cases.									
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity.								
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		RA01.6085-01	Policy Development - General	ACYR								
			Any file specific to information relating to the development and/or design of Risk Mitigation policies (identified in the RA01.6085 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
			<i>some examples of sub-activity files</i>	TWOV--Transit Without Visa	SU							
				CTT	SU							
				Vietnam Entry Exit Permits	SU							
				APEC--Asia-Pacific Economic Cooperation Travel Card	SU							
				ICAO--International Civil Aviation Organisation E-Visas Policy	SU							
				WHTI EDL--Western Hemisphere Travel Initiative - Enhanced Drivers Licence	SU							
				GC Identity Management	SU							
				CIC Identity Management	SU							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Security & Prosperity Partnership of North America - Objective 1.1.4 - Biometrics	SU						
			Risk Framework	CY						
			TRA--Threat & Risk Assessment	SU						
			Anti-Fraud	SU						
			Anti-Fraud Framework	SU						
			Security Screening	SU						
			IRPA - A34 - Security Grounds	SU						
			IRPA - A35 - Human or International Rights Violation	SU						
			IRPA - A36 - Criminal Grounds	SU						
			IRPA - A37 - Organized Criminality	SU						
			IRPA - A38 - Health Grounds	SU						
			IRPA - A39 - Financial Reasons	SU						
			IRPA - A40 - Misrepresentation	SU						
			IRPA - A41 - Non-compliance with the Act	SU						
			IRPA - A42 - Inadmissible Family Member	SU						
			Deemed Rehabilitation	SU						
			Young Offenders Act - Youth Criminal Justice Act	SU						
			Loss of Status & Removal	SU						
			Loss of Status	SU						
			Removal Orders	SU						
			Authorization to return to Canada	SU						
			Hearings & Appeals	SU						
			Information Sharing	SU						
			PIA--Privacy Impact Assessments	SU						
			Information Sharing Framework	SU						
			Information Sharing - UK	SU						
			Information Sharing - USA	SU						
			Safe Third Country Agreement	SU						
			Witness Protection	SU						
RA01.6100	Research - Information relating to the gathering and/or the analysis of data to gain a wider knowledge of theories and practices either for general interest purposes, or which may aid in the creation, updating or refining of current or proposed policies and programs.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Research on International Situations	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.5 of RDA 2006/004 ..... <i>Managing Access to Canada</i> business line							
			Refer to C.5 j) .... all records in any general and policy files relating to removals and deportation, including research and rationale for countries subject to a stay on removals, the development and implementation of the Pre-Removal Risk Assessment (PRRA) program, and standards for removals including manuals, guidelines and directives.							
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 b) .... all unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RA01.6085).						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
		RA03.6330-01	Develop & Maintain Partnerships - General	ACYR							
		Any file specific to information relating to identifying and establishing relationships with internal or external organizations, etc. (identified in the RA03.6330 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
		<i>some examples of sub-activity files</i>	TWOV--Transit Without Visa	CY							
<b>RA03.6350</b>	<b>Functional Guidance</b> - Information relating to the provision of guidance to other units, branches, or sectors within CIC, including field staff (both domestic and international) to aid in the interpretation and implementation of policies and programs.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES	
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RA01.6085).								
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		RA03.6350-01	Functional Guidance - General	ACYR							
		Any file specific to information relating to the provision of guidance to other units, branches, or sectors within CIC, including field staff, etc. (identified in the RA03.6350 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
		<i>some examples of sub-activity files</i>	ICAO--International Civil Aviation Organization	AC							
			GC Identity Management	AC							
			CIC Identity Management	AC							
			Biometrics	AC							
			Biometrics - International	AC							
			Biometrics - OGD	AC							
			Biometrics - Technologies	AC							
<b>RA03.6365</b>	<b>Guidelines, Best Practices &amp; Procedures</b> - Information relating to the development of procedures, guidelines and other governance vehicles and instruments to support the Risk Mitigation function.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES	
			Other Files (Refer to C.8 b) below)	SU	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES	
			C.8 of RDA 2011/003..... Corporate Management - Strategic Direction. For activities generated by the strategic direction sub-function, transfer the following:								
			Refer to C.8 b) ..... All final versions of strategic policies and records supporting their development								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RA01.6085).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RA03.6365-01	Guidelines, Best Practices & Procedures - General	ACYR						
		Any file specific to information relating to the development of procedures, guidelines and other governance vehicles and instruments, etc. (identified in the RA03.6365 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	TWOV--Transit Without Visa	SU						
			UNMIK--United Nations Mission in Kosovo	SU						
			Permament Resident Card Re-design	SU						
			Visa Re-design	SU						
			ICAO--International Civil Aviation Organization	SU						
			Document Operational Bulletins	SU						
			Biometrics	SU						
		<b>05 = Monitoring &amp; Reporting</b>								
			Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			Final Audit and Program Evaluation Reports; and/or files documenting management response, corrective action, or follow-up. *	AC	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
			* Not included in the MIDA 99/004 coverage.							
			C.9 of RDA 2011/003..... Corporate Management - Governance. For events generated by the governance sub-function, transfer the following:							
			Refer to C.9 d) ..... The final reports of internal audit or evaluation of programs If they are not published							
			Refer to C.9 e) ..... The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and from evaluations.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RA01.6085).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RA05.6460-01	Operational Assessment - General	ACYR						
		Any file specific to information relating to the activity of assessing the delivery, use, and application of CIC programs, policies, guidelines and standards through monitoring, site visits, audits, etc. (identified in the RA05.6460 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.								



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	TWOV--Transit Without Visa	CY						
			CTT	CY						
			APEC--Asia-Pacific Economic Cooperation	CY						
			UNMIK--United Nations Mission in Kosovo	CY						
			ICAO--International Civil Aviation Organization	CY						
			Program Integrity	CY						
			Information Sharing	CY						
RA05.6485	Statistics - Information relating to the gathering, analysis and reporting of statistical information pertaining to Risk Mitigation.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Other Files (Refer to C.9 d) and/or e) below)	DSA	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.9 of RDA 2011/003..... Corporate Management - Governance. For events generated by the governance sub-function, transfer the following:							
			Refer to C.9 d) ..... The final reports of internal audit or evaluation of programs if they are not published							
			Refer to C.9 e) ..... The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and from evaluations.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RA01.6085).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RA05.6485-01	Statistics - General	ACYR						
			Any file specific to information relating to the gathering, analysis and reporting of statistical information pertaining to Risk Mitigation (identified in the RA05.6485 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Threshold Statistics	CY						
			Identity Management	CY						
			Biometrics	CY						
			Four Country Conference - Asylum Annex	CY						
			Document Policies	CY						
		<b>SOME IMPORTANT NOTES</b>								
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	(2)		This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.							
	(3)		When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.							
			LAC = Library & Archives Canada							
			<b>Finalized 16-July-2009; Validated 17-December-2010 (NHQ) and 11-March-2011 (Regions)</b>							
			<b>Review Committee:</b> André Séguin; Lee Armstrong; Legal Services <b>Validated by:</b> Clark Goodman; Barry Jackson; Alain Neveu; Shelley McKay (NHQ) --- Mike MacNeil and Marcel Arsenault (Atlantic Region); Andy Corrigan (BC & Yukon Region); Jérôme Ruault (Centralized Processing Region); Jennifer Woodworth (Ontario Region); Claude Marchand (Prairies Region); and Josee Brousseau/Jacinthe Leveille/Isabelle Chicoine (Quebec Region)							
			As of <b>18-March-2011</b> this R&D Schedule supersedes all other R&D Schedules for the Risk Mitigation Function							
<b>Updates:</b>	12-April-2013									

Legend:											
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined											
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)											
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.											
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
<b>RD = Health Management</b>											
<b>01 = Policy &amp; Program Development</b>											
RD01.7000	Consultation - Information relating to the seeking or provision of advice or opinion to an individual person, OGD, working group, committee or organization.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES	
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line								
			Refer to C.4 d) of RDA 2006/004 ..... All records in any general and policy files relating to co-operation and liaison with national and internal non-governmental organizations, including the United Nations High Commission for Refugees and the International Organization for Migration and the Canadian Council for Refugees. This includes all agreements signed between CIC and other parties pertaining to the repatriation or movement of individuals around the world.								
			about the policy file	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).							
			about the general file	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RD01.7000-01	Consultation - General	ACYR							
			Any file specific to individual persons, groups, organizations, etc. seeking or providing advice (identified in the RD01.7000 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
RD01.7050	Policy Development - Information relating to the development and/or amendment of policies to support the Health Management function. This is achieved through the identification of issues, problem analysis, cost analysis, partnership coordination, options development and approval acquisition.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES	
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line								
			Refer to C.4 g) of RDA 2006/004 ..... All records in any general and policy files relating to the settlement of refugees, including general and policy files pertaining to the Adjustment Assistance Program, Resettlement Assistance Program, Immigration Loan Program and Federal Health Program.								
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line								
			Refer to C.5 p) of RDA 2006/004 .... All records in any general and policy files relating to the following aspects of the medical function at CIC: standards of medical admissibility, exempted persons, and surveillance or monitoring of persons admitted conditionally including the development and implementation of admissibility criteria, monitoring mechanisms and evaluation reports.								
			Refer to C.5 r) of RDA 2006/004 .... All records in any general and policy files pertaining to federal-provincial/territorial cooperation and liaison on medical aspects of the immigration program including correspondence and agreements.								
			about the policy file	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the <i>Policy Development</i> activity.							
			about the general file	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		RD01.7050-01	Policy Development - General	ACYR						
			Any Policy file specific to Health Topics, Issues, etc. (identified in the RD01.7050 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	ED-Excessive Demand Threshold							
			DMP							
			Hepatitis							
			IFHP-Interim Federal Health Program							
			HIV-Human Immunodeficiency Virus							
			Malaria							
RD01.7060	Program Design - Information relating to the development of Health Management Programs flowing from new or amended policy directions. This is achieved through consultations, assessment of needs, resource allocation and approval activities.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 a) of RDA 2006/004 .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.4 g) of RDA 2006/004 .... All records in any general and policy files relating to the settlement of refugees, including general and policy files pertaining to the Adjustment Assistance Program, Resettlement Assistance Program, Immigration Loan Program and Federal Health Program.							
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line							
			Refer to C.5 p) of RDA 2006/004 .... All records in any general and policy files relating to the following aspects of the medical function at CIC: standards of medical admissibility, exempted persons, and surveillance or monitoring of persons admitted conditionally including the development and implementation of admissibility criteria, monitoring mechanisms and evaluation reports.							
			Refer to C.5 r) of RDA 2006/004 .... All records in any general and policy files pertaining to federal-provincial/territorial cooperation and liaison on medical aspects of the immigration program including correspondence and agreements.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		RD01.7060-01	Program Development - General	ACYR						
		Any files specific to Health Management Program development, etc. (identified in the RD01.7060 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	IMA-Immigration Medical Assessment							
			IFHP							
			DMP							
			Medical Surveillance							
			PSH-Public Service Health							
RD01.7070	Research - Information relating to the gathering of data to gain a wider knowledge of theories and practices either for general interest purposes, or which may aid in the creation, updating or refining of current or proposed policies and programs.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RD01.7070-01	Research - General	ACYR						
		Any files specific to gathering data to gain a wider knowledge, etc. (identified in the RD01.7070 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Canadian Security Protection							
			ED-Excessive Demand Threshold							
			Legal							
			Medical Conditions							
			Program Optimization							
			Public Health Protection							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>02 = Projects</b>										
	There were no project activities identified in the development phase of the functional file plan for the <i>Health Management</i> Function. Should this change at any point in the future, whereby both an activity descriptor and sub-activity files are required under this <i>02 Projects</i> sub-function, then please notify <u>CIC File Plan - Plan de dossiers</u> attention: R&D Unit.									
<b>03 = Program Delivery Support</b>										
RD03.7120	Develop & Deliver Training - Information relating to training in support of the Health Management function, including updating and changing content of current training to accommodate new policies or changes in program design.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RD03.7120-01	Develop & Deliver Training - General	ACYR						
			Any files specific to Health Management training, etc. (identified in the RD03.7120 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	DMP							
			HM-National Headquarters							
			HM-Overseas							
			HM Systems							
			Legacy Systems							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RD03.7125	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Committee Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 d) of RDA 2006/004 .... All records in any general and policy files relating to cooperation and liaison with national and internal non-governmental organizations, including the United Nations High Commission for Refugees and the International Organization for Migration and the Canadian Council for Refugees. This includes all agreements signed between CIC and other parties pertaining to the repatriation or movement of individuals around the world.							
			Refer to C.4 e) of RDA 2006/004 .... All records in any general and policy files relating to cooperation and liaison with the Immigration and Refugee Board.							
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line							
			Refer to C.5 r) of RDA 2006/004 .... All records in any general and policy files pertaining to federal-provincial/territorial cooperation and liaison on medical aspects of the immigration program including correspondence and agreements.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RD03.7125-01	Develop & Maintain Partnerships - General	ACYR						
			Any files specific to internal or external organizations Health Management has identified and established a relationship with, etc. (identified in the RD03.7125 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	DFAIT						
				HC						
				CBSA						
				IOM - Interface (Operations) Working Group						
				HIV Federal, Provincial & Territorial Committee						
				Canadian Immunization Committee						
				National Committee on Pandemic Preparedness						
				Health Partner Working Group						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RD03.7135	Forms Management - Information relating to the development of forms, guides and generic materials including updating and changing content to accommodate changes in program policies or design. E.g.: IMM1017		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
	Note: This activity relates to the development and management of the individual forms. It does not relate to any form <u>content</u> .	RD03.7135-01	Forms Management - General	ACYR						
			Any files specific to individual forms development, etc. (identified in the RD03.7135 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Forms - IMM 0535	SU						
			Forms - IMM 0008	SU						
			Forms - IMM 5257	SU						
			Pamphlets - HIV	SU						
			Pamphlets - PTI	SU						
RD03.7140	Functional Guidance - Information relating to the provision of guidance to other units, branches, or sectors within CIC, including field staff (both domestic and international) to aid in the interpretation and implementation of policies & programs.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		RD03.7140-01	Functional Guidance - General	ACYR						
			Any files that identify CIC Branch/Sector/Unit specific to the provision of guidance, etc. (identified in the RD03.7140 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	DMP Handbook							
			IHPAG							
			IRPA							
			MOF Handbook							
RD03.7150	<b>Guidelines, Best Practices &amp; Procedures Development</b> - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 a) of RDA 2006/004 .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line							
			Refer to C.5 e) .... All records in any general and policy files pertaining to the conduct and management of examinations, including manuals, directives, interpretive instructions and correspondence and policy papers.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RD03.7150-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any files that relate to the development of procedures, guidelines, etc. (identified in the RD03.7150 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	DMP Handbook							
			MOF Handbook							
			Chronic Diseases							
			Congenital Diseases							
			Infectious Diseases							
			CME							
			Medical Conferences							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<b>04 = Program Delivery</b>									
RD04.7220	Client Support - Information relating to providing assistance or responding to requests in attempt to help the client or a client representative (external to CIC) understand or solve specific problems in relation to CIC programs and services.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 a) of RDA 2006/004 .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line							
			Refer to C.5 a) .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RD04.7220-01	Client Support - General	ACYR						
			Any files that relate to the provision of assistance or responding to requests, etc. (identified in the RD04.7220 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Applicant							
			DMP							
RD04.7280	Selection & Processing - Information relating to the selection and processing of immigrants and visitors through the assessment of digital x-rays.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	ACYR	3 yrs	3 yrs	6 yrs	2006/004		TRSF (H)
			Medical Coding: M1 Files (include M1/9)	AC	2 yrs		2 yrs	2006/004		DES
			Medical Coding: M3 Files (Exception: save M2/3 as M2 files)	AC	2 yrs		2 yrs	2006/004		DES
			Medical Coding: M2 Files (Include M2/9, M2/3)	AC	5 yrs		5 yrs	2006/004		DES
			Medical Coding: M4 Files	AC	5 yrs		5 yrs	2006/004		DES
			Medical Coding: M5 Files	AC	5 yrs		5 yrs	2006/004		DES
			M4 and M5 File heard at Federal & Supreme Court of Canada	AC	10 yrs		10 yrs	2006/004		DES
			Medical Coding: M6 Files (inadmissible for public safety)	AC	25 yrs		25 yrs	2006/004		DES
			Appeal Case Files	AC	10 yrs		10 yrs	2006/004		TRSF (H)
			All Other Files	DSA	3 yrs	3 yrs	6 yrs	2006/004		DES
			Refer to C.5 p) of RDA 2006/004 .... All records in any general and policy files relating to the following aspects of the medical function at CIC: standards of medical admissibility, exempted persons, and surveillance or monitoring of persons admitted conditionally including the development and implementation of admissibility criteria, monitoring mechanisms and evaluation reports.							
			Refer to C.5 q) of RDA 2006/004 .....All appeal case files for applicants deemed inadmissible for medical reasons including related x-ray documents.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RD01.7050).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		RD04.7280-01	Selection & Processing - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any Medical Status files or files relating to the selection and process, etc. (identified in the RD04.7280 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Medical Status 0	AC						
			Medical Status 1	AC						
			Medical Status 2	AC						
			Medical Status 3	AC						
			Medical Status 4	AC						
			Medical Status 5	AC						
			Medical Status 6	AC						
			<b>SOME IMPORTANT NOTES</b>							
	(1)		Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.							
	(2)		This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.							
	(3)		When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.							
			LAC = Library & Archives Canada							
			<b>Finalized 01-May-2009; Validated 14-December-2010</b>							
			<b>Review Committee:</b> Marc Damphousse; Lee Armstrong; Library and Archives Canada (collaborative effort), Legal Services. <b>Validated by:</b> Jayne Kingsbury (Director, Centralized Services); Fidalma Pastorelli (RMO Ottawa); Manon Brassard (Manager, Immigration Medical Examination Program)							
			<b>As of 14-December-2010, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Health Management Function</b>							
<b>Updates:</b>	02-February-2013									

**Legend:**

**Retention Trigger:** AC = After completion; ACYR = After Calendar Year Review\*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined  
**Disposition Method:** DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)  
 \*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>RB = Integration</b>										
<i>01 = Policy &amp; Program Development</i>										
RB01.6510	Assessment - Information relating to the systematic determination of merit, worth, and significance of policies and programs developed.		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			iCAMS - Data Collection Files	AC	21 yrs		21 yrs	2006/004		DES
			All Other Files	DSA	3 yrs	7 yrs	10 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <b>Promoting the Integration of Newcomers</b> business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.6 c) ..... All records in any general and policy files pertaining to the development and implementation of the Immigrant Settlement and Adaptation Program, Language Instruction for Newcomers to Canada program and HOST program including agreements, correspondence and user criteria.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RB01.6510-01	Assessment - General	ACYR						
			Any file specific to information relating to the systematic determination of merit, worth and significance of policies and programs developed, etc. (identified in the RB01.6510 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	ISAP--Immigrant Settlement & Adaptation Program	SU					
				iCAMS - Data Collection	AC					
				Language Strategy	SU					
				COA--Canadian Orientation Abroad Management Response	SU					
				Portal Web site	SU					
				WCI--Welcoming Communities Initiative	SU					
				LINC--Language Instructions to Newcomers to Canada	SU					
				ELT--Enhance Language Training	SU					
				Quality Assurance Framework	SU					
				Host Program	SU					
RB01.6525	Consultation - Information relating to the seeking or provision of advice or opinion to an individual person, working group, committee or organization.		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	3 yrs	7 yrs	10 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <b>Promoting the Integration of Newcomers</b> business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.6 d) ..... All records in any general and policy files relating to federal-provincial/territorial co-operation and liaison in the delivery of settlement services including correspondence, agreements and program evaluations.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB01.6525-01	Consultation - General	ACYR						
			Any file specific to information relating to the seeking or provision of advice or opinion to an individual person, working group, committee, etc. (identified in the RB01.6525 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	WCI--Welcoming Communities Initiative	SU						
			Language Learning	SU						
			iCAMS Working Group	SU						
			Intra-departmental	SU						
			Inter-departmental	SU						
			Provincial / Territorial	SU						
			Municipal	SU						
			International	SU						
			Business Working Groups	SU						
			Commissioner of Official Languages 2007	SU						
RB01.6540	Policy Development - Information relating to the activity of developing and establishing decisions, directions, and precedents which act as a reference for future decision making.		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	3 yrs	7 yrs	10 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 c) ..... All records in any general and policy files pertaining to the development and implementation of the Immigrant Settlement and Adaptation Program, Language Instruction for Newcomers to Canada program and HOST program including agreements, correspondence and user criteria.							
			Refer to C.6 e) ..... All records in any general and policy files pertaining to integration and settlement services, created at CIC Regional Headquarters that document pilot projects, regional deviations from national policies, correspondence with service provider organizations and evaluation and monitoring reports.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the <i>Policy Development activity</i> .						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB01.6540-01	Policy Development - General	ACYR						
			Any file specific to information relating to the activity of developing and establishing decisions, directions, and precedents which act as a reference for future decision making, etc. (identified in the RB01.6540 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Long Term Comprehensive Settlement Strategy	SU						
			Settlement Funding	SU						
			HRSD-CIC Immigrant & Essential Skills Learning Series	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Canada-Ontario	SU						
			International	SU						
			Horizontal Initiatives	SU						
			Stakeholder Relations	SU						
			E-mentoring	SU						
			Information Strategy	SU						
			WCI--Welcoming Communities Initiative	SU						
			Societal Engagement Policy	SU						
			Language Learning Policy	SU						
			COA--Canadian Orientation Abroad	SU						
			Integration Policy Directions	SU						
			Francophone Communities	SU						
			FCR--Foreign Credentials Recognition	SU						
			Settlement & Adapation Policy	SU						
			Enhanced Language Training	SU						
			Client-Centred Approach	SU						
			Client Needs Assessment	SU						
<b>RB01.6555</b>	<b>Program Design - Information relating to the development of Integration programs that supports the mission of the Department by seeking to facilitate the successful integration of newcomers so that they may become participating members of Canadian society.</b>		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	3 yrs	7 yrs	10 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <b>Promoting the Integration of Newcomers</b> business line							
			Refer to C.6 c) ..... All records in any general and policy files pertaining to the development and implementation of the Immigrant Settlement and Adaptation Program, Language Instruction for Newcomers to Canada program and HOST program including agreements, correspondence and user criteria.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB01.6555-01	Program Design - General	ACYR						
			Any file specific to information relating to the development of Integration programs that supports the mission of the Department by seeking to facilitate the successful integration of newcomers, etc. (identified in the RB01.6555 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	ELT--Enhanced Language Training	SU					
				FCR--Foreign Credentials Recognition	SU					
				COA--Canadian Orientation Abroad	SU					
				Qualitative Information Strategy	SU					
				Quantitative Information Strategy	SU					
				Canada-Ontario	SU					
				Client Centered Approach	SU					
				Francophone Communities	SU					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Service Plans	SU						
			Language Learning Program	SU						
			WCI--Welcoming Communities Initiative	SU						
			Welcome to Canada - Content Review	SU						
RB01.6570	Reporting - Information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement, statute or directive), and providing formal statements or findings of the results of the examination or investigation.		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	3 yrs	7 yrs	10 yrs	2006/004		DES
			C.6 of RDA 2006/004 .....Promoting the Integration of Newcomers business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.6 e) ..... All records in any general and policy files pertaining to integration and settlement services, created at CIC Regional Headquarters that document pilot projects, regional deviations from national policies, correspondence with service provider organizations and evaluation and monitoring reports.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			RB01.6570-01	Reporting - General	ACYR					
				Any file specific to information relating to the activity of initiating or providing a formal response to a situation or request and providing formal statements or findings of the results, etc. (identified in the RB01.6570 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.						
			<i>some examples of sub-activity files</i>	Language Training in Canada	SU					
				ELT--Enhanced Language Training Reporting	SU					
				COA--Canadian Orientation Abroad Management Response	SU					
				Host	SU					
				Portal Charter	SU					
				WCI--Welcoming Communities Initiative	SU					
				ISAP--Immigrant Settlement & Adaptation Program	SU					
RB01.6585	Research - Information relating to the process of inquiry aimed at discovering, interpreting and revising facts that will produce a greater knowledge of events, behaviours, theories and laws and makes practical applications possible.		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	3 yrs	7 yrs	10 yrs	2006/004		TRSF (H)
			C.6 of RDA 2006/004 .....Promoting the Integration of Newcomers business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.6 b) ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			Refer to C.6 c) ..... All records in any general and policy files pertaining to the development and implementation of the Immigrant Settlement and Adaptation Program, Language Instruction for Newcomers to Canada program and HOST program including agreements, correspondence and user criteria.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RB01.6585-01	Research - General	ACYR						
			Any file specific to information relating to the process of inquiry aimed at discovering, interpreting and revising facts that will produce a greater knowledge of events, behaviours, theories, etc. (identified in the RB01.6585 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Language Learning Initiatives	SU						
			Language Strategy	SU						
			Labour Market Initiative	SU						
			Settlement services	SU						
			Portal - Public Opinion Research	SU						
			ELT--Enhanced Language Training Reporting	SU						
			Foreign Credentials Recognition - Capacity Building	SU						
			<b>02 = Projects</b>							
RB02.0001	WCI--Welcoming Communities Initiative - Information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects.		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 b) ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RB02.0001-01	WCI--Welcoming Communities Initiative - General	AC						
			Any file specific to information related to activities of defining, planning, analyzing, designing, constructing, testing and overall administration of projects, etc.(identified in the RB02.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Project Administration - Integration	AC						
			Initiation	AC						
			Planning	AC						
			Construction & Development	AC						
			Close Out & Evaluation	AC						
RB02.0002	Customs & Revenue Agency - Information Sharing Pilot - Information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects.		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		TRSF (H)
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 b) ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			Refer to C.6 d) ..... All records in any general and policy files relating to federal-provincial/territorial co-operation and liaison in the delivery of settlement services including correspondence, agreements and program evaluations.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB02.0002-01	Customs & Revenue Agency - Information Sharing Pilot - General	AC						
			Any file specific to information related to activities of defining, planning, analyzing, designing, constructing, testing, and overall administration of projects, etc. (identified in the RB02.0002 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Project Administration - Integration	AC					
				Initiation	AC					
				Planning	AC					
				Construction & Development	AC					
				Close Out & Evaluation	AC					
RB02.0003	E-Mentoring - Information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects.		Policy Files	SU	3 yrs	7 yrs	SU + 10 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 b) ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB02.0003-01	E-Mentoring - General	AC						
			Any file specific to information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects, etc. (identified in the RB02.0003 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RB02.0004	Study in Canada - Information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 b) ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB02.0004-01	Study in Canada - General	AC						
			Any file specific to information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects, etc. (identified in the RB02.0004 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RB02.0005	Interactive Map - Information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 d) ..... All records in any general and policy files relating to federal-provincial/territorial co-operation and liaison in the delivery of settlement services including correspondence, agreements and program evaluations.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB02.0005-01	Interactive Map - General	AC						
			Any file specific to information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects etc. (identified in the RB02.0005 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RB02.0006	Entry Requirements - Information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 d) ..... All records in any general and policy files relating to federal-provincial/territorial co-operation and liaison in the delivery of settlement services including correspondence, agreements and program evaluations.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		RB02.0006-01	Entry Requirements - General	AC						
			Any file specific to information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects, etc. (identified in the RB02.0006 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RB02.0007	Welcome to Canada - Information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 ..... All records in any general and policy files relating to federal-provincial/territorial co-operation and liaison in the delivery of settlement services including correspondence, agreements and program evaluations.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB02.0007-01	Welcome to Canada - General	AC						
			Any file specific to information related to activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects, etc. (identified in the RB02.0007 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>03 = Program Delivery Support</i>							
RB03.6600	Develop & Deliver Training - Information relating to activities of developing, maintaining and delivering program specific training and training materials, designed to promote knowledge and understanding of program tools, procedures and guidelines.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB03.6600-01	Develop & Deliver Training - General	ACYR						
			Any file specific to information relating to activities of developing, maintaining and delivering program specific training and training materials, etc. (identified in the RB03.6600 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	CAMS - Contribution Agreement Management System						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			iCAMS - Immigration Contribution Accountability Measurement System							
RB03.6615	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.6 of RDA 2006/004 .....Promoting the Integration of Newcomers business line							
			Refer to C.6 d) ..... All records in any general and policy files relating to federal-provincial/territorial co-operation and liaison in the delivery of settlement services including correspondence, agreements and program evaluations.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB03.6615-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations, etc. (identified in the RB03.6615 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	National Language Training Working group						
				Integration Branch	AC					
				Regional Offices	AC					
				OGD--Other Government Departments	AC					
				NGO--Non-governmental Organizations	AC					
				National Host Working Group	AC					
				National ISAP Working Group	AC					
				COA--Canadian Orientation Abroad Working Group	AC					
				Interdepartmental Forum - Transfer Payments	AC					
				Foreign Credentials Recognition - Canadian Heritage						
				Foreign Credentials Recognition - Conference Board of Canada						
				Foreign Credentials Recognition - Employers & Employer Associations						
				Foreign Credentials Recognition - HC						
				Foreign Credentials Recognition - HRSDC						
				Foreign Credentials Recognition - Ministerial Roundtable with Employers						
				Foreign Credentials Recognition - Post-Secondary Education Institutions						
				Foreign Credentials Recognition - Provincial Assessment Agencies						
				Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004	DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RB03.6630	Functional Guidance - Information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives.		General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB03.6630-01	Functional Guidance - General	ACYR						
			Any file specific to information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives, etc. (identified in the RB03.6630 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Business Mentoring	CY					
				Youth Mentoring	CY					
				Web site - Portal	CY					
				WebCart	CY					
				Francophone Minority Communities Steering Committee						
RB03.6645	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Multi-Year Funding Policy	SU	3 yrs	12 yrs	SU + 15 yrs	2006/004		DES
			Logic Model for Settlement Programs	SU	3 yrs	12 yrs	SU + 15 yrs	2006/004		TRSF (H)
			Terms & Conditions for Settlement Contribution Programs	SU	3 yrs	12 yrs	SU + 15 yrs	2006/004		TRSF (H)
			All Other Files	DSA	3 yrs	7 yrs	10 yrs	2006/004		TRSF (H)
			C.6 of RDA 2006/004 ..... <b>Promoting the Integration of Newcomers</b> business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.6 b) ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB03.6645-01	Guidelines, Best Practices & Procedures Development -	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles and instruments, etc. (identified in the RB03.6645 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Canadian Language Benchmarks - English	SU					
				Placement Grid	SU					
				Settlement Manual	SU					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Our Past & Our Future	SU						
			Knowing Our Clients	SU						
			Knowing Our Programs	SU						
			Knowing Our Service Providers	SU						
			Settlement Road Map: Agreement	SU						
			Settlement Road Map: Management	SU						
			Settlement Road Map: Closure	SU						
			A: Canadian Integration Model	SU						
			B: Multi-Year Funding Policy	SU						
			C: Eligibility Criteria by Program	SU						
			D: Logic Model for Settlement Programs	SU						
			E: Terms & Conditions for Settlement Contribution Programs	SU						
			F: Negotiation of Costs related to iCAMS	SU						
			G: iCAMS Security Requirements for Service Provider Organizations Monitoring Report	SU						
			H: Correspondance between LINC Levels & the CLB/SLC	SU						
			SPO Selection Process	SU						
RB03.6660	Program Implementation - Information relating to defining and developing of operational goals, rollout strategies - methodology - approach, allocation of resources, service benchmarks and detailed costing required to implement programs.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			C.6 of RDA 2006/004 .....Promoting the Integration of Newcomers business line							
			Refer to C.6 a) .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.6 b) ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB03.6660-01	Program Implementation - General	ACYR						
			Any file specific to information relating to defining and developing of operational goals, rollout strategies, allocation of resources, service benchmarks, etc. (identified in the RB03.6660 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number							
			<i>some examples of sub-activity files</i>	Integration Working Group	CY					
				Integration Working Group 2007	CY					
				Language Assessment Tools	SU					
				MCF--Management Control Framework	SU					
				FCRO--Foreign Credentials Referral Office - Launch Activities						
				Foreign Credentials Recognition - International Strategy						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RB03.6675	Promotion - Information relating to the development of subject matter for the purpose of promoting programs via printed materials, website, videos, consultations, community events, various media sources.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.6 of RDA 2006/004 .....Promoting the Integration of Newcomers business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RB03.6675-01	Promotion - General	ACYR						
			Any file specific to information relating to the development of subject matter for the purpose of promoting programs via printed materials, website, videos, consultations, community events, various media sources, etc. (identified in the RB03.6675 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Newcomer's Introduction To Canada	SU						
			Welcome to Canada	SU						
			Canada Day to Day	SU						
			Foreign Credentials Recognition - Ad Campaign							
			Foreign Credentials Recognition Ad Campaign 2007							
			Foreign Credentials Recognition Website Content							
			<i>04 = Program Delivery</i>							
RB04.6705	Allocation Planning - Information relating to the frameworks, models, and plans for the allocation or reallocation of funds.		Policy Files	SU	2 yrs	4 yrs	SU + 6 yrs	2006/004		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	2006/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RB04.6705-01	Allocation Planning - General	ACYR						
			Any file specific to information relating to the frameworks, models, and plans for the allocation or reallocation of funds, etc. (identified in the RB04.6705 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RB04.6720	Client Support - Information relating to the providing of assistance or responding to a request in attempt to help the client understand or solve specific problems in relation to CIC programs and services.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB04.6720-01	Client Support - General	ACYR						
			Any file specific to information relating to the providing of assistance or responding to a request in an attempt to help the client understand or solve specific problems in relation to CIC programs and services, etc. (identified in the RB04.6720 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Foreign Credentials Recognition - Clients' Queries & Replies 2007/08							
			Foreign Credentials Recognition - Clients' Queries & Replies 2008/09							
			Foreign Credentials Recognition - Client Complaints 2007/08							
			Foreign Credentials Recognition - Client Complaints 2008/09							
RB04.6735	Service Provider Organization Selection - Information relating to the assessment, recruitment of Service Provider Organizations and development of contribution agreements.		Policy Files	SU	7 yrs		SU + 7 yrs	2006/004		TRSF (H)
			General Files	ACYR	7 yrs		7 yrs	2006/004		TRSF (H)
			All Other Files	DSA	7 yrs		7 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 d) ..... All records in any general and policy files relating to federal-provincial/territorial co-operation and liaison in the delivery of settlement services including correspondence, agreements and program evaluations.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB04.6735-01	Service Provider Organization Selection - General	ACYR						
			Any file specific to information relating to the assessment, recruitment of Service Provider Organizations and development of contribution agreements, etc. (identified in the RB04.6735 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	NHQ Innovation Fund CFP Process December 14, 2007	CY						
			NHQ Innovation Fund CFP Process November 26, 2008	SU						
			OIC--International Organization for Migration							
			RRDR--Research Resource Division for Refugees / Carleton University - Integration-Net							
			RRDR--Research Resource Division for Refugees / Carleton University - INSCAN							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			CCLB--Centre for Canadian Language Benchmarks							
			Toronto District School Board - CMAS							
			Centre for Education & Training							
			IOM--International Organization for Migration							
			CCR--Canadian Council for Refugees							
			Network of Colleges & Colleges Francophone Canada							
			National Society of Acadiens							
			Algonquin College							
			SUCCESS							
			Carleton University-RRDR-Integration Net							
			United Way							
			Alliance of Sector Councils							
			Carleton University-RRDR-INSCAN							
			Community Economic Development Network							
			JVS Toronto							
			Information & Communications Technology Council							
			Intercultural Association of Greater Victoria							
			Pink Dog Productions							
			Affiliation of Multicultural Societies & Services Agency of BC							
			Maytree Foundation							
			Alberta Network of Immigrant Women							
			NARCC--National Anti-Racism Council of Canada							
			Action for Healthy Communities Society of Edmonton							
			CCR--Canadian Council for Refugees							
			Maytree Foundation							
			CCLB--Centre for Canadian Language Benchmarks							
			CET--Centre for Education & Training							
			Toronto Catholic District School Board							
			Ottawa Community Loan Fund							
			Toronto District School Board (CMAS)							
			Catholic Cross Cultural Services							
RB04.6740	Grants & Contributions Management - Information relating to the application for and receipt, as well as the overall administering of Grants & Contributions.		Policy Files	SU	7 years	SU + 7 yrs	2006/004		DES	
			General Files	ACYR	7 years	7 yrs	2006/004		DES	
			All Other Files	DSA	7 years	7 yrs	2006/004		DES	
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RB04.6740-01	Grants & Contributions Management - General	ACYR						
		Any file specific to information relating to information relating to the application for and receipt, as well as the overall administering of Grants & Contributions, etc. (identified in the RB04.6740 activity descriptor) would be listed under this activity. Please refer to								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
			<i>05 = Monitoring &amp; Reporting</i>							
RB05.6750	Operational Assessment - Information relating to the activity of assessing the delivery, use and application of CIC programs, policies, guidelines and standards through monitoring, site visits, audits and performance measurement, and providing recommendations and implementing corrective actions.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
			Note 1: MIDA 99/004 states that the Program Evaluation sub-function includes program evaluation records and working files documenting methodology, procedures, interdependent liaison, and interaction with central agencies but <b>does not include</b> final internal audit and program evaluation reports and files documenting management response, corrective action and follow-up. Please contact Records Management should you have records identified in the "excluded" portion of MIDA 99/004. Note 2: Should any RB05 activities involve co-operation with other departments or organizations, then MIDA 99/004 cannot be applied. Rather, the functional RDA 2006/004 must be applied. Please contact Records Management should you have records of this ilk under Activity RB05.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			RB05.6750-01	Operational Assessment - General	ACYR					
			Any file specific to information relating to the activity of assessing the delivery, use and application of CIC programs, policies, guidelines and standards through monitoring, site visits, audits, etc. (identified in the RB05.6750 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	COA--Canadian Orientation Abroad - Participant Evaluation	AC					
				ICV--Interdepartmental Committee on Volunteerism	AC					
RB05.6765	Quality Assurance - Information relating to the process of measuring program delivery processes with the aim of establishing confidence among all concerned that the quality related activities are being performed effectively.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			RB05.6765-01	Quality Assurance - General	ACYR					
			Any file specific to information relating to the process of measuring program delivery processes with the aim of establishing confidence among all concerned that the quality related activities are being performed effectively, etc. (identified in the RB05.6765							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RB05.6780	Statistics - Information relating to the gathering, analysis and reporting of statistical information relating to the program.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			C.6 of RDA 2006/004 ..... <i>Promoting the Integration of Newcomers</i> business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.6 b) ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RB01.6540).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RB05.6780-01	Statistics - General	ACYR						
			Any file specific to information relating to the gathering, analysis and reporting of statistical information relating to the program, etc. (identified in the RB05.6780 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	IALLS--International Adult Literacy Learning Study	AC					
			Foreign Credentials Inquiries at Service Canada							
			Foreign Credentials Recognition - Web Statistics							
			<b>SOME IMPORTANT NOTES</b>							
	(1)		Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.							
	(2)		This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.							
	(3)		When disposing of records/information, all <u>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</u> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001							
			LAC = Library & Archives Canada							
			<b>Finalized 04-June-2009; Validated 21-December-2010 (NHQ) and 11-March-2011 (Regions)</b>							



Legend:										
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>RE = Refugee Protection</b>										
<b>01 = Policy and Program Development</b>										
RE01.8350	Assessment - Information relating to the systematic determination of merit, worth, and significance of policies and programs developed.		Policy Files	SU	10 yrs	5 yrs	SU + 15 yrs	2006/004		DES
			General Files (Refer to C.4 below)	ACYR	10 yrs	5 yrs	15 yrs	2006/004		TRSF (H)
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2006/004		DES
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2006/004		DES
C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line										
Refer to C.4 a) of RDA 2006/004 ..... For business line level activity transfer all records in any general operational files that encompass the whole business line.										
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RE01.8350-01	Assessment - General	ACYR						
		Any file specific to information relating to the systematic determination of merit, worth and significance of policies and programs developed, etc. (identified in the RE01.8350 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Refugee Loans	AC						
			Gender-Based Analysis	AC						
RE01.8360	Consultation - Information relating to the seeking or provision of advice or opinion to an individual person, working group, committee or organization.		Policy Files (Refer to C.4 below)	SU	5 yrs	10 yrs	SU + 15 yrs	2006/004		TRSF (H)
			Policy Files	SU	5 yrs	10 yrs	SU + 15 yrs	2006/004		DES
			General Files (Refer to C.4 below)	ACYR	5 yrs	10 yrs	15 yrs	2006/004		TRSF (H)
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2006/004		DES
			Committee Files	AC	15 yrs	10 yrs	25 yrs	2006/004		DES
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2006/004		DES
C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line										
Refer to C.4 d) of RDA 2006/004 ..... All records in any general and policy files relating to co-operation and liaison with national and internal non-governmental organizations, including the United Nations High Commission for Refugees and the International Organization for Migration and the Canadian Council for Refugees. This includes all agreements signed between CIC and other parties pertaining to the repatriation or movement of individuals around the world.										



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	20 yrs	10 yrs	30 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <i>Maintaining Canada's Humanitarian Tradition</i> business line							
			Refer to C.4 b) of RDA 2006/004 .... All records in any general and policy files relating to the selection and sponsorship of refugees in the following three categories: Convention Refugees Abroad; Country of Asylum; and Source Country.							
			Refer to C.4 c) of RDA 2006/004 .... All records in any general and policy files pertaining to the special movement of refugees, with the exception of those relating to logistics and transportation.							
			Refer to C.4 d) of RDA 2006/004 .... All records in any general and policy files relating to cooperation and liaison with national and internal non-governmental organizations, including the United Nations High Commission for Refugees and the International Organization for Migration and the Canadian Council for Refugees. This includes all agreements signed between CIC and other parties pertaining to the repatriation or movement of individuals around the world.							
			Refer to C.4 e) of RDA 2006/004 ..... All records in any general and policy files relating to co-operation and liaison with the Immigration and Refugee Board.							
			Refer to C.4 f) of RDA 2006/004 ..... All records in any general and policy files relating to the designation of Joint-Assistance Sponsorships, Designated Humanitarian or Special Measures Classes, including records relating to the selection of refugees in these categories.							
			Refer to C.4 g) of RDA 2006/004 .... All records in any general and policy files relating to the settlement of refugees, including general and policy files pertaining to the Adjustment Assistance Program, Resettlement Assistance Program, Immigration Loan Program and Federal Health Program.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE01.8370-01	Policy Development - General	ACYR						
			Any file specific to information relating to developing and establishing decisions, directions, and precedents, which act as a reference for future decision making. Includes policy analysis, policy options and MC approvals, etc. (identified in the RE01.8370 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan</a> - <a href="#">Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Asylum System	SU					
				Refugee Resettlement Policy	SU					
				Alternatives to Removal	SU					
				Government Assisted Refugees	SU					
				Group Processing Policy	SU					
				Inadmissibility (Security Certificates)	SU					
				Prevention of Torture - Bill C-551	SU					
				Private Sponsorship of Refugees Policy	SU					
				Refugee Appeal Division	SU					
				Refugee Reform	SU					
				Removals Policy	SU					
				Safe Country of Origin	SU					
				Selection Policy	SU					
				Temporary Suspension of Removal	SU					
				Policy Files (Refer to C.4 below)	SU	20 yrs	10 yrs	SU + 30 yrs	2006/004	TRSF (H)



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RE01.8380	Program Design - Information relating to the design of programs flowing from new or amended policy directions. Includes all analysis associated with incorporating results of consultations/negotiations, client needs surveys, environmental scanning, as well as that associated with the design of cost, risk, and performance measurement strategies and mechanisms needed to gauge performance of the new/renewed program.		Policy Files	SU	20 yrs	10 yrs	SU + 30 yrs	2006/004		DES
			General Files (Refer to C.4 below)	ACYR	20 yrs	10 yrs	30 yrs	2006/004		TRSF (H)
			General Files	ACYR	20 yrs	10 yrs	30 yrs	2006/004		DES
			Surveys (Research)	AC	20 yrs	10 yrs	30 yrs	2006/004		DES
			All Other Files	DSA	20 yrs	10 yrs	30 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 a) of RDA 2006/004 .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.4 g) of RDA 2006/004 .... All records in any general and policy files relating to the settlement of refugees, including general and policy files pertaining to the Adjustment Assistance Program, Resettlement Assistance Program, Immigration Loan Program and Federal Health Program.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RE01.8380-01	Program Design - General	ACYR						
			Any file specific to information relating to the design of programs flowing from new or amended policy directions. Includes all analysis associated with incorporating results of consultations/negotiations, client needs surveys, environmental scanning, etc. (identified in the RE01.8380 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Asylum System	SU						
			Refugee Resettlement Program	SU						
			Americas Strategy	SU						
			Application for Permanent Residence	SU						
			Afghan Refugees	SU						
			Bhutanese Refugees	SU						
			Biometrics	SU						
			Children Making Refugee Claims in Canada	SU						
			Chin Refugees	SU						
			Document Integrity & Identity Management	SU						
			Eritrean Refugees	SU						
			Ethiopian Refugees	SU						
			Front-end Refugee Protection Claim Process	SU						
			Front-end Security Screening Process	SU						
			Humanitarian & Compassionate Program	SU						
			Iraqi Refugees	SU						
			Karen Refugees	SU						
			Lao Hmong Refugees	SU						
			Medical Clearance	SU						
			Montagnards Refugees	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			National Child Benefit Initiative	SU						
			Overseas Mission	SU						
			Palestinians	SU						
			Pre-Removal Risk Assessment	SU						
			Private Sponsorship of Refugees	SU						
			Resettlement Assistance Program	SU						
			Rohingya Refugees	SU						
			Somali Refugees	SU						
			Source Country Program	SU						
			Sudanese Refugees	SU						
			Tibetans Refugees	SU						
			Urgent Protection Program	SU						
			Women at Risk	SU						
RE01.8390	Research - Information relating to the process of inquiry aimed at discovering, interpreting, and revising facts that will produce a greater knowledge of events, behaviours, theories, and laws and makes practical applications possible.		Policy Files (Refer to C.4 & 3.3 below)	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files (Refer to C.4 and 3.3 below)	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Committee Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Research / Reports / Analysis Files	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 a) of RDA 2006/004 .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.4 c) of RDA 2006/004 .... All records in any general and policy files pertaining to the special movement of refugees, with the exception of those relating to logistics & transportation.							
			Refer to 3.3 of <b>Archival Appraisal Report</b> .... Records pertaining to policy development for the program include reports and analysis, research on international situations, directives and guidelines for settlement programs, cooperation and liaison with international agencies and foreign governments, briefing notes to the Minister, records of committee meetings, newspaper clippings and correspondence (letters and e-mails) from stakeholders, the general public and non-governmental organizations. <b>They offer unique documentation into the planning and priorities and are of significant archival value.</b>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE01.8390-01	Research - General	ACYR						
			Any file specific to information relating to the process of inquiry aimed at discovering, interpreting and revising facts that will produce a greater knowledge of events, behaviours, theories and laws, etc. (identified in the RE01.8390 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	100 Case Sample	AC						
			Asylum-Migration Nexus	AC						
			Branch Research Committee	AC						
			Children & Youth	AC						
			Environmental Analysis	AC						
			Environmental Migrants	AC						
			Forced Migration	AC						
			Housing & Homelessness	AC						
			Human Rights Index	AC						
			Immigration Loans Program	AC						
			International Comparison	AC						
			International Conventions	AC						
			Metropolis	AC						
			Parliamentary Proceedings	AC						
			Protracted Refugee Situation	AC						
			Private Sponsorship of Refugees	AC						
			Refugee Continuum	AC						
			Refugee Costing	AC						
			Refugee Health	AC						
			Refugee Populations	AC						
			Refugee Review	AC						
			Rescue at Sea	AC						
			Refugee Social Assistance	AC						
			Selection	AC						
			Settlement & Integration	AC						
			Statelessness	AC						
			The Q Quarterly	AC						
RE01.8400	Reporting - Information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement, statute or directive), and providing formal statements or findings of the results of the examination or investigation.		Policy Files (Refer to C.4 & 3.3 below)	SU	20 yrs	10 yrs	SU + 30 yrs	2006/004		TRSF (H)
			Policy Files	SU	20 yrs	10 yrs	SU + 30 yrs	2006/004		DES
			General Files (Refer to C.4 and 3.3 below)	ACYR	20 yrs	10 yrs	30 yrs	2006/004		TRSF (H)
			General Files	ACYR	20 yrs	10 yrs	30 yrs	2006/004		DES
			Report Files	AC	20 yrs	10 yrs	30 yrs	2006/004		TRSF (H)
			All Other Files	DSA	20 yrs	10 yrs	30 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <i>Maintaining Canada's Humanitarian Tradition</i> business line							
			Refer to C.4 a) of RDA 2006/004 .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.4 c) of RDA 2006/004 .... All records in any general and policy files pertaining to the special movement of refugees, with the exception of those relating to logistics & transportation.							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			(identified in the RDA 2006/004 activity description) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	RAP--Resettlement Assistance Program Training	SU						
			Private Sponsorship Training	SU						
RE03.8435	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files (Refer to C.4 below)	SU	10 yrs	15 yrs	SU + 25 yrs	2006/004		TRSF (H)
			Policy Files	SU	10 yrs	15 yrs	SU + 25 yrs	2006/004		DES
			General Files (Refer to C.4 below)	ACYR	10 yrs	15 yrs	25 yrs	2006/004		TRSF (H)
			General Files	ACYR	10 yrs	15 yrs	25 yrs	2006/004		DES
			All Other Files	DSA	10 yrs	15 yrs	25 yrs	2006/004		DES
	<b>Note:</b> Once expired or superseded, retain any final agreement, treaty, MOU or other type of agreement to CIC's operations, for 35 years and then transfer to the LAC as archival. Refer to the Departmental Management RDS - RDIMS 1905111 (English) or RDIMS 2709563 (French)		C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 d) of RDA 2006/004 ..... All records in any general and policy files relating to co-operation and liaison with national and internal non-governmental organizations, including the United Nations High Commission for Refugees and the International Organization for Migration and the Canadian Council for Refugees. This includes all agreements signed between CIC and other parties pertaining to the repatriation or movement of individuals around the world.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE03.8435-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives, etc. (identified in the RE03.8435 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	RAP--Resettlement Assistance Program Working Group	AC						
			IR--International Region	AC						
			SRE--Refugee Resettlement Division	AC						
			Regional Offices	AC						
			UNHCR--United Nations High Commissioner For Refugee	AC						
			NGO--Non-governmental Organizations	AC						
			IOM--International Organization for Migration	AC						
			Bhutanese Working Group	AC						
			Asylum System Partnerships	AC						
			Policy Files	SU	10 yrs	5 yrs	SU + 15 yrs	98/001		DES
	Kite Management - Information relating to the development of forms, guides and generic materials, including the									

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RE03.8440	Kits management - information relating to the development of forms, guides and generic materials, including the updating and changes to the form to accommodate changes in program policies or design. Kits are derived by grouping a form(s), guide(s) and generic content.		General Files	ACYR	10 yrs	5 yrs	15 yrs	98/001		DES
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	98/001		DES
			<b>Note:</b> The retention and disposition of this activity applies strictly to the form itself and not to any form <i>content</i> .							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE03.8440-01	Kits Management - General	ACYR						
			Any file specific to information relating to the development of forms, guides and generic materials, including the updating and changes to the form to accommodate changes in program policies or design, etc. (identified in the RE03.8440 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Form	SU					
				Application for a Protected Person Status Document	SU					
				Undertaking/Application to Sponsor	SU					
				Settlement Plan & Financial Assessment	SU					
				Financial Profile	SU					
				Document Checklist - Group of Five	SU					
				Request for a Refugee Profile	SU					
				Document Checklist	SU					
				Refugee Sponsorship Application - Joint Assistance	SU					
				Settlement Plan	SU					
				Document Checklist	SU					
				Request for a Joint Assistance Sponsorship Refugee Profile	SU					
				Undertaking/Application to Sponsor	SU					
				Settlement Plan & Financial Assessment	SU					
				Document Checklist - Community Sponsors	SU					
				Applying for a Protected Person Status Document	SU					
				Application for IFH Coverage - Extension	SU					
				Sponsor Assessment	SU					
				Guide	SU					
				Refugee Sponsorship Application Sponsorship Agreement Holders & Constituent Groups	SU					
				Refugee Sponsorship Application - Group of Five	SU					
				Request for a Refugee Profile	SU					
				Application for a Protected Person Status Document	SU					
				Application for IFH Coverage Extension	SU					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RE03.8445	Functional Guidance - Information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives.		Policy Files	SU	20 yrs	10 yrs	SU + 30 yrs	2006/004		DES
			General Files	ACYR	20 yrs	10 yrs	30 yrs	2006/004		DES
			All Other Files	DSA	20 yrs	10 yrs	30 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE03.8445-01	Functional Guidance - General	ACYR						
			Any file specific to information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives, etc. (identified in the RE03.8445 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Matching Centre - Destining	CY					
				RAP--Resettlement Assistance Program	CY					
				PSR--Private Sponsorship of Refugee Program - Annual	CY					
				RSTP--Refugee Sponsorship Training Program	CY					
				ILP--Immigration Loan Program	CY					
				WebCart	CY					
RE03.8450	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files (Refer to C.4 below)	SU	20 yrs	10 yrs	SU + 30 yrs	2006/004		TRSF (H)
			Policy Files	SU	20 yrs	10 yrs	SU + 30 yrs	2006/004		DES
			General Files (Refer to C.4 below)	ACYR	20 yrs	10 yrs	30 yrs	2006/004		TRSF (H)
			General Files	ACYR	20 yrs	10 yrs	30 yrs	2006/004		DES
			All Other Files	DSA	20 yrs	10 yrs	30 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 a) of RDA 2006/004 .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.4 b) of RDA 2006/004 .... All records in any general and policy files relating to the selection and sponsorship of refugees in the following three categories: Convention Refugees Abroad; Country of Asylum; and Source Country.							
			Refer to C.4 g) of RDA 2006/004 .... All records in any general and policy files relating to the settlement of refugees, including general and policy files pertaining to the Adjustment Assistance Program, Resettlement Assistance Program, Immigration Loan Program and Federal Health Program.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE03.8450-01	Guidelines, Best Practices & Procedures - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles and instruments, etc. (identified in the RE03.8450 activity descriptor) would be listed under this activity. Please refer to the file plan to							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Operational Bulletins	AC						
			IP--Inland Processing	SU						
			In-Canada Processing: Convention Refugees Abroad & Members of Humanitarian Protected Persons Abroad	SU						
			OP --Overseas Processing	SU						
			Overseas Selection & Processing: Convention Refugees Abroad & Members of Humanitarian Protected Persons	SU						
			Loans	SU						
			PP--Protected Persons	SU						
			Processing Claims for Refugee protection in Canada	SU						
			IRB Processes	SU						
			PPRA--Pre-removal Risk Assessment	SU						
			Processing Protected Persons' in-Canada Applications for Permanent Resident Status	SU						
<b>RE03.8455</b>	<b>Program Implementation</b> - Information relating to defining and developing of operational goals, rollout strategies - methodology - approach, allocation of resources, service benchmarks and detailed costing required to implement programs.		Policy Files	SU	20 yrs	10 yrs	SU + 30 yrs	2006/004		DES
			General Files (Refer to C.4 below)	ACYR	20 yrs	10 yrs	30 yrs	2006/004		TRSF (H)
			General Files	ACYR	20 yrs	10 yrs	30 yrs	2006/004		DES
			All Other Files	DSA	20 yrs	10 yrs	30 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <i>Maintaining Canada's Humanitarian Tradition</i> business line							
			Refer to C.4 a) of RDA 2006/004 ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE03.8455-01	Program Implementation - General	ACYR						
			Any file specific to information relating to defining and developing of operational goals, rollout strategies - methodology - approach, allocation of resources, service benchmarks and detailed costing required to implement programs, etc. (identified in the RE03.8455 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Refugees Working Group	CY						
			Refugees Working Group 2007	CY						
			Refugee Determination	AC						
			Asylum System							
			PRRA--Pre-Removal Risk Assessment							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Private Sponsorship of Refugees Program							
RE03.8460	Promotion - Information relating to the development of subject matter for the purpose of promoting programs via printed materials, website, videos, consultations, community events, various media sources.		Policy Files	SU	10 yrs	5 yrs	SU + 15 yrs	2010/009		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2010/009		DES
			Other Files (Refer to C. 4 and C.8 below)	AC	10 yrs	5 yrs	15 yrs	2010/009		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2010/009		DES
			C.4 of RDA 2010/009 .... Strategic Communications business line (external communications only)							
			Refer to C.4 c) ..... All strategic and project development records pertaining to marketing and outreach activities undertaken at CIC, and at least one copy of the final product where such activities result in the production of un-published materials.							
			C.8 of RDA 2010/009 .... Communication Operations / Missions-Points of Service Abroad							
			Refer to C.8 d) ..... All records documenting locally created promotional, marketing and outreach materials, not created or directed by National Headquarters (either by Communications Branch or the International Region).							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE03.8460-01	Promotion - General	ACYR						
			Any file specific to information relating to the development of subject matter for the purpose of promoting programs via printed materials, website, videos, consultations, community events, various media sources, etc. (identified in the RE03.8460 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	World Refugee Day	AC					
			<b>04 = Program Delivery</b>							
RE04.8470	Client Support - Information relating to the provision of assistance or responding to a request in an attempt to help the client understand or solve specific problems in relation to CIC programs and services.		Policy Files	SU	10 yrs	5 yrs	SU + 15 yrs	2006/004		DES
			General Files (Refer to C.4 below)	ACYR	10 yrs	5 yrs	15 yrs	2006/004		TRSF (H)
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2006/004		DES
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... Maintaining Canada's Humanitarian Tradition business line							
			Refer to C.4 a) of RDA 2006/004 ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RE04.8470-01	Client Support - General	ACYR					N	
			Any file specific to information relating to the provision of assistance or responding to a request in an attempt to help the client understand or solve specific problems in relation to CIC programs and services, etc. (identified in the RE04.8470 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Policy Files (Refer to C.4 and C.5 below)	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2006/004		DES
			General Files (Refer to C.4 and C.5 below)	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Research & Rationale for Countries subject to a Stay on Removals	Requires CBSA Input			2006/004		TRSF (H)	
			Standards for Removals (includes Manuals/Guidelines/Directives)	Requires CBSA Input			2006/004		TRSF (H)	
			Microfilmed Deportation Notices and Enforcement Reports	Requires CBSA Input			2006/004		TRSF (H)	
			All Records in any Personal Refugee Case Files sent to the Federal or Supreme Court of Canada (managed by NHQ) and for Individuals Granted Admission to Canada Based on Humanitarian and Compassionate Grounds by the Minister	AC	5 yrs	60 yrs	65 yrs	2006/004		TRSF (H)
			PRRA Program (Development & Implementation)	AC	5 yrs	60 yrs	65 yrs	2006/004		TRSF (H)
				AC	2 yrs*	63 yrs	65 yrs	2006/004		DES
			<b>Approved</b> Application for Permanent Residence in Canada (IMM 0008; IMM5001; IMM 5202)	* Note: All collected documents required to process an Application must be retained for 2 years after the last administrative action as per Section 4 (1) (a) of the <i>Privacy Regulations</i>						
				AC	2 years*		2 yrs	2006/004		DES
			<b>Denied</b> Application for Permanent Residence in Canada (IMM 008; IMM 5001; IMM 5202) plus supporting Schedules - <b>Refused on grounds other than section 34 to 38 of IRPA</b> (security / criminal / medical) or <b>refused on grounds other than section 39, 40, 41 of IRPA</b> (financial / misrepresentation / non-compliance)	* Note: All collected documents required to process an Application must be retained for 2 full years after the last administrative action as per Section 4 (1) (a) of the <i>Privacy Regulations</i>						
				AC**	5 years		2006/004		DES	
			<b>Denied</b> Application for Permanent Residence in Canada (IMM 008; IMM 5001; IMM 5202) plus supporting Schedules - <b>Refused under section 34 to 38 of IRPA</b> (security / criminal / medical) or <b>refused under section 39, 40, 41 of IRPA</b> (financial / misrepresentation / non-compliance)	**In Canada Applications -- Given an Applicant may take different routes in their quest to remain in Canada, Canadian Regions have identified a business requirement to retain this information for however long they need to keep track of an individual. In this regard, the decision of when a Denied Applicant's file is completed (AC) is determined by the Region.						
				Contentious information - as determined by officers and sanctioned by management - is to be retained according to operational requirements						
			Schedule 1: Background Declaration	AC	2 yrs	63 yrs	65 yrs	2006/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Schedule 2: Refugees Outside Canada	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Instructions - Use of a Representative (IMM 5561)	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			Use of a Representative (IMM 5476)	AC	2 yrs	8 yrs	10 yrs	2006/004		DES
			Document Checklist (IMM 5280; IMM 5286; IMM 5441; IMM 5495)	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
		<b>Refugee Claims in Canada</b>	Appealing a Decision to the Federal Court of Canada	AC	5 yrs	60 yrs	65 yrs	2006/004		TRSF (H)
			Supplementary Information (IMM 5283)	AC	10 yrs	55 yrs	65 yrs	2006/004		DES
			Authority to Release Personal Information to a Designated Individual (IMM 5475)	AC	2 yrs	8 yrs	10 yrs	2006/004		DES
			<b>Front End Processing (determining admissibility)</b>							
			Claim for refugee protection in Canada (IMM 5611)	AC *	2 yrs	8 yrs	10 yrs (based on PRRA)	2006/004		DES
			Medical Report (IMM1017)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Photocopy of IFH documents	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			CPIC checks	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Notice of Seizure (IMM5265)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Terms and Conditions (IMM1262)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Interpreter Declaration (IMM1265)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Interpreters Service Contract (IMM2048)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Authority to Release Personal Information to a Designated Authority (IMM5475)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Use of a Representative (IMM 5476)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Additional client forms, seized documents (if refused)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Refugee Claimant Protection Document (IMM1442)	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Photocopy of the Notice to Appear	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Copy of the 44 Report	AC *	2 yrs	8 yrs	10 yrs	2006/004		DES
			Removal Order (printed on IMM5292) <i>Note: in the case of a failed refugee claimant who cannot be removed, retain this document indefinitely</i>	AC *	2 yrs	63 yrs	65 yrs	2006/004		DES
			If necessary: Security Certificates, Warrants <i>Note: in the case of a failed refugee claimant who cannot be removed, retain this document indefinitely</i>	AC *	2 yrs	63 yrs	65 yrs	2006/004		DES
				* AC = Completion is defined as when the IRB decision is taken						
		<b>Pre-Removal Risk Assessment (PRRA)</b>	<b>Standard PRRA Files</b>	Once the decision has been made, and the last action has been completed, retain the information in its entirety for 2 full years, then cull the case file but ensure to retain the information, listed below, for an additional 8 years			2006/004			DES
			→ PRRA Applications and Related Forms	AC	2 yrs	8 yrs	10 yrs	2006/004		DES
			→ Acceptance or Refusal Letter	AC	2 yrs	8 yrs	10 yrs	2006/004		DES
			→ Written Reasons for the Decision by the PRRA Officer	AC	2 yrs	8 yrs	10 yrs	2006/004		DES
			→ Evidence filed by the Applicant or his/her counsel with the PRRA Application that was used to justify a Refusal	AC	2 yrs	8 yrs	10 yrs	2006/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			→ Identity documents (copy of page of passport & birth certificate)	AC	2 yrs	8 yrs	10 yrs	2006/004		DES
			→ May also retain: Certificate of conviction; Security concerns; Evidence of war crimes; Evidence of crimes against humanity; Contentious information; Statutory declaration	AC	2 yrs	8 yrs	10 yrs	2006/004		DES
			<i>Copies</i> of the documents listed below always accompany PRRA Applications. <i>Originals</i> are stored at the IRB and managed throughout their life cycle in accordance with the IRB's R&D Schedules.							
			→ IRB Decision on the Refugee Protection Claim	AC	2 years		2 yrs	2006/004		DES
			→ Personal Information Form (PIF)	AC	2 years		2 yrs	2006/004		DES
			→ Schedule 1 - Background Information (IMM 5474)	AC	2 years		2 yrs	2006/004		DES
			→ Information on Individuals Seeking Refugee Protection (IMM 5500)	AC	2 years		2 yrs	2006/004		DES
			→Notes from the Interview at the Port of Entry	AC	2 years		2 yrs	2006/004		DES
			<b>Non-Standard PRRA Files</b>	Once the decision has been made, and the last action has been completed, retain the information in its entirety for 2 full years, then cull the case file but ensure to retain the information, listed above (Standard PRRA Files), for an			2006/004		DES	
			→ Files in which the applicant was found to be described under Subsection 34(1); 35(1); 36(1); or 37(1) of IRPA	AC	2 yrs	48 yrs	50 yrs	2006/004		DES
			→Cases in which the applicant is excluded under Sections E and F of Article 1 of the United Nations Convention Relating to the Status of Refugees	AC	2 yrs	48 yrs	50 yrs	2006/004		DES
			→Cases in which the claimant is involved in proceedings under the Extradition Act	AC	2 yrs	48 yrs	50 yrs	2006/004		DES
			<b>Note 1:</b> AC = On the date a decision is signed (positive decision); or once the client leaves Canada (negative decision).							
			<b>Note 2:</b> Warrants are issued against applicants CBSA is unable to remove. Because these files become active again in a few years, it is crucial to retain all of the background material. When culling the file after 2 years of inactivity, check FOSS and ensure the applicant has left Canada. If the applicant has not left, retain the information as active.							
			<b>Note 3:</b> If the Federal Court refers a file to the PRRA unit to have an application redetermined by a new officer, the retention period will start again on the date the new decision is signed.							
		<b>Sponsorship</b>	Undertaking/Application - Sponsorship Agreement Holders and Constituent Groups (IMM 5439)	AC	10 yrs	55 yrs	65 yrs	2006/004		DES
			Settlement Plan - Sponsorship Agreement Holder or Constituent Group (IMM 5440)	AC	10 yrs	55 yrs	65 yrs	2006/004		DES
			Sponsor Assessment (IMM 5492)	AC	10 yrs	55 yrs	65 yrs	2006/004		DES
			Request for a Joint Assistance Sponsorship Refugee Profile (IMM 5504)	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Undertaking/Application for a Joint Assistance Sponsorship (IMM 1324)	AC	10 yrs	55 yrs	65 yrs	2006/004		DES
			Sponsor Assessment (IMM 5492)	AC	10 yrs	55 yrs	65 yrs	2006/004		DES
			Settlement Plan - Joint Assistance Sponsorship (IMM 5494)	AC	10 yrs	55 yrs	65 yrs	2006/004		DES
			Request for a Joint Assistance Sponsorship Refugee Profile (IMM 5504)	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Sponsor Assessment (IMM 5492)	AC	10 yrs	55 yrs	65 yrs	2006/004		DES
			C.3 of RDA 2006/004 .... <b>Maximizing the Benefits of International Migration</b> business line							
			Refer to C.3 j) of RDA 2006/004 ..... All records in any personal immigration or refugee case files sent to the Federal Court or the Supreme Court of Canada (managed by NHQ) and for individuals granted admission to Canada based on humanitarian and compassionate grounds by the Minister of CIC (where authority has not been delegated to program officials).							
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
			Refer to C.4 a) of RDA 2006/004 ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Refer to C.4 b) of RDA 2006/004 .... All records in any general and policy files relating to the selection and sponsorship of refugees in the following three categories: Convention Refugees Abroad; Country of Asylum; and Source Country.							
			Refer to C.4 c) of RDA 2006/004 .... All records in any general and policy files pertaining to the special movement of refugees, with the exception of those relating to logistics & ...							
			Refer to C.4 d) of RDA 2006/004 .... All records in any general and policy files relating to cooperation and liaison with national and internal non-governmental organizations, including the United Nations High Commission for Refugees and the International Organization for Migration and the Canadian Council for Refugees. This includes all agreements							
			Refer to C.4 e) of RDA 2006/004 ..... All records in any general and policy files relating to co-operation and liaison with the Immigration and Refugee Board.							
			Refer to C.4 f) of RDA 2006/004 ..... All records in any general and policy files relating to the designation of Joint-Assistance Sponsorships, Designated Humanitarian or Special Measures Classes, including records relating to the selection of refugees in these categories.							
			Refer to C.4 g) of RDA 2006/004 .... All records in any general and policy files relating to the settlement of refugees, including general and policy files pertaining to the Adjustment Assistance Program, Resettlement Assistance Program, Immigration Loan Program and Federal Health Program.							
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line							
			Refer to C.5 j) of RDA 2006/004 .... All records in any general and policy files relating to removals and deportation, including research and rationale for countries subject to a stay on removals, the development and implementation of the PRRA program, and standards for removals including manuals, guidelines and directives.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE04.8475-01	Selection & Processing - General	ACYR						
			Any file specific to information relating to the selection and processing of claims for refugee protection in Canada, in accordance with the Immigration and Refugee Protection Act and with departmental policies, programs and priorities, etc. (identified in the RE04.8475 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number							
			<i>some examples of sub-activity files</i>	Last Name, First Name	AC					
RE04.8476	Refugee Case Review - Information relating to the review and examination of high-profile or contentious refugee applications and cases, and the provision of advice, recommendations and strategic and technical analysis to senior officials and field officers, in Canada and abroad to enable informed decision making and reduce litigation risk. Includes rehabilitation, dangerous opinion and foreign conviction assessments as well as PRRA.		Policy Files (Refer to C.5 below)	SU	20 yrs	10 yrs	30 yrs	2006/004		TRSF (H)
			Policy Files	SU	20 yrs	10 yrs	30 yrs	2006/004		DES
			General Files (Refer to C.5 below)	ACYR	20 yrs	10 yrs	30 yrs	2006/004		TRSF (H)
			General Files	ACYR	20 yrs	10 yrs	30 yrs	2006/004		DES
			Danger Opinions (PRRA)	AC	Case Mgmt - not a CIC function, but is part of CIC work			2006/004		DES
			All Other Files	DSA	20 yrs	10 yrs	30 yrs	2006/004		DES
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line							
			Refer to C.5 b) of RDA 2006/004 ..... All records in any general and policy intelligence files, particularly those relating to illegal migration trends and the management of security risks posed by individuals and groups.							
			Refer to C.5 c) of RDA 2006/004 ..... All records of decision, and supporting research materials, in any general and policy files, documenting the decision to impose or remove visa requirements for visitors from specific countries to Canada.							
			Refer to C.5 j) of RDA 2006/004 ..... All records in any general and policy files relating to removals and deportation, including research and rationale for countries subject to a stay on removals, the development and implementation of the PRRA program, and standards for removals including manuals, guidelines and directives.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RE04.8476-01	Refugee Case Review - General	ACYP						
			Any file specific to information relating to the review and examination of high-profile or contentious refugee applications and cases, and the provision of advice, recommendations, strategic and technical analysis to senior officials, field officers, etc. (identified in the RE04.8476 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
RE04.8478	Grants & Contributions Management - Information relating to the application for and receipt, as well as the overall administering of Grants & Contributions.		Policy Files	SU	7 years		SU + 7 yrs	2006/004		DES
			General Files	ACYP	7 years		7 yrs	2006/004		DES
			All Other Files	DSA	7 years		7 yrs	2006/004		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RB04.8478-01	Grants & Contributions Management - General	ACYP						
			Any file specific to information relating to information relating to the application for and receipt, as well as the overall administering of Grants & Contributions, etc. (identified in the RE04.8478 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
			<b>05 = Monitoring &amp; Reporting</b>							
RE05.8480	Operational Assessment - Information relating to the activity of assessing the delivery, use and application of CIC programs, policies, guidelines and standards through monitoring, site visits, audits and performance measurement, and providing recommendations and implementing corrective actions.		Policy Files	SU	10 yrs	5 yrs	SU + 15 yrs	2011/003		DES
			General Files	ACYP	10 yrs	5 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.9 below)	AC	10 yrs	5 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			a) Documentation related to the development of reports and other accountability documents. This includes: agendas, minutes, records of decision, briefing notes and support documentation. These Reports and accountability documents include the Report on Plans and Priorities, Departmental Performance Report, Program Activity Architecture (PAA) and any other record relating to the management framework (e.g. required components of the Management, Resources and Results Structure (MRRS).							
			e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and evaluation.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RE05.8480-01	Operational Assessment - General	ACYR						
			Any file specific to information relating to the activity of assessing the delivery, use and application of CIC programs, policies, guidelines and standards through monitoring, site visits, audits and performance measurement, etc. (identified in the RE05.8480 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Inventories	CY						
			Inventories 2007	CY						
			Processing Times	CY						
			Processing Times 2007	CY						
			Periodic UNHCR Reports	CY						
			JAS--Joint Assistance Sponsorships Monitoring	CY						
			PSR--Private Sponsored Refugee Monitoring	CY						
			RAP--Resettlement Assistance Program Monitoring	CY						
			Refugee Intake Reports	CY						
RE05.8485	Quality Assurance - Information relating to the process of measuring program delivery processes with the aim of establishing confidence among all concerned that the quality related activities are being performed effectively.		Policy Files	SU	10 yrs	15 yrs	SU + 25 yrs	2011/003		DES
			General Files	ACYR	10 yrs	15 yrs	25 yrs	2011/003		DES
			Other Files (Refer to C.9 below)	AC	10 yrs	15 yrs	25 yrs	2011/003		TRSF (H)
			All Other Files	DSA	10 yrs	15 yrs	25 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			f) Documentation related to audit committees and evaluation. This includes agendas, minutes, records of decision, briefing notes and supporting documentation.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RE05.8485-01	Quality Assurance - General	ACYR						
			Any file specific to information relating to the process of measuring program delivery processes with the aim of establishing confidence among all concerned that the quality related activities are being performed effectively. (identified in the RE05.8485 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Private Sponsorship of Refugees	AC						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RE05.8490	Statistics - Information relating to the gathering, analysis and reporting of statistical information relating to the program.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			National Statistical Data	AC	10 years		10 yrs	2011/003		DES
			Regional Statistical Data	AC	10 years		10 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RE01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RE05.8490-01	Statistics - General	ACYR						
			Any file specific to information relating to the gathering, analysis and reporting of statistical information relating to the program (identified in the RE05.8490 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	PSR--Private Sponsorship of Refugee Program - Annual Reports	CY						
			Gender Based Analysis - Asylum	CY						
	<b>SOME IMPORTANT NOTES</b>									
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.								
	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.								
		LAC = Library & Archives Canada								
		<b>Finalized 10-February-2011; Validated 29-March-2011</b>								



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<p><b>Developed and reviewed by:</b> Lee Armstrong  <b>Validation Team (NHQ):</b> Jordan Thompson; Kellen Scott; Clark Goodman; Alain Neveu; Barry Jackson; Lori Pineau  <b>Validation Team (Regions):</b> Emina Tudakovic (International); Marcel Arseneault &amp; Mike MacNeil (Atlantic); Andy Corrigan (B.C. &amp; Yukon); Jerome Ruault (CPR); Margaret Prior (Ontario); Jacinthe Léveillé / Josee Brousseau / Isabelle Chicoine; and Claude Marchand (Prairies)</p>									
	<b>As of 29-March-2011, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Refugee Protection Function</b>									
<b>Updates:</b>	<b>21-January-2013</b>									
	<p>As a result of a client request from the functional program area, the following change was made:                      Activity RE05.8490 - Statistics                      Sub-Activity - <b>National Statistical Data</b> - the previous 5 year retention was changed to 10 years                      Approved by: Eva Lazar, Director, Monitoring, Analysis and Country Assessment and Jason Reid, Director of IM</p>									
	<b>17-April-2013</b>									
	<p>RDAs 2006/004 (Immigration); 2011/003 (Corporate Management) or 2010/009 (Communications) was applied to the following Activities/sub-Activities, where the previously indicated "not covered" was replaced with the RDA number (column K) and "DND" was replaced with either DES (destroy) or TRSE (H) (transfer) as the Final Disposition Method (column M).</p>									

**Legend:**

**Retention Trigger:** AC = After completion; ACYR = After Calendar Year Review\*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined

**Disposition Method:** DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)

\*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			

**F = Communications Management**

**01 = Program Management & Administration**

F01.1300	Program Management - Information relating to the management of the communications program which may include: the design of programs, setting of priorities, development of management frameworks, records of decisions and the establishment of appropriate criteria and processes for measuring performance in the achievement of targets.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files (Refer to C.4 - C.8 below)	ACYR	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			Records of Decision	AC	1 year		1 yr	2010/009		DES
			Other Files (Refer to C.4 - C.8 below)	DSA	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES

			C.4 of RDA 2010/009 .... <b>Strategic Communications</b> business line (external communications only)							
			Refer to C.4 a) ..... For business line level activity, all records in any general operational files that encompass the whole business line.							
	Cross-Reference: Activity A08.0330 Strategic Planning on the Departmental Management RDS ....		C.5 of RDA 2010/009 .... <b>Public Environment</b> business line							
	Refer to C.7 d) of RDA 2010/009 ..... All records pertaining to strategic plans and reports prepared annually for the delivery of the Communications function in the regions shall be transferred to the LAC as having archival value.		Refer to C.5 a) ..... For business line level activity, all records in any general operational files that encompass the whole business line.							
			C.6 of RDA 2010/009 .... <b>e-Communications</b> business line							
			Refer to C.6 a) ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			C.7 of RDA 2010/009 .... <b>Communications Operations / Regional Headquarter Offices</b>							
			Refer to C.7 a) ..... For business line level activity, all records in any general operational files that encompass the whole business line.							
			Refer to C.7 c) ..... All records pertaining to communications strategies and products relating to regional pilot projects and unique regional programs (being distinct from those operating nationally, or in those operating in other regions).							
			C.8 of RDA 2010/009 .... <b>Communications Operations / Missions-Points of Service Abroad</b>							
			Refer to C.8 a) ..... For business line level activity, all records in any general operational files that encompass the whole business line.							

			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		F01.1300-01	Program Management - General	ACYR						
			Any file specific to information relating to the planning and design of programs, setting of priorities, development of management frameworks, etc. (identified in the F01.1300 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Corporate Communication Plan						
				Regional Planning						
				Communications calendar - upcoming events and announcements						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
F01.1305	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files (Refer to C.8 below)	SU	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files (Refer to C.8 below)	ACYR	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			Letter of Agreement / Memorandum (Refer to C.8 below)	SU	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			Other Files (Refer to C.8 below)	DSA	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			C.8 of RDA 2010/009 .... Communications Operations / Missions-Points of Service Abroad							
			Refer to C.8 c) ..... All records documenting cooperation and liaison with provincial counterparts, overseas missions and the Department of Foreign Affairs and International Trade, or other federal institution(s), pertaining to the delivery of promotional and informational campaigns for which CIC is the Office of Primary Interest (OPI).							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		F01.1305-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations, etc. (identified in the F01.1305 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
F01.1310	Policy Development - Information relating to the development, adoption and dissemination of policies as they relate to the Communications Management function.		Policy Files (Refer to C.8 below)	SU	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			C.8 of RDA 2010/009 .... Communications Operations / Missions-Points of Service Abroad							
			Refer to C.8 b) ..... All policy records pertaining to the development of content material for CIC's mission websites.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		F01.1310-01	Policy Development - General	ACYR						
			Any file specific to information relating to the development, adoption and dissemination of policies as they relate to the Communications Management function, etc. (identified in the F01.1310 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Communications Policies							
			e-Communications Policies							
			Internal Communications Policies							
			Publishing Policies							
F01.1315	Standards Development - Information relating to departmental and non-departmental standards that may be developed and/or adopted.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F01.1315-01	Standards Development - General	ACYR						
			Any file specific to information relating to departmental and non-departmental standards that may be developed and/or adopted, etc. (identified in the F01.1315 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Service Standards							
F01.1320	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F01.1320-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles, etc. (identified in the F01.1320 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files (Refer to C.7 below)	ACYR	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)

Reportina - Information relating to the activity of initiating or providing a formal response to a situation or request

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
F01.1325	(either internal, external or as a requirement of an agreement, statute or directive), and providing formal statements or findings of the results of the examination or investigation.		General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			Other Files (Refer to C.7 below)	DSA	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			C.7 of RDA 2010/009 .... <b>Communications Operations / Regional Headquarter Offices</b>							
			Refer to C.7 d) ..... All records pertaining to strategic plans and reports prepared annually for the delivery of the Communications function in the Regions.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F01.1325-01	Reporting - General	ACYR						
			Any file specific to information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement) etc. (identified in the F01.1325 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
F01.1330	External Strategic Communications - Information relating to the advice and support provided to managers in regards to the best communications approach to address policy decisions, operational issues and new initiatives to targeted audiences. This includes coordinating speech writing for the Minister and the Deputy Minister.		Policy Files (Refer to C.3 - C.4 below)	SU	10 years		10 yrs	2010/009		TRSF (H)
			Policy Files	SU	10 years		10 yrs	2010/009		DES
			General Files (Refer to C.3 - C.4 below)	ACYR	10 years		10 yrs	2010/009		TRSF (H)
			General Files	ACYR	10 years		10 yrs	2010/009		DES
			Inside Canada team (Refer to C.3 - C.4 below)	CY	10 years		10 yrs	2010/009		TRSF (H)
			Outside Canada team (Refer to C.3 - C.4 below)	CY	10 years		10 yrs	2010/009		TRSF (H)
			Other Files (Refer to C.3 - C.4 below)	DSA	10 years		10 yrs	2010/009		TRSF (H)
			All Other Files	DSA	10 years		10 yrs	2010/009		DES
			C.3 of RDA 2010/009 .... <b>Function level</b>							
			Refer to C.3 b) ..... All records relating to speeches, including the speeches themselves, prepared for the Minister or the Deputy Minister by the Communications Branch, including any input from CIC program areas.							
			C.4 of RDA 2010/009 .... <b>Strategic Communications</b> business line (external communications only)							
			Refer to C.4 a) ..... For business line level activity, all records in any general operational files that encompass the whole business line.							
			Refer to C.4 b) ..... All communications strategies pertaining to legislative products and initiatives (such as new legislation and regulations) and/or delivery of the immigration, refugee, citizenship and multiculturalism programs by CIC.							
			Refer to C.4 d) ..... All records pertaining to the strategic management of unique regional issues forwarded to CIC NHQ for attention and direction.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F01.1330-01	External Strategic Communications - General	ACYR						
			Any file specific to information relating to the advice and support provided to managers in regards to the best communications approach to address policy decisions, operational issues, etc. (identified in the F01.1330 activity descriptor) would be listed							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Citizenship Issues	CY						
			Integration Issues	CY						
			Temporary & Permanent Migration Issues	CY						
			Refugee Protection & Resettlement Issues	CY						
			Multiculturalism Issues	CY						
			Horizontal Immigration Issues	CY						
			Immigration Social Policy Issues	CY						
			International Region Issues	CY						
			Inside Canada Team	CY						
			Outside Canada Team	CY						
			Communications Strategies							
F01.1335	<b>Corporate Communications (Internal)</b> - Information relating to internal communication materials, tools and strategies designed to foster employee knowledge, awareness and understanding of departmental goals and priorities, developments, changes or new initiatives affecting their work.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		F01.1335-01	Corporate Communications (Internal) - General	ACYR						
			Any file specific to information relating to internal communication materials, tools and strategies designed to foster employee knowledge, awareness, etc. (identified in the F01.1335 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Internal Communications Committee - Quebec Region							
F01.1340	<b>Training &amp; Awareness</b> - Information relating to the activities of developing and maintaining CIC specific informative materials, designed to promote a better understanding and awareness of Communications management and responsibilities.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Training and Development undertaken by an Employee*	Retain for 2 years after completion of the particular training and development undertaken by an employee.				98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			* Note: Participation and achievement records are placed on the Employee's Personnel File.							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the general file</i> activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F01.1340-01	Training & Awareness - General	ACYR						
			Any file specific to information relating to the activities of developing and maintaining CIC specific informative materials, etc. (identified in the F01.1340 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
			<b>02 = Projects</b>							
			There were no project activities identified in the development phase of the functional file plan for the Communications Management Function. Should this change at any point in the future, whereby both an activity descriptor and sub-activity files are required under this 02 Projects sub-function, then please notify <u>CIC File Plan - Plan de dossiers</u> attention: R&D Unit.							
			<b>03 = Publishing</b>							
F03.1350	Publications Production - Information relating to the production and dissemination of the department's published works including free and priced publications as well as co-publications.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F03.1350-01	Publications Production - General	ACYR						
			Any file specific to information relating to the production and dissemination of the department's published works including free and priced publications, etc. (identified in the F03.1350 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i> Publications Index							
F03.1355	Forms Management - Information relating to the analysis, design, control, identification, authorization, preparation and physical characteristics of forms.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<b>Note:</b> The retention and disposition of this activity applies strictly to the form itself and not to any form <i>content</i> .							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F03.1355-01	Forms Management - General	ACYR						
			Any file specific to information relating to the analysis, design, control, identification, authorization, preparation and physical characteristics of forms, etc. (identified in the F03.1355 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Forms Inventory							
			Forms Maintenance							
			Change Request							
			Service Level Management							
			Clients Needs Assessments							
F03.1360	<b>Manuals Management</b> - Information relating to the production and issuance of manuals and supplementary information including editorial, design, typesetting services, contracted companies and services and evaluation of services, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		F03.1360-01	Manuals Management - General	ACYR						
			Any file specific to information relating to the production and issuance of manuals and supplementary information including editorial, design, typesetting services, etc. (identified in the F03.1360 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Operational Bulletin							
			Compilation & Editing, Printing & Binding, Sale & Distribution							
			Cost Management Coding Manual							
			Business Process Maps							
F03.1365	<b>Electronic Communications Development</b> - Information related to requests for additions or removals to the Internet and Intranet Web sites as well as status reports on those sites.		Policy Files - Internet (Refer to C.6 - C.8 below)	SU	3 years		3 yrs	2010/009		TRSF (H)
			Policy Files - Intranet	SU	3 years		3 yrs	2010/009		DES
			General Files - Internet (Refer to C.6 below)	ACYR	4 years		4 yrs	2010/009		TRSF (H)
			General Files - Intranet	ACYR	4 years		4 yrs	2010/009		DES
			Project Files - Internet (Refer to C.6 below)	AC	3 years		3 yrs	2010/009		TRSF (H)
			Project Files - Intranet	AC	3 years		3 yrs	2010/009		DES
			All Other Files					N/A		





Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	be kept indefinitely without violating the agreement.		Refer to C.5 c) ..... All presentations, summaries and environmental surveys pertaining to immigration and citizenship issues for which CIC is the Office of Primary Interest (OPI).							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F04.1370-01	Media Monitoring & Analysis - General	ACYR						
			Any file specific to information relating to all media monitoring activities conducted on behalf of the department, etc. (identified in the F04.1370 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Daily Wraps							
			Media Analyses							
			Transcripts							
			Media Lists							
			Radio & TV / Internet - Summaries							
			Ethnic Media Reports							
F04.1375	Media Relations - Information relating to fielding questions received from the media. Includes also establishing media contacts, coordinating access to the media and organizing media interviews of departmental officials, spokespersons, etc.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			Media Calls Reports (Refer to C.3 and C.7 below)	AC	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			Other Files (Refer to C.3 and C.7 below)	DSA	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			C.3 of RDA 2010/009 .... <b>Function level</b>							
			Refer to C.3 a) ..... All records pertaining to media lines, including the media lines themselves, developed for use by departmental spokespeople and the Minister's Office.							
			C.7 of RDA 2010/009 .... <b>Communications Operations / Regional Headquarter Offices</b>							
			Refer to C.7 b) ..... All records pertaining to media lines regardless of whether the issue becomes the subject of national attention or not.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		F04.1375-01	Media Relations - General	ACYR						
			Any file specific to information relating to fielding questions received from the media, etc. (identified in the F04.1375 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Media Relations Unit Reports							
			Media Lines							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Media Calls							
F04.1380	Outreach & Marketing - Information relating to activities designed to promote Canada's immigration program domestically and abroad and its programmes and services through advertising, outreach initiatives, pro-active media relations, etc.		Policy Files (Refer to C.4 and C.8 below)	SU	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files (Refer to C.4 and C.8 below)	ACYR	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			Outreach Strategy (Refer to C.4 and C.8 below)	AC	1 yr	2 yrs	3 yrs	2010/009		TRSF (H)
			Teachers and Youth Web Corner - Content (Refer to C.4 and C.8 below)	AC	2 yrs	1 yr	3 yrs	2010/009		TRSF (H)
			Other Files (Refer to C.4 and C.8 below)	DSA	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			C.4 of RDA 2010/009 .... <b>Strategic Communications</b> business line (external communications only)							
			Refer to C.4 c) ..... All strategic and project development records pertaining to marketing and outreach activities undertaken at CIC, and at least one copy of the final product where such activities result in the production of un-published materials.							
			C.8 of RDA 2010/009 .... <b>Communications Operations / Missions-Points of Service Abroad</b>							
			Refer to C.8 d) ..... All records documenting locally created promotional, marketing and outreach materials, not created or directed by National Headquarters (either by Communications Branch or the International Region).							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		F04.1380-01	Outreach & Marketing - General	ACYR						
			Any file specific to information relating to activities designed to promote Canada's immigration program domestically and abroad, etc. (identified in the F04.1380 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Advertising						
				Briefing notes (hospitality and content info)						
				Video Productions Master Tapes						
F04.1385	Consultations and Public Opinion Research - Information relating to the coordination and management of the Department's stakeholder engagement, consultations and public opinion research initiatives. This may include but is not limited to: annual public opinion research plan, approvals and projects, evaluations, summary of findings from opinion research or consultations as well as any engagement strategy.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			In-House Research Summaries and Surveys	ACYR	4 yrs	4 yrs	8 yrs	2010/009		DES
			Questionnaire Library	ACYR	5 yrs	5 yrs	10 yrs	2010/009		DES
			Other Files (Refer to C.5 below) - if filed here	DSA	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			C.5 of RDA 2010/009 .... <b>Public Environment</b> business line							
			Refer to C.5 a) ..... For business line level activity, all records in any general operational files that encompass the whole business line.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
	Please note that all findings from completed contracted POR studies are sent to LAC within 6 months of fieldwork (mandatory)	about the policy file	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (F01.1310).								
		about the general file	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		F04.1385-01	Public Opinion Research - General	ACYR							
		Any file specific to information relating to the department's public opinion research exercises, etc. (identified in the F04.1385 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
		some examples of sub-activity files	Syndicated Surveys	ACYR							
			Commissioned Surveys	ACYR							
			In-house Surveys	ACYR							
			Issues Tracking	ACYR							
			Commissioned Research Summaries	ACYR							
			In-House Research Summaries	ACYR							
			Questionnaire Library	ACYR							
		Data Library	ACYR								
	<b>SOME IMPORTANT NOTES</b>										
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.									
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.									
	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.									
		LAC = Library & Archives Canada									
	<b>Final Draft Submitted 22-February-2011; Validated 18-March-2011; Finalized 06-May-2011</b>										
	Developed & reviewed by Lee Armstrong; <b>Validation Team (NHQ):</b> Magdalena Mika; Madeleine Laviolette, Sylvie Lepine; Patrick Guillot; Jessica Jones; Sebastien Leduc; Patrick Burt; John Greer; Jennifer McNaughtan <b>Validation Team (Regions):</b> Claude Marchand (Prairies); Jerome Ruault (CPC); Ian Darragh (Ontario); Andy Corrigan (B.C. & Yukon); Jacinthe Leveille / Isabelle Chicoine / Josée Brousseau (Quebec); Marcel Arsenault / Mike MacNeil (Atlantic)										
	<b>As of 06-May-2011, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Communications Management Function</b>										

Legend:										
Retention Trigger: AC = After completion   conclusion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined; "+" = Multiple Component (CY + 1 yr)										
Disposition Method: DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>H = Human Resources Management</b>										
<b>01 = Program Management &amp; Administration</b>										
H01.1850	Program Planning- Information relating to the planning and design of programs, setting of priorities, development of management frameworks and establishment of appropriate criteria and processes for measuring performance in the achievement of targets.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Committee Files	TBD	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		H01.1850-01	Program Planning - General	ACYR						
		Any file specific to information relating to the planning and design of programs, setting of priorities, development of management frameworks and establishment of appropriate criteria and processes, etc. (identified in the H01.1850 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Accountability Framework	AC						
			Youth Network Program	AC						
			Shared Services	AC						
			Succession Planning - Talent Management	AC						
			Delegated Authorities	AC						
			Diversity Management	AC						
			EAP--Employee Assistance Program	AC						
			Official Languages Program	AC						
			Management Trainee Program	AC						
			Interchange Canada	AC						
			Career Assignment Program	AC						
			EX Leadership	AC						
			Executives Performance Management Program	AC						
			Assignment Program	AC						
			Bring Our Kids to Work	AC						
			Francophonie Week	AC						
			Information kits	AC						
			Developmental Program	AC						
			CIC Learning Network	AC						
			Team Work Plans	AC						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Knowledge Transfer Initiatives	AC						
			Career Development	AC						
			Shared Responsibility Program	AC						
			Education Assistance Program	AC						
			Student Program	AC						
			Forum for young Canadians	AC						
			Worklife Balance and Stress Management	AC						
			Values & Ethics Program	AC						
			Learning Management Framework	AC						
			BMC--Branch Management Committee	AC						
			Strategic Executive Resourcing Committee	AC						
			Governance Structure for Learning & Working	AC						
			Diversity Management Committee	AC						
			HOLF--Heads of Learning Forum	AC						
			Middle Management Secretariat Committee	AC						
			Employment Equity	AC						
			Duty to Accomodate	AC						
			Objective Eye	AC						
			Transition to PSEA 2005	AC						
			Visible Minorities Career Progression Program	AC						
			Outreach	AC						
			Workplace Well-Being	AC						
			EDFP--Employee Departure Feedback Program	AC						
H01.1860	<b>Change Management</b> - Information relating to the structured approach to the change in individuals, teams, organizations and societies that enables the transition from a current state to a desired future state. Includes the development of organizational change management tools and individual change management models, frameworks for managing the people side of changes, and engagement and participation of people.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		H01.1860-01	Change Management - General	ACYR						
			Any file specific to information relating to the structured approach to the change in individuals, teams, organizations and societies that enables the transition from a current state to a desired future state. Includes the development of organizational change management tools and individual change management models, etc. (identified in the H01.1860 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Interventions	AC					
				HR Modernization	AC					
				Change Management Framework	AC					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Change Management Strategies	AC						
			BHCI--Business Health Culture Index	AC						
			Discovery Learning Tool	AC						
			MBTI--Myers Briggs Types Indicator	AC						
			Psychometrics Canada	AC						
			ADKAR Model--Awareness, Desire, Knowledge, Abilities & Reinforcements Model	AC						
			Stress Management Tool	AC						
			Managing Transition	AC						
			Checklists	AC						
			Change Agents	AC						
			Communication Tool	AC						
			Strategies for Dealing with Change	AC						
			Communications Research	AC						
			Resistance	AC						
			Employee Engagement	AC						
			Sponsorship	AC						
			Training Research	AC						
H01.1880	<b>Develop &amp; Maintain Partnerships-</b> Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		H01.1880-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives, etc. (identified in the H01.1880 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Canada School of Public Service	AC						
H01.1890	<b>Guidelines, Best Practices &amp; Procedures Development-</b> Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		H01.1890-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles and instruments, etc. (identified in the H01.1890 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Guidelines on Casual Employment	SU						
			Guidelines For Hiring Of Persons Within Student Employment Programs To Public Service Positions "Student Bridging Mechanisms"	SU						
			Guidelines For The Employment Of Relatives & Associates	SU						
			SAPP--Special Assignment Pay Plan Procedures	SU						
			Guidelines on Education Assistance	SU						
			Generic Benefit Forms & Templates	SU						
			Managerial & Confidential Exclusions Guidelines	SU						
			Staffing - Choice of Process	SU						
			Conflict of Interest Guidelines	SU						
			Ethical Decision Making Model	SU						
H01.1900	<b>Policy Development-</b> Information relating to the development, adoption and dissemination of policies as they relate to the management of Human Resources.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity.							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		H01.1900-01	Policy Development - General	ACYR						
			Any file specific to information relating to the development, adoption and dissemination of policies as they relate to the management of Human Resources, etc. (identified in the H01.1900 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Student Employment Policy	SU						
			Area of Selection Policy	SU						
			Deployment Policy	SU						
			Policy on the Employment of Relatives & Associates	SU						
			CIC Policy on Continuous Learning	SU						
			Policy on Learning, Training & Development	SU						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Education Leave Policy	SU						
			Tuition Reimbursement Policy	SU						
			Deputy Minister's Achievement Award Policy	SU						
			Recognition Program Policy	SU						
			Policy on Classification Dispute Resolution Mechanism	SU						
			Policy on Corrective Action & Revocation	SU						
			Official Language Act	SU						
			Trainer Certification Policy	SU						
			Violence in the Workplace	SU						
			Sensitivity to Scent	SU						
			Wellness	SU						
			Worklife Balance and Stress Management	SU						
			Telework	SU						
			PSMA--Public Service Modernization Act	SU						
			Statement of Values	SU						
			Code of Conduct	SU						
H01.1910	Reporting - Information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement, statute or directive), and providing formal statements or findings of the results of the examination or investigation.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2yrs	1 yrs	3yrs	98/005		DES
			All Other Files	DSA	2yrs	1 yrs	3yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		H01.1910-01	Reporting - General	ACYR						
			Any file specific to information relating to the activity of initiating or providing a formal response to a situation or request and providing formal statements or findings of the results, etc. (identified in the H01.1910 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Departmental Classification Performance Report	AC					
				Required Training	AC					
				Clerk Priorities	AC					
				PSC Quarterly Staffing Activity Report	AC					
				Express Lane Staffing Report	AC					
				Post-secondary Recruitment	AC					
				Classification Audits	AC					
				Classification Reports	AC					
				Employment Equity	AC					
				Official Languages - Audit	AC					
				TEC--Target Executive Count Report	AC					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			TEC--Target Executive Count Report 2008/09	AC						
			Second Language Evaluation Status Report	AC						
			Injury On Duty Statistics	AC						
			Labour Relations Tracking	AC						
			HR Report	AC						
			HR Operations Report 2005/06	AC						
			BCY Staffing Audits	AC						
H01.1920	<b>Standards Development</b> - Information relating to departmental and non-departmental standards that may be developed and/or adopted.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			H01.1920-01	Standards Development - General	ACYR					
			Any file specific to information relating to departmental and non-departmental standards that may be developed and/or adopted, etc. (identified in the H01.1920 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Classification Standards	SU					
H02.0001	<b>Workforce Renewal</b> - Information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of the Workforce Renewal project.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			H02.0001-01	Workforce Renewal - General	AC					
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of the Workforce Renewal Project, etc. (identified in the H02.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
H02.0002	Career Rendez-vous - Information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of the Careers Rendez-vous project.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		H02.0002-01	Career Rendez-vous - General	AC						
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration, etc. (identified in the H02.0002 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
	<b>03 = Workplace Effectiveness</b>									
H03.1950	Employee Recognition - Information relating to the recognition of achievement of departmental organizations or individual employees.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	1 yr	3 yrs	98/005		DES
			Precedent Setting Files (Individual awards funded by the institution)	AC	10 yrs	5 yrs	15 yrs	98/005		DES
			All Other Files	DSA	2 yrs	1 yr	3 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		H03.1950-01	Employee Recognition - General	ACYR						
			Any file specific to information relating to the recognition of achievement of departmental organizations or individual employees, etc. (identified in the H03.1950 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Deputy Minister's Achievement Award	AC					
				Deputy Minister's Achievement Award 2008	AC					
				Instant Awards	AC					
				Long Service Awards	AC					
				Retirement	AC					
				Excellence Award	AC					
				National Public Service Week	AC					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
H03.1960	Grievances - Information relating to the formal administrative process through which employees may seek the resolution of most differences pertaining to terms and conditions of employment, such as individual grievance, a group grievance and a policy grievance.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	1 yrs	3 yrs	98/005		DES
			Individual Appeals and Grievance Files -- Retain for 3 years following date of resolution or date of decision by the Public Service Labour Relations Board.						98/005	
	Refer to Activity H04.2060 (Classification) for Classification Grievances.		All Other Files	DSA	2 yrs	1 yrs	3 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
	Files to be restricted to specific divisions within HR Region	H03.1960-01	Grievances - General	ACYR						
			Any file specific to information relating to the formal administrative process through which employees may seek the resolution of most differences pertaining to terms and conditions of employment, etc. (identified in the H03.1960 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Classification	AC					
			-- By Specific Case	AC						
			Staffing Complaints	AC						
			-- By Specific Case	AC						
			Labour Relations	AC						
			-- By Specific Case	AC						
			Official Languages - Complaints	AC						
			-- By Specific Case	AC						
H03.1970	Health & Safety - Information relating to the provision of a safe working environment for employees, including monitoring of injury on duty, injury prevention programs, and the administration of the Employee Assistance Program.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			First Aid Treatment Records	AC			10 yrs	98/005		DES
			Injury or Illness Investigation Reports including related correspondence & supervisor's <i>Accident Investigation Report</i>				10 yrs	98/005		DES
			Injury or Illness Investigation Reports and related correspondence & supervisor's <i>Accident Investigation Report</i> concerning exposure to hazardous substance				30 yrs	98/005		DES
			Inspection, Investigation and Testing Reports into accidents, occupational injuries and illness affecting personnel that involve: boilers, pressure vessels, piping systems and hazardous occurrences				10 yrs	98/005		DES
			Employee Assistance Program - Individual Cases. Retain for 2 years after the date of the client's most recent contact with EAP. This retention is governed by the <i>Privacy Act</i> and must be adhered to.				2 yrs	98/005		DES
			Committee Files	TBD	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
				Monitoring Accidents, Injuries and Illness -- Prior to the destruction of any records dealing with Occupational Health and Safety <i>inspection, investigation and testing reports</i> , institutions should consult Part II of the <i>Canada Labour Code</i> and supporting <i>Occupational Health and Safety Regulations</i> , as well as existing TB Directives, Standards and Procedures governing Occupational Health and Safety. Where there are inconsistencies, the longest retention period should be used.						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		H03.1970-01	Health & Safety - General	ACYR						
			Any file specific to information relating to the provision of a safe working environment for employees, including monitoring of injury on duty, injury prevention programs, and the administration of the Employee Assistance Program, etc. (identified in the H03.1970 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file							
		<i>some examples of sub-activity files</i>	Health & Safety Committee	AC						
			Immigration Officers Job Hazard Analysis	AC						
			OSH Indicators	AC						
			Inspection Reports	AC						
			Accident & Incident Reports	AC						
			NAOSH Week	AC						
			OSH Conferences	AC						
			Workers' Compensation Benefits	AC						
			Ergonomics	AC						
			Health & Safety Committee - Quebec Region	AC						
H03.1980	Labour Management Relations - Information relating to the management of relationships between Labour and the employer which includes negotiating and interpreting collective agreements and other understandings with recognized Labour representatives.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Committee Files	TBD	2 yrs	3 yrs	5 yrs	2011/003		DES
	Includes designation activities and strikes.		All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		H03.1980-01	Labour Management Relations - General	ACYR						
			Any file specific to information relating to the management of relationships between Labour and the employer which includes negotiating and interpreting collective agreements and other understandings with recognized Labour representatives, etc. (identified in the H03.1980 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Collective Bargaining & Strike Management	AC						
			Labour Management Consultation Committee NHQ	AC						
			Labour Management Consultation Committee National	AC						
			Interpretations	AC						
			Health Canada Referrals	AC						
			-- Employee's Last Name; First Name	AC						
			Duty to Accommodate - Requests	AC						

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					Active	Inactive	Total			
			Advice & Guidance	AC						
			Exclusions	AC						
			Union-Management Relations	AC						
			Labour Management Consultation Committee Quebec Region							
			Labour Management Consultation Committee Quebec Region Operations							
			Labour Management Consultation Committee Quebec Region Programs/PRRA/CSU							
H03.1990	Workplace Discipline - Information relating but not limited to investigations, allegations or evidence of employee misconduct or malfeasance.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
		<b>Individual Case Files, including documentation related to disciplinary action</b> -- The time limit for disposal is that specified in applicable collective agreements for a minimum of two (2) years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, the onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Note that notices of disciplinary action <i>may</i> be attached to the Employee Personnel Record. This is a <b>Retention and Disposal Standard</b> governed by TBS that must be adhered to. Refer to Standard Bank PSE 911.					98/005		DES	
		<b>Individual Case Files dealing with complaints of personal harassment</b> -- Retain for two years after the most recent administrative activity in relation to an individual case. Such information must be retained as a <b>separate record</b> and NOT placed on the complainant's Employee Personnel Record. This retention is governed by the <i>Privacy Act</i> and must be adhered to.					98/005		DES	
	May also include matters dealing with complaints of Personal Harassment, Disciplinary and Non-Disciplinary Demotion or Termination of Employment.		All Other Files	DSA	2 yrs	n/a	2 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
	<b>Files to be restricted to specific divisions within HR &amp; Region</b>	H03.1990-01	Workplace Investigations - General	ACYR						
			Any file specific to information relating to investigations concerning all allegations or evidence of employee misconduct or malfeasance, etc. (identified in the H03.1990 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Investigation Tracking Log	AC						
			International Region	AC						
			Atlantic Region	AC						
			Ontario Region	AC						
			Prairie Region	AC						
			NHQ Region	AC						
			CPC Mississauga	AC						
			Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
H03.2000	Values & Ethics - Information relating to the provision of advice and the assurance of compliance to public service values, moralities, principles and ethics.		General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Individual Cases - Retained by employing institution to which the Certification Document and Confidential Report were submitted for duration of employment plus 2 years. This retention is governed by the Privacy Act and must be adhered to.					98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
	<p><b>Includes records related to the Code (Values and Ethics Code for the Public Service), such as employee certification forms, confidential reports, and documentation related to divestment of assets or curtail activities, exit arrangements, as well as all departmental reports and audit and evaluation reports on the Code's application.</b></p> <p>Files to be restricted to specific divisions within HR</p>	about the policy file	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).							
about the general file		Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
H03.2000-01		Values & Ethics - General	ACYR							
		Any file specific to information relating to the provision of advice and the assurance of compliance to public service values, moralities, principles, ethics, etc. (identified in the H03.2000 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
some examples of sub-activity files		Client Inquiries 2008/09	AC							
		Confidential Reports	AC							
		Employee Name	AC							
		Communications	AC							
	Case Studies	AC								
H03.2010	Conflict Resolution - Information relating to informal services provided to CIC staff in preventing, managing and resolving workplace conflict by emphasizing awareness and prevention, providing assisted resolution, such as informal consultation, conflict coaching, facilitation, mediation and other specialized tools.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Individual Cases (Informal only) - Retain for 2 years after the last administrative use.					98/005		DES
			Individual Cases (Formal) - Refer to Activity H03.1960 - Grievances					98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
	<p><b>Includes records related to the Code (Values and Ethics Code for the Public Service), such as employee certification forms, confidential reports, and documentation related to divestment of assets or curtail activities, exit arrangements, as well as all departmental reports and audit and evaluation reports on the Code's application.</b></p> <p>Files to be restricted to specific divisions within HR</p>	about the policy file	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).							
about the general file		Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
H03.2010-01		Conflict Resolution - General	ACYR							
		Any file specific to information relating to informal services provided to CIC staff in preventing, managing and resolving workplace conflict by emphasizing awareness and prevention, providing assisted resolution, etc. (identified in the H03.2010 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
	Diversity & Employment Equity - Information relating to the programs and activities that ensure equitable		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
H03.2030	representation and distribution in the workplace of Aboriginal people, members of visible minority groups, persons with disabilities and women. It may include records related to workforce analysis, barriers identification, employment equity initiatives, monitoring activities, duty to accommodate, flexible work arrangements, self-identification, adaptive technologies, advertising campaigns and recruitment programs		General Files	ACYR	3 yrs	-	3 yrs	98/005		DES	
			Self Identification Data	AC *	2 yrs	-	2 yrs	98/005		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES	
			* After Completion is either: (a) when an employee is terminated; or (b) when they leave the organization. When either happens, remove the information from the active data base and overall survey results; retaining it in for two years in the "inactive" state.								
			about the policy file It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).								
			about the general file Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		H03.2030-01	Diversity & Employment Equity - General	ACYR							
			Any file specific to information relating to the programs and activities that ensure equitable representation and distribution in the workplace of Aporiginal people, members of visible minority groups, persons with disabilities, etc. (identified in the H03.2030 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number								
			some examples of sub-activity files								
<b>04 = Recruitment, Development &amp; Retention</b>											
H04.2060	<b>Classification</b> - Information relating to the identification of human resources needs, the evaluation and subsequent classification or re-classification of jobs through the analysis of functions that results in the formulation of an organization structure and its positions and work descriptions.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES	
			Position Files (work descriptions - includes <i>Abolished or Obsolete</i> )	SU	1 yr	n/a	SU + 1 yr	98/005		DES	
			Classification Grievances *	AC	25 yrs	-	25 yrs	98/005		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES	
	The Classification activity is based on Treasury Board policies relating to the classification system, classification delegation, training and accreditation, and classification grievances.		* A classification grievance is final and binding and one must be in a position to refer to that decision further to subsequent grievances on the same position. The binding decision must be respected unless there has been significant change. A dept. will not be able to meet this obligation if it destroys the file only some 3 years after it was taken. TBS - December 2010								
			about the policy file It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).								
			about the general file Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		H04.2060-01	Classification - General	ACYR							
			Any file specific to information relating to the identification of human resources needs, the evaluation and subsequent classification or re-classification of jobs through the analysis of functions that results in the formulation of an organization structure and its positions and work descriptions, etc. (identified in the H04.2060 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
			some examples of sub-activity files								
			Reform	AC							
			Accreditation	AC							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
			Organization Charts	AC							
			National Generics	AC							
			Classification; Position Title, Location	SU							
H04.2070	<b>Compensation &amp; Benefits</b> - Information relating to the provision of pay, pension and benefits as fair compensation for work performed for each employee. This includes Compensation - pay administration (pay rate, rate changes), retirement planning, employee services; and Benefits - life and health insurance, sick leave and long term disability, compensation for work related injury or death and maternity leave.  <b>** The Compensation &amp; Benefits File is also referred to as the Personnel (Employee) File. Specific documents in this file are retained by the current employing institution until December 31st of the year the employee is struck off strength (SOS) plus 1 year after the last administrative use and then transferred to the control of the Library and Archives of Canada (LAC).</b>		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES	
			Compensation - Retirement Planning		Place on the Personnel (Employee) File	98/005		TRSF			
			Compensation - Superannuation (individual cases)		Place on the Personnel (Employee) File	98/005		TRSF			
			Benefits - Compensation for Work-Related Injury or Death	AC	13 yrs	-	13 yrs	98/005		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES	
	<b>Files to be restricted to specific divisions within HR, managers and regions, active files currently exist in iRIMS and will need to be converted to new structure.</b>		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
			H04.2070-01	Compensation & Benefits - General	ACYR						
				Any file specific to information relating to the provision of pay, pension and benefits as fair compensation for work performed for each employee, etc. (identified in the H04.2070 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
				<i>some examples of sub-activity files</i>	Cheque Distribution	AC					
					Cheque Distribution 2008/09	FY					
					Salary Lists	AC					
					Employee's Last Name, Employee's First Name	AC					
H04.2080	<b>Leave Administration</b> - Information relating to the request and authorization of individual employees leave for which they are eligible.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES	
			Leave Forms	FY	2 years after expiry of fiscal year			98/005		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES	
	<b>Files to be restricted to specific divisions within HR, managers and regions, active files currently exist in iRIMS and will need to be converted to new structure.</b>		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
			H04.2080-01	Leave Administration - General	ACYR						
				Any file specific to information relating to the request and authorization of individual employee's leave for which they are eligible, etc. (identified in the H04.2080 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Employee's Last Name, Employee's First Name	AC						
H04.2090	<b>Performance Assessments</b> - Information relating to the performance of employees in their assigned tasks that are evaluated based upon regularly established objectives. Performance evaluation supports the identification of training requirements and the enabling of future career moves.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Individual Appraisals	AC	5 yrs	-	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
	<b>Files to be restricted to specific divisions within HR, managers and regions.</b>	H04.2090-01	Performance Assessments - General	ACYR						
			Any file specific to information relating to the performance of employees in their assigned tasks that are evaluated based upon regularly established objectives, etc. (identified in the H04.2090 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Employee's Last Name, Employee's First Name	AC						
H04.2100	<b>Staffing</b> - Information relating to all advertised internal and external appointment processes and to all non-advertised internal processes, including executive (EX) appointment processes. Includes information on recruitment, language evaluation, assessment criteria and rating guide tools as they relate to each individual staffing process.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	-	2 yrs	98/005		DES
			Appointments - Indeterminate, term and acting appointments	5 years from the last administrative action				98/005		DES
			Advertising of job openings	AC	1 yr	-	1 yr	98/005		DES
			<b>Staffing process requests, competition posters, candidates' applications</b> (solicited and unsolicited), rating board assessments, examination papers and test results, employment offers, etc.	5 years after the last administrative action (as per Appointment Delegation and Accountability Instrument)				98/005		DES
			Probation (Includes material on all appointments from outside the Public Service relating to an employee's probationary period)	Place on Personnel (Employee) File				98/005		TRSF
	<b>Includes information on promotion, probation, deployments, assignments and secondments, recourse of public service employees; employment equity (as it relates to staffing); and staffing of bilingual positions.</b>		Exchanges, Deployments, Assignments, Loans, Secondments	3 years after arrangement ceases				98/005		DES
			Transfers & Postings - individual cases	Place on Personnel (Employee) File				98/005		TRSF
			Unsolicited applications not considered when staffing a position	6 months				98/005		DES
			Appealed appointments - individual cases	5 years from the last administrative action				98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	-	2 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		H04.2100-01	Staffing - General	ACYR						
			Any file specific to information relating to all advertised internal and external appointment processes and to all non-advertised internal processes, including executive (EX) appointment processes, etc. (identified in the H04.2100 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Short Term Staffing Actions 2008/09	AC					
				Resumes (unsolicited) 2007/08	AC					
				Priority Staffing	AC					
				PSST--Public Service Staffing Tribunal	AC					
				Selection Process Number (Classification) Position Title	AC					
H04.2110	<b>Develop &amp; Deliver Training</b> - Information relating to the development of training and the coordination and delivery of all departmental training. Includes the analysis of training plans, define courses required, coordinating instructors, facilities, equipment and other requirements to deliver training.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Classification Training and Accreditation - individual cases	2 years after completion of the particular training and development undertaken by an employee			98/005		DES	
			Classification Training and Accreditation - <b>Participation and Achievement Records</b>	Place on the Personnel (Employee) file			98/005		TRSF	
			Occupational Safety & Health - CPR Certificates	1 year after training			98/005		DES	
			Occupational Safety & Health - First Aid Certificates	3 years after training			98/005		DES	
			Occupational Safety & Health - For Emergency Wardens	2 years after training			98/005		DES	
			Official Languages Training - Language examination, exemption and training records	Place on the Personnel (Employee) file			98/005		TRSF	
			Other Training and Development undertaken by Employee (not including language, classification, occupational safety and health and Supervisor/Manager/Executive training	2 years after completion of the particular training and development undertaken by an employee			98/005		DES	
			Other Training and Development undertaken by Employee - <b>Participation and Achievement Records</b>	Place on the Personnel (Employee) file			98/005		TRSF	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (H01.1900).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		H04.2110-01	Develop & Deliver Training - General	ACYR						
			Any file specific to information on all aspects of training and development, as well as coordination and delivery, etc. (identified in the H04.2110 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <i>CIC File Plan - Plan de dossiers</i> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Information on CIC Trainers	AC						
			Basic Training for Trainers	AC						
			Advanced Training for Trainers	AC						
			A Career Management Guide for CIC Employees	AC						
			Interview Preparation Guide - Your Journey to a new	AC						
			MTP--Management Training Program	AC						
			Program Orientation - 2007	AC						
			Welcome Students	AC						
			Duty to Accommodate	AC						
			Workplace Investigation	AC						
			Interviewing Techniques 509N	AC						
			Equity in employment	AC						
			Adventures in Leadership 556N	AC						
			Official Language & Obligations for Managers	AC						
			Anti-Discrimination and Respecting Differences (962H)	AC						
			Prepare a Deck	AC						
			Pre-Retirement Seminar (857)	AC						
			Question Period Note Course	AC						
			Working relationships	AC						
			Working with FOSS (508N)	AC						
			WOW! CIC at a Glance (573N)	AC						
			Required Training 2008/09	AC						
			Diversity Training 2008/09	AC						
			CIC Orientation 2008/09	AC						
			CBM--Competency Based Management	AC						
			Corporate Leadership	AC						
			Orientation Program for Students	AC						
			Continuous Learning	AC						
			Mentoring	AC						
			Leadership Program	AC						
			Canada Labour CodePart II	AC						
			OSH Training	AC						
			Worklife Balance & Stress Management Awareness	AC						
			Ethical Leadership & Decision Making Course	AC						
			<b>SOME IMPORTANT NOTES</b>							
	(1)		Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.							
	(2)		This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <i>CIC File Plan - Plan de dossiers</i> before disposing of any corporate							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	(2) the archival record, you are required to contact the R&D unit at 613-993-1111 or 1-877-982-7237 before disposing of any corporate records.									
	(3) When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001									
	LAC = Library & Archives Canada									
<b>Finalized 14-December-2010</b>										
	Review Committee: Lee Armstrong, Legal Services, Records Operations. Validated by: Josée Lapointe (A/Director, Client Services); Ginette Roussille (Manager, Occupational Health and Recognition); Manon Galipeau (Director Learning and development Division - HR); Paul Laflamme (Manager of Corporate Staffing and OL); Yvette Fontana-McGirr (Manager, Classification); Marjorie Emmanuel (Corporate HR Planning Advisor)									
<b>As of 14-December-2010, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Human Resources Function</b>										
<b>Updates:</b>	<b>25-January-2012</b>									
	RDA 2011/003 for the "Corporate Management" function was applied to the <i>Committee Files</i> Sub-Activity of Activity No. H01.1850 - Program Planning where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with DES (Final Disposition Method).									
	RDA 2011/003 for the "Corporate Management" function was applied to all Sub-Activities in Activity No. H01.1880 - Develop & Maintain Partnerships, where the									

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>Legend:</b>										
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined by Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; "+" = Multiple Component (CY + 1 yr); TBD = To Be Determined										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
<b>RF = Temporary &amp; Permanent Migration</b>										
<b>01 = Policy &amp; Program Development</b>										
RF01.8500	Assessment - Information relating to the systematic determination of merit, worth, and significance of policies and programs developed.		Policy Files (Refer to C.3 below)	SU	5 yrs	3 yrs	8 yrs	2006/004		TRSF (H)
			Policy Files	SU	5 yrs	3 yrs	8 yrs	2006/004		DES
			General Files (Refer to C.3 below)	ACYR	5 yrs	3 yrs	8 yrs	2006/004		TRSF (H)
			General Files	ACYR	5 yrs	3 yrs	8 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
C.3 of RDA 2006/004 .... <b>Maximizing the Benefits of International Migration</b> business line										
Refer to C.3 b) of RDA 2006/004 .... All records in any general and policy files relating to the establishment and delivery of annual immigration levels.										
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF01.8500-01	Assessment - General	ACYR						
			Any file specific to information relating to the systematic determination of merit, worth, and significance of policies and programs developed, etc. (identified in the RF01.8500 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Horizontal Policy Issues	AC						
			Best Interest of the Child	SU						
			DNA Information Requests	SU						
			Human Trafficking	SU						
			Official Language Minority Communities	AC						
			Temporary Foreign Workers - Trucking							
RF01.8503	Consultation - Information relating to the seeking or provision of advice or opinion to an individual person, working group, committee or organization.		Policy Files (Refer to C.3 below)	SU	5 yrs	3 yrs	8 yrs	2006/004		TRSF (H)
			Policy Files	SU	5 yrs	3 yrs	8 yrs	2006/004		DES
			General Files (Refer to C.3 below)	ACYR	5 yrs	3 yrs	8 yrs	2006/004		TRSF (H)
			General Files	ACYR	5 yrs	3 yrs	8 yrs	2006/004		DES
			Immigration Levels Planning	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Ministerial Instructions 1	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			Ministerial Instructions 2	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
C.3 of RDA 2006/004 .... <b>Maximizing the Benefits of International Migration</b> business line										

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Refer to C.3 b) of RDA 2006/004 .... All records in any general and policy files relating to the establishment and delivery of annual immigration levels.							
			Refer to C.3 c) of RDA 2006/004 .... All records in any general and policy files pertaining to federal-provincial/territorial cooperation and liaison on the development of annual immigration levels, including all materials relating to the negotiation of Provincial Nominee and other agreements. Original copies of all fed-prov/territorial agreements are also to be transferred to LAC.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RF01.8503-01	Consultation - General	ACYR						
			Any file specific to information relating to the seeking or provision of advice or opinion to an individual person, working group or organization etc. (identified in the RF01.8503 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Immigration Portal						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RF01.8506	Policy Development - Information relating to the activity of developing and establishing decisions, directions, and precedents which act as a reference for future decision making.		Policy Files (Refer to C.3 below)	SU*	5 yrs	3 yrs	8 yrs	2006/004		TRSF (H)
			Policy Files	SU*	5 yrs	3 yrs	8 yrs	2006/004		DES
			General Files (Refer to C.3 below)	ACYR	5 yrs	3 yrs	8 yrs	2006/004		TRSF (H)
			General Files	ACYR	5 yrs	3 yrs	8 yrs	2006/004		DES
			2008 IRPA Amendments	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Ministerial Instructions 1	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Ministerial Instructions 2	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Levels Management	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Other Files (Refer to C.3 below)	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			*SU = Once the last application has been made under a specific set of legislation							
			C.3 of RDA 2006/004 .... Maximizing the Benefits of International Migration business line							
			Refer to C.3 a) of RDA 2006/004 .... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.3 b) of RDA 2006/004 .... All records in any general and policy files relating to the establishment and delivery of annual immigration levels.							
			Refer to C.3 d) of RDA 2006/004 .... All records in any general and policy files relating to the development & implementation of recruitment and selection criteria for Family Class immigrants.							
			Refer to C.3 e) of RDA 2006/004 .... All records in any general and policy files relating to the creation, implementation and evaluation of special programs for Family Class immigrants, such as adoption programs.							
			Refer to C.3 f) of RDA 2006/004 .... All records in any general and policy files relating to the recruitment and selection of Business Class candidates and applicants, including Entrepreneur, Investor and Self-Employed immigrants that document program and class definitions, implementation, monitoring and evaluation activities.							
			Refer to C.3 g) of RDA 2006/004 .... All records in any general and policy files relating to the recruitment and selection of Skilled Worker Class candidates and applicants that document program and class definitions, implementation, monitoring and evaluation activities.							
			Refer to C.3 l) of RDA 2006/004 .... All records documenting policy decisions pertaining to the admission of temporary residents to Canada (students, workers or tourists) which result in a regulatory change.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RF01.8506-01	Policy Development - General	ACYR						
			Any file specific to information relating to the activity of developing and establishing decisions, directions, and precedents which act as a reference, etc. (identified in the RF01.8506 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan</a> - <a href="#">Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Family Class - Canada-Québec Accord	SU						
			Horizontal Policy	SU						
			Immigration Representatives	SU						
			Public Policy Considerations	SU						
			Permanent Residents	SU						
			Entrepreneurs	SU						
			Family	SU						
			Admissibility	SU						
			Adoptions	SU						
			Common-Law Partners	SU						





Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Refer to C.3 f) of RDA 2006/004 .... All records in any general and policy files relating to the recruitment and selection of Business Class candidates and applicants, including Entrepreneur, Investor and Self-Employed immigrants that document program and class definitions, implementation, monitoring and evaluation activities.							
			Refer to C.3 g) of RDA 2006/004 .... All records in any general and policy files relating to the recruitment and selection of Skilled Worker Class candidates and applicants that document program and class definitions, implementation, monitoring and evaluation activities.							
			Refer to C.3 l) of RDA 2006/004 .... All records documenting policy decisions pertaining to the admission of temporary residents to Canada (students, workers or tourists) which result in a regulatory change.							
			Refer to C.3 m) of RDA 2006/004 .... All records documenting the monitoring and enforcement of the foreign worker and foreign student programs.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RF01.8509-01	Program Design - General	ACyr						
			Any file specific to information relating to the development of Temporary and Permanent Migration programs flowing from new or amended policy directions, etc. (identified in the RF01.8509 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>							
			Investors Program Pre-April 1999							
			Provincial Nominee Program							
			PNP - British Columbia							
			PNP - Alberta							
			PNP - Saskatchewan							
			PNP - Manitoba							
			PNP - Ontario							
			PNP - Nova Scotia							
			PNP - Prince Edward Island							
			PNP - Newfoundland & Labrador							
			PNP - Yukon							
			PNP - Northwest Territories							
			SAWP--Seasonal Agricultural Worker Program							
			Temporary & Permanent Migration							
RF01.8512	Reporting - Information relating to the process used to compile annual, quarterly and monthly reports used to highlight some of the achievements and issues associated with the Temporary and Permanent Migration function and its related activities or reflect or contribute to policies, guidelines and strategies.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			General Files	ACyr	2 yrs	3 yrs	5 yrs	2011/003		DES
			Ministerial Instructions Evaluation	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			Mission reports on Ministerial Instructions Implementation	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			Other Files (Refer to C.9 below)	DSA	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			a) Documentation related to the development of reports and other accountability documents. This includes: agendas, minutes, records of decision, briefing notes and support documentation. These Reports and accountability documents include the Report on Plans and Priorities, Departmental Performance Report, Program Activity Architecture (PAA) and any other record relating to the management framework (e.g. required components of the Management, Resources and Results Structure (MRRS)).							
			b) The final business plans of the operational areas.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF01.8512-01	Reporting - General	ACYR						
			Any file specific to information relating to the process used to compile annual, quarterly and monthly reports used to highlight some of the achievements and issues, etc. (identified in the RF01.8512 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RF01.8515	Research - Information relating to the process of inquiry aimed at discovering, interpreting, and revising facts that will produce a greater knowledge of events, behaviours, theories, and laws and makes practical applications possible.		Policy Files	SU	5 yrs	3 yrs	8 yrs	2006/004		DES
			General Files	ACYR	5 yrs	3 yrs	8 yrs	2006/004		DES
			Specific (Unpublished) Research	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.6 of RDA 2006/004 .... <b>Promoting the Integration of Newcomers</b> business line							
			Refer to C.6 b) of RDA 2006/004 ..... All unpublished research and analytical material related to the development of plans and priorities and the implementation of settlement programs.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RF01.8515-01	Research - General	ACYR						
			Any file specific to Information relating to the process of inquiry aimed at discovering, interpreting, and revising facts that will produce a greater knowledge of events, behaviours, theories, and laws, etc. (identified in the RF01.8515 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Canadian Society of Immigration Consultants	SU					
			<b>02 = Projects</b>							
RF02.0001	OMC Statistical Project - Information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of a project.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RF02.0001-01	OMC Statistical Project - General	AC						
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration, etc. (identified in the RF02.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<b>03 = Program Delivery Support</b>							
			Policy Files	SU	2 yrs	3 yrs	5 yrs	98/005		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RF03.8520	Develop & Deliver Training - information relating to activities of developing, maintaining and delivering program specific training and training materials, designed to promote knowledge and understanding of program tools, procedures and guidelines.		General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			<b>Note:</b> For training and development undertaken by an employee, retain the information for 2 years after completion . Participation and achievement records are placed on the employee's Personnel File.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RF03.8520-01	Develop & Deliver Training - General	ACYR						
			Any file specific to information relating to activities of developing, maintaining and delivering program specific training and training materials, designed to promote knowledge and understand of program tools, procedures, etc. (identified in the RF03.8520 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RF03.8525	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files (Refer to C.3 below)	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files (Refer to C.3 below)	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Federal-Provincial/Territorial Agreements	C/R Departmental Mgmt RDS - Partnerships		35 yrs		2006/004		TRSF (H)
			Working Groups	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.3 of RDA 2006/004 .... <b>Maximizing the Benefits of International Migration</b> business line							
			Refer to C.3 c) of RDA 2006/004 ..... All records in any general and policy files pertaining to federal-provincial/territorial co-operation and liaison on the development of annual immigration levels, including all materials relating to the negotiation of Provincial Nominee and other agreements. Original copies of all federal-provincial/territorial agreements are also to be transferred to LAC.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF03.8525-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives, etc. (identified in the RF03.8525 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Provinces & Territories	AC						
			Municipalities	AC						
			International Governments	AC						
			Criminal Screening Working Group	AC						
			CBSA	AC						
			CSIS	AC						
			RCMP	AC						
			Service Canada	AC						
RF03.8530	Kits Management - Information relating to the development of forms, guides and generic materials, including the updating and changing of content to accommodate changes in program policies or design. Kits are derived by grouping a form(s), guide(s) and generic content.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<b>Note:</b> Retention periods, as well as the disposition method, is based solely on the blank form and not the <i>content</i> .							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		RF03.8530-01	Kits Management - General	ACYR						
			Any file specific to information relating to the development of forms, guides and generic materials, including the updating and changing of content to accommodate changes in program policies or design, etc. (identified in the RF03.8530 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Form	SU						
			Application for Permanent Residence in Canada	SU						
			Application for Permanent Residence in Canada Schedule 1 - Background/Declaration	SU						
			Schedule 2 Refugees Outside Canada	SU						
			Schedule 3 Economic Classes - Skilled Workers	SU						
			Schedule 4 Economic Classes, Provincial Nominees	SU						
			Schedule 5 Declaration of Intent to Reside in Quebec	SU						
			Schedule 6 Economic Classes - Business Immigrants	SU						
			Application for Permanent Residence in Canada	SU						
			Application for Permanent Residence	SU						
			Medical Report Section A	SU						
			Application for a Study Permit	SU						
			Application for a Work Permit	SU						
			Application to Sponsor & Undertaking	SU						
			Sponsorship Agreement	SU						
			Application for Criminal Rehabilitation	SU						
			In Canada Application for Permanent Residence	SU						
			Application for a Temporary Resident Visa	SU						
			Document Checklist	SU						
			Supplementary Information - Humanitarian & Compassionate Considerations	SU						
			Spouse/Common-Law Partner Questionnaire	SU						
			Fees for Immigration Services, Approval of Rehabilitation	SU						
			Right of Permanent Residence Fee Loan Application	SU						
			Receipt	SU						
			Additional Family Information	SU						
			Statutory Declaration of Common-law Union	SU						
			Application for a Permanent Resident Card	SU						
			Authority to Release Personal Information to a Designated Individual	SU						
			Use of a Representative	SU						
			Financial Evaluation	SU						
			Sponsored Spouse/Partner Questionnaire	SU						
			Document Checklist	SU						
			Application for a Travel Document - Permanent Resident Abroad	SU						
			Document Checklist	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Sponsor Questionnaire	SU						
			Supplementary Form	SU						
			Credit Card Payment Form	SU						
			Document Checklist	SU						
			Off-Campus Work Permit Program - Verification Form	SU						
			Off-Campus Work Permit Program - Student Acknowledgement & Consent	SU						
			Document Checklist	SU						
			Guide	SU						
			Family Class Sponsorship - West Europe   Regroupement familial - Europe de l'ouest	SU						
			Family Class Sponsorship - East Europe	SU						
			Applying for Permanent Residence Business Class Applicants	SU						
			Application for Permanent Residence - Business Immigration	SU						
			Sponsorship of Parents, Grandparents, Adopted Children & Other Relatives	SU						
			Applying for Permanent Residence from within Canada	SU						
			Request to Amend Your Record of Landing or Your Confirmation of Permanent Residence	SU						
			Use of a Representative	SU						
			Applying for a Work Permit - Student Guide	SU						
RF03.8535	Functional Guidance - Information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RF03.8535-01	Functional Guidance - General	ACYR						
			Any file specific to information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives, etc. (identified in the RF03.8535 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	LMN--Levels Monitoring Network Working Group	AC						
			Inadmissibility	CY						
			Business Immigration	CY						
			Authorization to Return to Canada	CY						
			Alternatives to Removal	CY						
			Permanent Resident Card	CY						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Permanent Residents	CY						
			Temporary Residents - Business Class	CY						
			Temporary Residents - Foreign Workers	CY						
			Temporary Residents - Student Workers	CY						
			PR Non-Compliance with Residency	CY						
			Humanitarian & Compassionate Guidelines-Exemption	CY						
			Temporary Resident Visa Working Group	CY						
			Visitors Working Group	CY						
			Temporary Foreign Workers Working Group	CY						
			Loss of PR Status in Canada	CY						
			Webcart	CY						
RF03.8540	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Reports	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RF03.8540-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles and instruments, etc. (identified in the RF03.8540 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Crises 2007	AC						
			Crises 2008	AC						
			Operational Readiness Guidelines	SU						
			Standard Operating Procedures	SU						
			Temporary Foreign Worker Guidelines	SU						
			Foreign Worker Guide	SU						
			Operational Bulletins 2008	CY						
			AD--Admissibility	SU						
			ENF 1 Inadmissibility	SU						
			ENF 2 Evaluating Inadmissibility	SU						
			ENF 3 Admissibility, Hearings & Detention Review Proceedings	SU						
			ENF 4 Port of Entry Examinations	SU						
			ENF 5 Writing 44(1) Reports	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			ENF 9 Judicial Review	SU						
			ENF 10 Removals	SU						
			ENF 17 Maritime Procedures	SU						
			ENF 18 War Crimes & Crimes Against Humanity	SU						
			ENF 27 Permanent Resident Card	SU						
			ENF 30 Joint Statement on Intelligence	SU						
			IP--Inland Processing	SU						
			IP 1 Temporary Resident Permits	SU						
			IP 2 Processing Applications to Sponsor Members of the Family Class	SU						
			IP 6 Processing Temporary Resident Extensions	SU						
			IP 9 Use of Representatives Paid or Unpaid	SU						
			IP 10 Refusal of National Security Cases / Processing of National Interest Requests	SU						
			OP--Overseas Processing	SU						
			OP 1 Procedures	SU						
			OP 2 Processing Members of the Family Class	SU						
			OP 3 Adoptions	SU						
			OP 5 Overseas Selection & Processing of Convention Refugees	SU						
			OP 6 Federal Skilled Workers	SU						
			OP 7b Provincial Nominees	SU						
			OP 8 Entrepreneur & Self-Employed	SU						
			OP 9 Investors	SU						
			OP 10 Permanent Residency Status Determination	SU						
			OP 15 Medical Procedures	SU						
			OP 16 Passports & Travel Documents	SU						
			OP 17 Loans	SU						
			PR Card Best Practices Reports	SU						
			WebCart	SU						
			Humanitarian & Compassionate Guidelines - Exemption	SU						
			Facilitator Templates							
			Temporary Foreign Workers - How to							
RF03.8545	Program Implementation - Information relating to defining and developing of operational goals, rollout strategies - methodology - approach, allocation of resources, service benchmarks and detailed costing required to implement programs.		Policy Files (Refer to C.3 below)	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files (Refer to C.3 below)	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Allocation of Resources	AC	3 years		3 yrs	98/005		DES
			Costing (Budgetary Control)	FY	2 yrs	4 yrs	6 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Refer to C.3 a) of RDA 2006/004 ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.3 b) of RDA 2006/004 ..... All records in any general and policy files relating to the establishment and delivery of annual immigration levels.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF03.8545-01	Program Implementation - General	ACYR						
			Any file specific to information relating to defining and developing of operational goals, rollout strategies, methodology, approach, allocation of resources, service benchmarks etc. (identified in the RF03.8545 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Immigration Working Group	CY						
			Special Events 2010	AC						
			Criminal Screening Working Group	CY						
			Inadmissibility	AC						
			PRC--Permanent Resident Card	AC						
			PR--Permanent Residents	AC						
			PR--Permanent Residents Non-Compliance with Residency	AC						
			Family Class	AC						
			Temporary Residents -Business Class	AC						
			Temporary Residents - Foreign Workers	AC						
			Temporary Residents - Student Visa	AC						
			Loss of PR-Permanent Residents Status in Canada	AC						
			Authorization to Return to Canada	AC						
			Alternatives to Removal	AC						
			Levels Planning							
RF03.8550	Promotion - Information relating to the development of subject matter for the purpose of promoting programs via printed materials, website, videos, consultations, community events and various media sources.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2010/009		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2010/009		DES
			Other Files (Refer to C. 4 and C.8 below)	DSA	2 yrs	3 yrs	5 yrs	2010/009		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2010/009		DES
			C.4 of RDA 2010/009 .... <b>Strategic Communications</b> business line (external communications only)							
			Refer to C.4 c) ..... All strategic and project development records pertaining to marketing and outreach activities undertaken at CIC, and at least one copy of the final product where such activities result in the production of un-published materials.							
			C.8 of RDA 2010/009 .... <b>Communications Operations / Missions-Points of Service Abroad</b>							
			Refer to C.8 d) ..... All records documenting locally created promotional, marketing and outreach materials, not created or directed by National Headquarters (either by Communications Branch or the International Region).							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF03.8550-01	Promotions - General	ACYR						
			Any file specific to information relating to the development of subject matter for the purpose of promoting programs via printed materials, website, videos, consultations, etc. (identified in the RF03.8550 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Special Events 2007	AC						
			Permanent Residency Card Renewal Campaign	AC						
			Temporary Foreign Workers	AC						
			<b>04 = Program Delivery</b>							
RF04.8565	<b>Client Support</b> - Information relating to the providing of assistance or responding to a request in an attempt to help the client understand or solve specific problems in relation to CIC programs and services.		Policy Files (Refer to C.3 below)	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files (Refer to C.3 below)	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			C.3 of RDA 2006/004 .... <b>Maximizing the Benefits of International Migration</b> business line							
			Refer to C.3 a) of RDA 2006/004 ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			Refer to C.3 b) of RDA 2006/004 ..... All records in any general and policy files relating to the establishment and delivery of annual immigration levels.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF04.8565-01	Client Support - General	ACYR						
			Any file specific to information relating to the providing of assistance or responding to a request in an attempt to help the client understand or solve specific problems in relation to CIC programs and services, etc. (identified in the RF04.8565 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	PRC--Permanent Resident Card	CY						
			PR--Permanent Residents	CY						
			Family Class	CY						
			TRV--Temporary Resident Visa	CY						
			Inadmissibility	CY						
			Loss of PR-Permanent Residents Status in Canada	CY						
			PR Non-Compliance with Residency	CY						
			Temporary Residents - Business Class	CY						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Temporary Residents - Foreign Workers	CY						
			Temporary Residents - Student Visa	CY						
			Authorization to Return to Canada	CY						
			Alternatives to Removal	CY						
			Request to Amend 2007	CY						
			Refusal of Request to Amend 2007	CY						
			Complaints - Immigration Representatives	CY						
			Policy Files (Refer to C.3 and C.5 below)	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files (Refer to C.3 and C.5 below)	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		DES
			Research & Rationale for Countries subject to a Stay on Removals	Requires CBSA Input				2006/004		TRSF (H)
			Standards for Removals (includes Manuals / Guidelines / Directives)	Requires CBSA Input				2006/004		TRSF (H)
			Microfilmed Deportation Notices and Enforcement Reports	Requires CBSA Input				2006/004		TRSF (H)
			All records in any Subject Files Relating to the Enforcement and Prosecution of Individuals and Groups in Violation of Business Class Immigration Programs	Requires CBSA Input				2006/004		TRSF (H)
			All Records in any Personal Immigration Case Files sent to the Federal or Supreme Court of Canada (managed by NHQ) and for Individuals Granted Admission to Canada Based on Humanitarian and Compassionate Grounds by the Minister	AC	Retain for 2 years after the last administrative action			2006/004		TRSF (H)
			All Records in any Compliance Review Files Related to Individual Investor Funds	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			All Intelligence Case Files and any Other Case File Pertaining to War Crimes, Organized Crime, Other Criminal Activities and Security Risks	Requires CBSA Input				2006/004		TRSF (H)
			All Records of Decision, and Supporting Research Materials, Documenting the Decision to Impose or Remove Visa Requirements for Visitors	AC *	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
				* AC = On completion (defined as when a document has received approval e.g. Memo sign-off, approval of report, etc.)						
			<b>Permanent Residence (Approved)</b>	Approved Application for Permanent Residence in Canada (inside or outside of Canada - i.e. IMM 0008; IMM5001; IMM 5202; IMM 5262)	AC	2 yrs*	63 yrs	65 yrs	2006/004	DES
					* For applications received overseas, approved files are to be repatriated to Canada 2 years after completion of the last administrative action.					
			Schedule 1: Background Declaration	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Schedule 3: Economic Classes - Federal Skilled Workers	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Schedule 4: Economic Classes - Provincial Nominees	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Schedule 4A: Economic Classes - Provincial Nominees - Business Nominee	AC	2 yrs	63 yrs	65 yrs	2006/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Schedule 5: Economic Classes - Declaration of Intent to Reside in Quebec	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
	Selection & Processing - Continued		Schedule 6: Business Immigrants - Investors and Entrepreneurs	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Schedule 6A: Business Immigrants - Self-Employed Persons	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Schedule 8: Economic Classes - Canadian Experience Classes	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Schedule 9: Economic Classes - Declaration of Intent to Reside in Quebec (Quebec-Haiti)	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			File Folder (IMM 5262)	AC	2 yrs	0 yrs	2 yrs	2006/004		DES
			Additional Family Information (IMM 5406)	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Photos (Passport size)	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Passport Information (e-storage)	AC	2 yrs	63 yrs	65 yrs	2006/004		DES
			Other Financial Information (Business Categories)	AC	3 yrs	0 yrs	3 yrs	2006/004		DES
			Military Service Records (or copies)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Police Service Records (or copies)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Cost Recovery (POS+) Receipt	AC	2 yrs	0 yrs	2 yrs	2006/004		DES
			Public Safety / CBSA Opinion or Information	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Procedural Fairness Letter	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Immigration Representatives, Professional and/or Ethical Conduct of	AC	Retain for 5 years after the last administrative action			2006/004		DES
			Any Contentious Information or Document	AC	2 yrs	0 yrs	2 yrs	2006/004		DES
			Any Document Related to a Request for Criminal Rehabilitation	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Evidence of War Crimes or Crimes Against Humanity (media reports, copies of other open-source research, etc.)	AC	2 yrs	63 yrs	65 yrs	2006/004		TRSF (H)
			Parental Consent for Child to Travel or Migrate	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Custody Documents	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Entrepreneur Case Files	AC	3 yrs	62 yrs	65 yrs	2006/004		DES
			Investor Case Files	AC	3 yrs	62 yrs	65 yrs	2006/004		DES
			Self-Employed Case Files	AC	3 yrs	62 yrs	65 yrs	2006/004		DES
			Use of a Representative (IMM 5476)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Document Checklist	AC	2 years		2 yrs	2006/004		DES
			Bank Statements	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Language Test Results (or other proof of language ability)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Proof of Relationship (or sample)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Common-law Declaration	AC	Retain for 2 years after the last administrative action			2006/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
			Marriage Certificate Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Birth Certificate Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES	
	Selection & Processing - Continued		Passport Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Educational Certificate/Degree Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Certificat de Selection de Québec (CSQ)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Application for CSQ (ASC)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			HRSDC Job Offer or Labour Market Opinion (LMO)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Government Service Records (or copy)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Police/Criminal History Certificate(s)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Fee Payment Form (IMM5420 or similar)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Pre-Application Questionnaire (Any Category)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Poison Pen Letters or Similar Denunciations	AC	Retain for 2 years after the last administrative action			2006/004		DES	
		Historically, records of entry such as Ship's Manifests and Border Entry lists have been transferred to the National Archives (now LAC) on an informal basis. Today, the record-of-entry is a detailed, standardized form (IMM 1000) containing substantial personal information. <sup>1</sup> This form is incorporated into individual case files but when the file is retired, the form is culled and micro-filmed by the department. These forms are used in the production of the Permanent Resident Card, which was introduced in the spring of 2003 and must be carried by all permanent residents. <sup>2</sup> Records of entry, therefore, are essential for the purpose of proving legal status in Canada. Given the tremendous evidential value of these records, in addition to the fact that their preservation will complement the policy records and select case file series recommended for transfer to the LAC, it is recommended that the LAC continue to acquire all micro-filmed records-of-entry for persons seeking permanent residence in Canada. Archival Appraisal Report		← ← ← Record-of-Entry (proving permanent residence status)	AC	75 years		75 yrs	2006/004		TRSF (H)
				Permanent Resident Card	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			Sponsor Verification (Imaging Interface)	AC	6 yrs	11 yrs	17 yrs	2006/004		DES	
			Application to Voluntarily Renounce Permanent Residence Status (IMM 5782) -- Plus Decision Letter	AC	75 years		75 yrs	2006/004		TBD	
			Approved Application to Sponsor and Undertaking (IMM 1344-A)	AC	Retain for 5 full years after the sponsorship has ended			2006/004		DES	
			Financial Evaluation (IMM 1283)	AC	Retain for 5 full years after the sponsorship has ended			2006/004		DES	
	<sup>2</sup> introduced in June 2002 and must be presented by all permanent residents when boarding a commercial vehicle bound for Canada.		Sponsorship Agreement (IMM 1344-B)	AC	Retain for 5 full years after the sponsorship has ended			2006/004		DES	
			Statutory Declaration of Common-law Union (IMM 5409)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Document Checklist - Sponsor (IMM 5287)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Fee Payment Form - Application for Permanent Residence - Federal Skilled Worker (IMM 5620)	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Visa-Office Specific Forms	AC	Retain for 2 years after the last administrative action			2006/004		DES	
			Permanent	Denied Application for Permanent Residence in Canada (inside or outside of Canada - i.e. IMM 008: IMM 5001: IMM		Retain for 2 years after the last					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<b>Permanent Residence (Denied)</b>	5202) plus supporting Schedules 1, 3, 4, 4A, 5, 6A, 8, 9, File Folder (IMM 5262); Additional Family Information (IMM 5406) and Photos (passport size) -- <u>Refused on grounds other than section 34 to 38</u> of IRPA (security / criminal / medical)	AC**	administrative action *			2006/004		DES
					* Section 4 (1) (a) of the <i>Privacy Regulations</i>					
	<b>Selection &amp; Processing - Continued</b>		<b>Denied</b> Application for Permanent Residence in Canada (inside or outside of Canada - i.e. IMM 008; IMM 5001; IMM 5202) plus supporting Schedules 1, 3, 4, 4A, 5, 6A, 8, 9, File Folder (IMM 5262); Additional Family Information (IMM 5406) and Photos (passport size) -- <u>Refused under section 34 to 38</u> of IRPA (security / criminal / medical) or <u>refused under section 39-41</u> of IRPA (financial / misrepresentation / non-compliance)	AC**	Retain for 5 years after the last administrative action			2006/004		DES
					<b>**In Canada Applications</b> -- Given an Applicant may take different routes in their quest to remain in Canada, Canadian Regions have identified a business requirement to retain this information for however long they need to keep track of an individual. In this regard, the decision of when a Denied Applicant's file is completed is determined by the Region.					
			<b>Denied</b> Application to Sponsor and Undertaking (IMM 1344-A)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Schedule 6 (Investors & Entrepreneurs) for refused IMM 008s	AC	3 yrs	0 yrs	3 yrs	2006/004		DES
			Military Service Records (or copy)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Evidence of War Crimes or Crimes Against Humanity	AC	Retain for 5 years after the last administrative action			2006/004		DES
			Police Service Records (or copy)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Government Service Records (or copy)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Police/Criminal History Certificate(s)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Cost Recovery (POS+) Receipt	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Any Public Safety/CBSA Opinion or Information	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Refusal Letter	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Procedural Fairness Letter	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Any 'Contentious' Information or Document <sup>2</sup>	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Parental Consent for Child to Travel or Immigrate	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Custody Documents	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Any Document related to a Request for Criminal Rehabilitation	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Poison Pen Letter or Similar	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Use of Representative Form (IMM5476)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Bank Statements	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Other Financial Information (Business Categories)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Language Test Results (or other proof of language ability)	AC	Retain for 2 years after the last administrative action			2006/004		DES
	<b>Selection &amp; Processing - Continued</b>		Proof of Relationship (or sample)	AC	Retain for 2 years after the last administrative action			2006/004		DES



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	Selection & Processing - Continued		Common-law Declaration	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Marriage Certificate Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Birth Certificate Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Passport Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Educational Certificate/Degree Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Certificat de Selection de Québec (CSQ)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Application for CSQ (ASC)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			HRSDC Job Offer or Labour Market Opinion (LMO)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Fee Payment Form (IMM5420 or similar)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Pre-Application Questionnaire (Any Category)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			<b>Temporary Residence (Approved)</b>							
			Application for a Temporary Resident Visa Made Outside of Canada (IMM 5257)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Schedule 1 (IMM 5257 - Schedule 1)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Application to Change Conditions, Extend My Stay, or Remain in Canada (IMM 1249)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Application for Work Permit Made Outside of Canada (IMM 1295)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Application for Study Permit Made Outside of Canada (IMM 1294)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Statutory Declaration of Common-Law Union (IMM 5409)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Use of a Representative (IMM 5476)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Family Information (IMM 5645)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Use of a Representative Form (IMM5476)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Cost Recovery (POS+) Receipt	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Passport Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Photos (Passport Size)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Any Public Safety/CBSA Opinion or Information	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Custodianship Declaration [Minors studying in Canada] (IMM5646)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Parental Consent for Child to Travel or Immigrate	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Custody Documents	AC	Retain for 2 years after the last administrative action			2006/004		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
Selection & Processing - Continued			Military, Police, or Government Service Records	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Evidence of War Crimes or Crimes Against Humanity	AC	Retain for 5 years after the last administrative action			2006/004		DES
			Refusal Letter	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Procedural Fairness Letter	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Letter or Document related to H&C Consideration or Permit Issuance	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Any 'Contentious' <sup>2</sup> Information or Document	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Any Document Related to a Request for Criminal Rehabilitation	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Poison Pen Letter or Similar	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Photocopy of Prior Visa	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Proof of Funds or Financial Support	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Itinerary or Return Ticket Copy	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Letter of Invitation	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Letter of Acceptance from Educational Institution	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Certificat d'acceptation du Québec (CAQ)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Job Offer Letter or Contract	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Proof of Meeting Job Requirements	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Copy of Prior Immigration Document	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Other Additional Documents Required by the Specific Visa Office	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Document Checklist (IMM5483, 5484 or 5488)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Evidence of Canadian Residency	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Police Certificate(s)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Proof of Insurance	AC	Retain for 2 years after the last administrative action			2006/004		DES
			International Experience Canada (IEC) Applications	AC	Retain for 2 years after the last administrative action			2005/006		DES
			Fingerprints (stored by the RCMP)	AC	Retain for 15 years <i>from the date of collection</i> <i>Note: If Canadian citizenship has been obtained, destroy once granted</i>			2006/004		DES
			TRP Recommendations - Humanitarian & Compassionate Grounds (authority has been delegated to program officials)	AC	15 years		15 yrs	2006/004		DES
			TRP Recommendations - Humanitarian & Compassionate Grounds (granted admission by the Minister of CIC)	AC	15 years		15 yrs	2006/004		TRSF (H)

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Temporary Resident Permits (Work; Visitor; Study) - Microfilmed	AC	2 yrs	68 yrs	70 yrs	2006/004		DES
			Temporary Resident Visa	AC	2 yrs	3 yrs	5 yrs	2006/004		DES
			Records Granting Permanent Residence to Temporary Residents Applying from Within Canada - Microfilmed	AC	2 yrs	63 yrs	65 yrs	2006/004		TRSF (H)
			Records documenting the Monitoring and Enforcement of the Foreign Worker and Foreign Student Programs	AC	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Custodian Declaration (IMM 5646)	AC	Retain for 2 years after the last administrative action			2006/004		DES
			Document Checklist (IMM 5484; IMM 5488; IMM 5558)	AC	Retain for 2 years after the last administrative action			2006/004		DES
	<b>Selection &amp; Processing - Continued</b>									
		<b>Temporary Residence (Denied)</b>	<i>Denied</i> Application for Temporary Residence outside Canada (IMM 5257; IMM 1294; IMM 1295; IMM 5262) plus supporting Schedules -- <u>Refused on grounds other than section 34 to 38 of IRPA (security / criminal / medical)</u>	AC**	Retain for 2 years after the last administrative action			2006/004		DES
				* Section 4 (1) (a) of the Privacy Regulations						
			Fingerprints (stored by the RCMP) - relative to applicants <u>refused on grounds other than Section 34 to 37 of IRPA (security / criminal)</u>	AC	Retain for 15 years <i>from the date of collection</i> <i>Note: If Canadian citizenship has been obtained, destroy once granted</i>			2006/004		DES
				AC**	Retain for 5 years after the last administrative action					
			<i>Denied</i> Application for Temporary Residence outside Canada (IMM 5257; IMM 1294; IMM 1295; IMM 5262) plus supporting Schedules -- <u>Refused under section 34 to 38 of IRPA (security / criminal / medical) or refused under section 39-41 of IRPA (financial / misrepresentation / non-compliance)</u>	**In Canada Applications -- Given an Applicant may take different routes in their quest to remain in Canada, Canadian Regions have identified a business requirement to retain this information for however long they need to keep track of an individual. In this regard, the decision of when a Denied Applicant's file is completed is determined by the Region.			2006/004		DES	
			Fingerprints (stored by the RCMP) - relative to applicants <u>refused under Section 34 to 37 of IRPA (security / criminal)</u>	AC	Retain until the applicant is 100 years old			2006/004		DES
		<b>Miscellaneous</b>	Any confirmed or suspected fraudulent document	AC	5 years		5 yrs	2006/004		DES
			Counterfoil / Seal Register / Logbook	AC	3 years		3 yrs	2006/004		DES
			Cost Recovery Records[1]	AC	6 years		6 yrs	2006/004		DES
			C.3 of RDA 2006/004 .... <b>Maximizing the Benefits of International Migration</b> business line							
			Refer to C.3 d) of RDA 2006/004 ..... All records in any general and policy files relating to the development and implementation of recruitment and selection criteria for Family Class immigrants including: definitions of Family Class immigrants (such as spouses), admission criteria and standards.							
			Refer to C.3 e) of RDA 2006/004 ..... All records in any general and policy files relating to the creation, implementation and evaluation of special programs for Family Class immigrants, such as adoption programs.							
			Refer to C.3 f) of RDA 2006/004 .... All records in any general and policy files relating to the recruitment and selection of Business Class candidates and applicants, including Entrepreneur, Investor and Self-Employed immigrants that document program and class definitions, implementation, monitoring and evaluation activities.							
			Refer to C.3 g) of RDA 2006/004 .... All records in any general and policy files relating to the recruitment and selection of Skilled Worker Class candidates and applicants that document program and class definitions, implementation, monitoring and evaluation activities.							
			Refer to C.3 h) of RDA 2006/004 .... All records in any subject files relating to the enforcement and prosecution of individuals and groups in violation of Business Class immigration programs.							
			Refer to C.3 i) of RDA 2006/004 ..... All records in any compliance review files related to individual investor funds.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Refer to C.3 j) of RDA 2006/004 ..... All records in any personal immigration or refugee case files sent to the Federal Court or the Supreme Court of Canada (managed by NHQ) and for individuals granted admission to Canada based on humanitarian and compassionate grounds by the Minister of CIC (where authority has not been delegated to program officials).							
			Refer to C.3 k) of RDA 2006/004 ... All records proving permanent residence status in Canada such as records of entry for permanent residents and records granting permanent residence to temporary residents applying from within Canada.							
			Refer to C.3 l) of RDA 2006/004 ... All records documenting policy decisions pertaining to the admission of temporary residents to Canada (students, workers or tourists) which result in a regulatory change.							
			Refer to C.3 m) of RDA 2006/004 .... All records documenting the monitoring and enforcement of the foreign worker and foreign student programs.							
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line							
			Refer to C.5 c) of RDA 2006/004 .... All records of decision, and supporting research materials, in any general and policy files, documenting the decision to impose or remove visa requirements for visitors from specific countries to Canada.							
			Refer to C.5 d) of RDA 2006/004 .... All intelligence case files designated as SF, 310SF and Top Secret and any other case file pertaining to war crimes, organized crime, other criminal activities and security risks.							
			Refer to C.5 e) of RDA 2006/004 .... All records in any general and policy files pertaining to the conduct and management of examinations, including manuals, directives, interpretive instructions, and correspondence and policy papers.							
			<b>Immigration - Copnvention Refugees, Humanitarian Designated Refugees; Post-Determination Refugee Claimants; and Undocumented Convention Refugees</b>	<b>Refer to the <i>Refugee Protection</i> R&amp;D Schedule</b>						
	<b>Selection &amp; Processing - Continued</b> Information relating to the selection and processing of permanent residents, visitors, temporary workers and students in accordance with the Immigration and Refugee Protection Act and with departmental policies, programs and priorities.	<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF04.8575-01	Selection & Processing - General	ACYR						
			Any file specific to information relating to the selection and processing of permanent residents, visitors, temporary workers and students in accordance with IRPA, etc. (identified in the RF04.8575 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	PR--Permanent Residents	ACYR						
			<i>Client File</i>							
			Decisions on Requests							
			PRC--Permanent Resident Card	CY						
			<i>Client File</i>							
			PR--Permanent Residents - Skilled Worker Class Immigration	ACYR						
			<i>Client File</i>							
			Business Class Immigration	ACYR						
			Entrepreneurs	AC						
			<i>Client File</i>							
			Provincial Nomination	ACYR						
			<i>Client File</i>							
			Family Class Sponsorship	CY						
			<i>Client File</i>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			International Adoption	CY						
			<i>Client File</i>							
			Quebec-Selected Immigration	CY						
			<i>Client File</i>							
			TRV--Temporary Resident Visa	CY						
			<i>Client File</i>							
			TRV--Temporary Resident Visa - Visitors	CY						
			<i>Client File</i>							
			TRV--Temporary Resident Visa - Students	CY						
			<i>Client File</i>							
			Sponsor Verification	AC						
			Sponsor Verification (Imaging Interface)	ACYR						
			2006 Sponsor Verification (Imaging Interface)	AC						
			2007 Sponsor Verification (Imaging Interface)	AC						
			2008 Sponsor Verification (Imaging Interface)	AC						
			Investors Monitoring	ACYR						
			<i>Client Name approx 3000+ files already created.</i>	AC						
RF04.8576	Immigration Case Review - Information relating to the review and examination of high-profile or contentious immigration applications and cases, and the provision of advice, recommendations and strategic and technical analysis to senior officials and field officers, in Canada and abroad to enable informed decision making and reduce litigation risk.		Policy Files (Refer to C.5 below)	SU	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Policy Files	SU	2 yrs	3 yrs	5 yrs	2006/004		DES
			General Files (Refer to C.5 below)	ACYR	10 years		10 yrs	2006/004		TRSF (H)
			General Files	ACYR	10 years		10 yrs	2006/004		DES
			Other Files (Refer to C.5 below)	DSA	10 years		10 yrs	2006/004		TRSF (H)
			All Other Files	DSA	10 years		10 yrs	2006/004		DES
			C.5 of RDA 2006/004 .... <b>Managing Access to Canada</b> business line							
			Refer to C.5 b) of RDA 2006/004 .... All records in any general and policy intelligence files, particularly those relating to illegal migration trends and the management of security risks posed by individuals and groups.							
			Refer to C.5 d) of RDA 2006/004 .... All intelligence case files designated as SF, 310SF and Top Secret and any other case file pertaining to war crimes, organized crime, other criminal activities and security risks.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			RF04.8576-01	Immigration Case Review - General	ACYR					
			Any file specific to information relating to the review and examination of high-profile or contentious immigration applications and cases, and the provision of advice, etc. (identified in the RF04.8576 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<b>05 = Monitoring &amp; Reporting</b>									
RF05.8600	Operational Assessment - Information relating to the activity of assessing the delivery, use and application of CIC programs, policies, guidelines and standards through monitoring, site visits, audits and performance measurement, and providing recommendations and implementing corrective actions.		Policy Files	SU	5 yrs	3 yrs	8 yrs	2006/004		DES
			General Files (Refer to C.3 below)	ACYR	5 yrs	3 yrs	8 yrs	2006/004		TRSF (H)
			General Files	ACYR	5 yrs	3 yrs	8 yrs	2006/004		DES
			All Other Files	DSA	5 yrs	3 yrs	8 yrs	2006/004		DES
			C.3 of RDA 2006/004 .... <b>Maximizing the Benefits of International Migration</b> business line							
			Refer to C.3 a) of RDA 2006/004 ..... For business line level activity, transfer all records in any general operational files that encompass the whole business line.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF05.8600-01	Operational Assessment - General	ACYR						
			Any file specific to information relating to the activity of assessing the delivery, use and application of CIC programs, policies, guidelines and standards, etc. ... (identified in the RF05.8600 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	WIP--Workloads, Inventories & Priorities	AC						
			WIP--Workloads, Inventories & Priorities 2007	AC						
			Inventories	AC						
			Inventories 2007	AC						
			Processing Times	AC						
			Processing Times 2007	AC						
			LMN--Levels Monitoring Network	AC						
			LMN--Levels Monitoring Network 2007	AC						
			PR--Permanent Residents	AC						
			PRC--Permanent Resident Card	AC						
			Family Class Sponsorship	AC						
			TRV--Temporary Resident Visa	AC						
			TRV--Temporary Resident Visa - Visitors	AC						
			TRV--Temporary Resident Visa - Students	AC						
			TRV--Temporary Resident Visa - Temporary Foreign	AC						
			Levels Monitoring							
			Work Permit Exemptions							
			Work Permit Exemptions 2009							
			Policy Files	SU	5 yrs	3 yrs	8 yrs	2011/003		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RF05.8610	Quality Assurance - Information relating to the process of measuring program delivery processes with the aim of establishing confidence among all concerned that the quality related activities are being performed effectively.		General Files	ACYR	5 yrs	3 yrs	8 yrs	2011/003		DES
			Other Files (Refer to C.9 below)	DSA	5 yrs	3 yrs	8 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	3 yrs	8 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			f) Documentation related to audit committees and evaluation. This includes agendas, minutes, records of decision, briefing notes and supporting documentation.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF05.8610-01	Quality Assurance - General	ACYR						
			Any file specific to information relating to the process of measuring program delivery processes, etc. (identified in the RF05.8610 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	PRC--Permanent Resident Card	CY						
			TRV--Temporary Resident Visa	CY						
			Family Class Sponsorship	CY						
			PR--Permanent Residents	CY						
			QDM--Quality of Decision Making	CY						
			RCI--Reliability of Client Information	CY						
			Planning & Scheduling	CY						
			Tools	CY						
RF05.8630	Statistics - Information relating to the gathering, analysis and reporting of statistical information relating to the program.		Policy Files	SU	2 yrs	3 yrs	5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RF01.8506).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RF05.8630-01	Statistics - General	ACYR						
			Any file specific to information relating to the gathering, analysis and reporting of statistical information, etc. (identified in the RF05.8630 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Query Response Requests 2007	CY						
			Inadmissibility	CY						
			TRV--Temporary Resident Visa	CY						
			Application for Permanent Residency	CY						
			Students	CY						
			Admissibility Hearings	CY						
			Detention Reviews	CY						
			In Canada Work Permits Issued							
			In Canada Work Permits Issued 2007/08							
		<b>SOME IMPORTANT NOTES</b>								
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.								
	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.								
		LAC = Library & Archives Canada								
		<b>Finalized 07-March-2011; Validated 31-March-2011</b>								
		<b>Developed and reviewed by:</b> Lee Armstrong <b>Validation Team (NHQ):</b> Sharon Boyle; Louise Wanczycki; Stephanie Leung; Bradley Pascoe; Sophie Wilson; Jessica Menchions; Alain Neveu; Clark Goodman; Barry Jackson; Marty Frizzell; David Cashaback <b>Validation Team (Regions):</b> Emina Tudakovic (International); Marcel Arsenault & Mike MacNeil (Atlantic); Andy Corrigan (B.C. & Yukon); Jerome Ruault (CPR); Diana Dwyer & Geraldine Nerdjivanian (Ontario); Jacinthe Léveillé / Josee Brousseau / Isabelle Chicoine; and Claude Marchand (Prairies)								
		<b>As of 31-March-2011, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Temporary &amp; Permanent Migration Function</b>								
<b>Updates:</b>	<b>24-July-2012</b>	As per client request, a Sub-Activity was added to the Selection & Processing Activity (RF04.8575). Specifically: -- <b>Immigration Representatives, Professional and/or Ethical Conduct of</b> Retain for 5 years after the last administrative action and then destroy Approved by: David Quartermain, Director, Program Integrity Division; and Jason Reid, Director, Information Management <i>Lee Armstrong</i>								
	<b>21-November-2012</b>	As per client request, a Sub-Activity was added to the Selection & Processing Activity (RF04.8575). Specifically:								



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	As per client request, a Sub-Activity was added to the Selection & Processing Activity (RF 04.0075). Specifically: -- TRP Recommendations - Humanitarian & Compassionate Grounds (Authority has been delegated to program officials)		Retain for 15 years and then destroy (non-archival)							

Legend:										
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>C = Administration Support</b>										
<i>01 = Common Administration Management</i>										
C01.1000	Program Planning - Information relating to the design and defining of the CIC administrative support program, management frameworks and to establish appropriate criteria and processes for measuring performance in the achievement of targets.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/004		DES
			General Files	ACYR	4 yrs	2 yrs	6 yrs	99/004		DES
			All Other Files	DSA	4 yrs	2 yrs	6 yrs	99/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		C01.1000-01	Program Planning - General	ACYR						
					Any file specific to information relating to the design and defining of the CIC administrative support program, management frameworks and for measuring performance in the achievement of targets, etc. (identified in the C01.1000 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.					
			<i>some examples of sub-activity files</i>	Annual Plan	AC					
				Annual Plan 2007/08	FY					
				Annual Plan 2008/09	FY					
C01.1010	Standards Development - Information relating to the development, adoption and dissemination of standards, guidelines, best practices and procedures of NON-OPERATIONAL nature.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
<i>Also known as: Guidelines, Best Practices and Procedures Development</i>										
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		C01.1010-01	Standards Development - General	ACYR						
					Any file specific to information relating to the development, adoption and dissemination of standards, guidelines, best practices and procedures as they relate to the Administration Support Function, etc. (identified in the C01.1010 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
C01.1015	<b>Develop &amp; Maintain Partnerships</b> - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives within the Administrative Support Function.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES	
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity.							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		C01.1015-01	Develop & Maintain Partnerships - General	ACYR							
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objects, etc. (identified in the C01.1015 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
C01.1020	<b>Office Administration</b> - Information relating to common office administrative activities and services of a NON-OPERATIONAL nature. Some of these activities may include travel arrangements, tracking logs, procedures development, generic office services, etc.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/001		DES	
			General Files	ACYR	2 yrs		2 yrs	98/001		DES	
			All Other Files	DSA	2 yrs		2 yrs	98/001		DES	
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity.							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		C01.1020-01	Office Administration - General	ACYR							
			Any file specific to information relating to the activity of information relating to common office administrative activities and services of a NON-OPERATIONAL nature, etc. (identified in the C01.1020 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
			<i>some examples of sub-activity files</i>	Generic Correspondence							
				Telephone Lists							
				Mail logs & tracking documents							
				Generic Inventories							
				Guidelines, Best Practices & Procedures Development							
				Travel Arrangements							
	<b>02 = Projects</b>										

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	There were no project activities identified in the development phase of the functional file plan for the <i>Administration Support</i> Function. Should this change at any point in the future, whereby both an activity descriptor and sub-activity files are required under this <i>02 Projects</i> sub-function, then please notify <u>CIC File Plan - Plan de dossiers</u> attention: R&D Unit.									
			<b>03 = Service Delivery &amp; Coordination</b>							
C03.1025	Mail, Postal & Courier Services - Information relating to the process of the collection and dissemination of internal and external mail.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/001		DES
			General Files	ACYR	2 yrs	1 yr	3 yrs	98/001		DES
			All Other Files	DSA	2 yrs	1 yr	3 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		C03.1025-01	Mail, Postal & Courier Services - General	ACYR						
				Any file specific to information relating to the process of the collection and dissemination of internal and external mail, etc. (identified in the C03.1025 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.						
			<i>some examples of sub-activity files</i>	Distribution Services	AC					
				Mailing Lists	SU					
				Distribution Services - 2006/07	FY					
				Distribution Services - 2007/08	FY					
				Distribution Services - 2008/09	FY					
				Shipping & Receiving Services	AC					
				Shipping & Receiving Services 2006/07	FY					
				Shipping & Receiving Services 2007/08	FY					
				Shipping & Receiving Services 2008/09	FY					
				Reports & Statistics	AC					
				Reports & Statistics 2007/08	FY					
				Reports & Statistics 2008/09	FY					
C03.1035	Translation Services - Information relating to the coordination of recovering costs for the use of translation services.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/001		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/001		DES
			Cost Recovery Files	FY	4 yrs	2 yrs	6 yrs	99/004		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/001		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		C03.1035-01	Translation Services - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the co-ordination of recovering costs for the use of translation services, etc. (identified in the C03.1035 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Cost Recovery Coordination	AC						
			Reports & Statistics	AC						
			Reports & Statistics 2007/08	FY						
			Reports & Statistics 2008/09	FY						
			Communiqués	AC						
			<b>SOME IMPORTANT NOTES</b>							
	(1)		Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.							
	(2)		This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.							
	(3)		When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.							
			LAC = Library & Archives Canada							
			<b>Finalized 05-June-2009; Validated 19-November-2010</b>							
			Review Committee: André Seguin; Lee Armstrong; Legal Services. Validated by: <i>Sonia Bandeira, Manager, Common Services</i>							
			<b>As of 19-November-2010, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Administration Support Function</b>							
<b>UPDATES</b>	24-January-2012									
			RDA 2011/003 for the "Corporate Management" function was applied to all Sub-Activities in Activity No. C.01-1015 - Develop & Maintain Partnerships, where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with DES (Final Disposition Method).							

Legend:										
Retention Trigger: AC = After completion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; SU = Supersede; SO = System Obsolete; TBD = To Be Determined.										
Disposition Method: DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>K = Materiel Management</b>										
<b>01 = Program Administration</b>										
K01.3100	Program Planning - Information relating to the design and definition of the CIC Materiel Management program, management frameworks and to establish appropriate criteria and processes for measuring performance in the achievement of targets.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	ACYR	2 yrs	N/A	2 yrs	99/003		DES
			All Other Files	DSA	2 yrs	N/A	2 yrs	99/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		K01.3100-01	Program Planning - General	ACYR						
			Any file specific to information relating to the design and definition of the CIC Materiel Management program, management frameworks, etc. (identified in the K01.3100 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Procurement Related Initiatives	CY					
				Crown Assets	AC					
K01.3110	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		K01.3110-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives (identified in the K01.3110 activity							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
K01.3120	Policy Development - Information relating to the development, adoption and dissemination of policies as they relate to the procurement of goods and services.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		K01.3120-01	Policy Development - General	ACYR						
			Any file specific to information relating to the development, adoption and dissemination of policies as they relate to the procurement of goods and services (identified in the K01.3120 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Policy on Acquisition Cards	SU						
			Materiel Management Policy	SU						
			Delegation Matrix	SU						
			Delegation & Accountability Framework	SU						
			Criteria for Designation of Individuals to Exercise Contracting Authority	SU						
K01.3125	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		K01.3125-01	Guidelines, Best Practices & Procedures - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles and instruments (identified in the K01.3125 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Purchasing Procedures	SU						
			PWGSC - Templates	SU						
			Procurement Documents Templates	SU						
K01.3130	Monitor & Review - Information relating to the oversight and re-evaluation or re-examination of products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/004		DES
			General Files	ACYR	2yrs	3yrs	5yrs	99/004		DES
			Final Audit and Program Evaluation Reports; and/or files documenting management response, corrective action, or follow-up *	AC	2yrs	3yrs	5yrs	2011/003		TRSF (H)
			All Other Files	DSA	2yrs	3yrs	5yrs	99/004		DES
			*Not included in the MIDA 99/004 coverage, are final audit and program evaluation reports and files documenting management response, corrective action and follow-up.							
			* C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and from evaluations.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		K01.3130-01	Monitor & Review - General	ACYR						
			Any file specific to information relating to the oversight and re-evaluation or re-examination of products, processes, procedures, etc. (identified in the K01.3130 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
K01.3140	Reporting - Information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement, statute or directive), and providing formal statements or findings of the results of the examination or investigation.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/003		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/003		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		K01.3140-01	Reporting - General	ACYR						
			Any file specific to information relating to the activity of initiating or providing a formal response to a situation or request and providing formal statements or findings of the results, etc. (identified in the K01.3140 activity descriptor) would be listed under this							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Proactive Public Disclosure	FY						
			Proactive Public Disclosure 2007/08	FY						
			Green Procurement	FY						
			Green Procurement 2008/09	FY						
			Aboriginal Procurement	FY						
			Aboriginal Procurement 2008/09	FY						
			Contracting Activity Report (Calendar Year)	FY						
			Contracting Activity Report (Calendar Year) 2008/09	FY						
			Vehicle Management Monthly Reports	FY						
			Vehicle Management Monthly Reports 2007/08	FY						
			<b>02 = Projects</b>							
K02.0001	<b>Projects</b> - Information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects relating to the Procurement & Contracting function.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	AC	2 yrs	3 yrs	5 yrs	99/003		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	99/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		K02.0001-01	Projects - General	AC						
			Any file specific to information relating to the activities of defining, planning, analyzing, designing, constructing, testing, deploying and overall administration of projects, etc. (identified in the K02.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Special Projects							
			<b>03 = Acquisition</b>							
K03.3180	<b>Administration of Nonspecific Acquisition Products</b> - Information relating to defining and management of Nonspecific Acquisition Vehicles that support the overall acquisition of goods and services.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/003		DES
			Committee Files	TBD	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/003		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		K03.3180-01	Administration of Nonspecific Acquisition Products - General	ACYR						
			Any file specific to information relating to defining and management of Nonspecific Acquisition Vehicles that support the overall acquisition of goods and services, etc. (identified in the K03.3180 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Acquisition Cards	FY						
			Catalogues, Manuals, Price Lists	SU						
			Suppliers	CY						
			TBACC--Treasury Board Advisory Committee on Contracts	FY						
			Contract Review Committee	FY						
			Client Advisory Board (PWGSC)	FY						
K03.3195	Procure Goods & Services - up to \$5000 - Information relating to the purchase of goods and services up to the value of \$5000 through approved sourcing mechanisms.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/003		DES
			Individual Standing Offer Agreements Related to Acquiring Materiel Assets and Related Services		Retain until offer expires			99/003		DES
			Office Equipment	AC	2 yrs	3 yrs	5 yrs	99/003		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		K03.3195-01	Procure Goods & Services - up to \$5000 - General	ACYR						
			Any file specific to information relating to the purchase of goods and services up to the value of \$5000, etc. (identified in the K03.3195 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Purchase Orders	FY						
			Purchase Orders 2007/08	FY						
			Computer Equipment	FY						

Note: when considering the AC Trigger, remember to consider any warranties on products, i.e. the action is completed only once the warranty has expired.

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Computer Equipment 2007/08	FY						
			Furniture & Furnishings	FY						
			Furniture & Furnishings 2007/08	FY						
			Furniture & Furnishings 2008/09	FY						
			Office Equipment	FY						
			Office Equipment 2007/08	FY						
			Office Stationery & Supplies	FY						
			Office Stationery & Supplies 2006/07	FY						
			Office Stationery & Supplies 2007/08	FY						
K03.3200	Procure Goods & Services - \$5000 to \$25000 - Information relating to the purchase of goods and services between the values of \$5000 to \$25000 through an approved sourcing mechanism.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/003		DES
			Individual Standing Offer Agreements Related to Acquiring Materiel Assets and Related Services		Retain until offer expires			99/003		DES
			Office Equipment	AC	2 yrs	3 yrs	5 yrs	99/003		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
	Note: when considering the AC Trigger, remember to consider any warranties on products, i.e. the action is completed only once the warranty has expired.	K03.3200-01	Procure Goods & Services - \$5000 to \$25000 - General	ACYR						
			Any file specific to information relating to the purchase of goods and services between the value of \$5000 to \$25000 etc. (identified in the K03.3200 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
K03.3205	Procure Goods & Services - over \$25000 - Information relating to the purchase of goods and services over \$25,000 through an approved sourcing mechanism.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/003		DES
			Individual Standing Offer Agreements Related to Acquiring Materiel Assets and Related Services		Retain until offer expires			99/003		DES
			Office Equipment	AC	2yrs	3 yrs	5 yrs	99/003		DES
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
	<p>Note: when considering the AC Trigger, remember to consider any warranties on products, i.e. the action is completed only once the warranty has expired.</p>	<i>about the general file</i>	activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		K03.3205-01	Procure Goods & Services - over \$25000 -General	ACYR							
			Any file specific to information relating to the purchase of goods and services over \$25000 etc. (identified in the K03.3205 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	GCMS	AC							
			Siebel vehicle Maintenance Services	AC							
			PR Card - Canadian Bank Note	AC							
K03.3210	<p><b>Contract Management</b> - Information relating to the activity of monitoring contracts to ensure the agreed terms are met and the requirements fulfilled.</p>		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES	
			General Files	ACYR	2 yrs	4 yrs	6 yrs	99/003		DES	
			All Other Files	DSA	2 yrs	4 yrs	6 yrs	99/003		DES	
	<p>Note: the action of monitoring contracts is completed only when the warranty has expired.</p>	<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).								
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		K03.3210-01	Contract Management - General	ACYR							
			Any file specific to information relating to the activity of monitoring contracts to ensure the agreed terms are met and the requirements fulfilled, etc. (identified in the K03.3210 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Technical Assistance	CY							
			PR Card - Canadian Bank Note	AC							
	<b>04 = Manage Materiel Assets</b>										
K04.3250	<p><b>Maintaining Materiel Assets</b> - Information relating to ensuring that materiel resources are properly maintained and used to extend the service life of the product like repairing, refinishing and reusing equipment and furnishings when economically feasible, etc.</p>		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES	
			General Files	ACYR	2 yrs	N/A	2 yrs	99/003		DES	
			All Other Files	DSA	2 yrs	N/A	2 yrs	99/003		DES	
	<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).									
	<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-									

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		K04.3250-01	Maintaining Materiel Assets - General	ACYR							
			Any file specific to information relating to ensuring that materiel resources are properly maintained and used to extend the service life of the product like repairing, refinishing and reusing equipment and furnishings, etc. (identified in the K04.3250 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Inventories   Inventaires	AC							
			Inventory CBSA transfer	AC							
			Photocopier Usage Reports	FY							
K04.3260	Vehicle Fleet Management - Information relating to fleet management activities involving government owned vehicles.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/003		DES	
			Operating Instructions -- Retain until disposal of vehicle or transfer to new owner upon sale or donation					99/003		DES	
			Registration and Licences -- Retain until superseded or obsolete					99/003		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/003		DES	
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		K04.3260-01	Vehicle Fleet Management - General	ACYR							
			Any file specific to information relating to fleet management activities involving government owned vehicles, etc. (identified in the K04.3260 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
K04.3265	Disposition of Materiel Assets - Information relating to the disposition of, or writing-off all materiel that has been recorded in an inventory or as an intangible asset. This also includes donations, transfer to a Crown Assets Distribution Centre or other government departments/agencies, disposing of hazardous waste, or destruction.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/003		DES	
			General Files	ACYR	1 yr	N/A	AC + 1 yr *	99/003		DES	
			All Other Files	AC	1 yr	N/A	AC + 1 yr *	99/003		DES	
			* After Completion (AC) means ..... after disposal, sale or donation.								
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (K01.3120).							
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		K04.3265-01	Disposition of Materiel Assets - General	ACYR						
			Any file specific to information relating to the disposition of, or writing-off, all materiel that has been recorded in an inventory or as an intangible asset, etc. identified in the K04.3265 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		some examples of sub-activity files	Surplus	AC						
			<b>SOME IMPORTANT NOTES</b>							
	(1)		Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.							
	(2)		This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.							
	(3)		When disposing of records/information, all <u>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</u> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.							
			LAC = Library & Archives Canada							
			<b>Finalized 12-August-2009; Validated 02-December-2010</b>							
			Review Committee: André Séguin; Lee Armstrong; LAC (collaborative effort), Legal Services; Validated with Pamela Solda, Director, Administration (Administration, Security and Accommodation) and Ruben Hyppolite Manager, Procurement & Contracting							
			<b>As of 02-December-2010, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Materiel Management Function</b>							
<b>Updates:</b>	01-February-2012									
			RDA 2011/003 for the "Corporate Management" function was applied to all Sub-Activities in Activity No. K01.3110 - Develop & Maintain Partnerships, where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with DES (Final Disposition Method).							
			RDA 2011/003 for the "Corporate Management" function was applied to the Final Audit and Program Evaluation Reports .... Sub-Activity of Activity No. K01.3130 - Monitor & Review,							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with TRSF (H) (Final Disposition Method).									
	RDA 2011/003 for the "Corporate Management" function was applied to the Committee Files Sub-Activity of Activity No. K03.3180 - Administration of Nonspecific Acquisition Products, where the previously indicated "not covered" was replaced with 2011/003 (RDA) and "DND" was replaced with DES (Final Disposition Method).									

Legend:										
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>RG = Multiculturalism</b>										
<i>01 = Policy &amp; Program Development</i>										
RG01.8360	Consultation - Information relating to the seeking or provision of advice or opinion to an individual person, working group, committee or organization.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.3 b) and c) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.3 of RDA 2011/003 .... For activities generated by <b>research and policy development</b> , transfer the following records:							
			Refer to C.3 b) ..... Position papers and documents related to their development. This may include, amongst other things, briefing notes, information packages, proceedings of the committee or working group responsible for drafting the position, or significant versikons of draft position.							
			Refer to C.3 c) ..... Strategic objectives for the promotion of multiculturalism and documentation to support their development. This may include, amongst other things, proceedings of committees or working groups, briefing notes, presentation decks.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG01.8360-01	Consultation - General	ACYR						
		Any file specific to information relating to the seeking or provision of advice or opinion to an individual person, working group, committee, etc. (identified in the RG01.8360 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Multiculturalism Champions Network							
RG01.8370	Policy Development - Information relating to developing and establishing decisions, directions, and precedents, which act as a reference for future decision making. Includes policy analysis, policy options and MC approvals.		Policy Files (Refer to C.3 b) below)	SU	20 yrs	20 yrs	40 yrs	2011/003		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.3 b) and c) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.3 of RDA 2011/003 .... For activities generated by <b>research and policy development</b> , transfer the following records:							
			Refer to C.3 b) ..... Position papers and documents related to their development. This may include, amongst other things, briefing notes, information packages, proceedings of the committee or working group responsible for drafting the position, or significant versikons of draft position.							
			Refer to C.3 c) ..... Strategic objectives for the promotion of multiculturalism and documentation to support their development. This may include, amongst other things, proceedings of committees or working groups, briefing notes, presentation decks.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity .							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG01.8370-01	Policy Development - General	ACYR						
			Any file specific to information relating to developing and establishing decisions, directions and precedents, which act as a reference for future decision making, etc. (identified in the RG01.8370 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Religious Diversity							
			Racism/Discrimination							
			Security, Radicalization, Extremism							
			Citizenship							
			Official Languages							
			Gender & Diversity							
			Settlement & Integration							
			Multi Advisory Committee							
			Municipalities							
			Combatting Racism and Discrimination							
			International Multiculturalism Dialogues							
<b>RG01.8380</b>	<b>Program Design</b> - Information relating to the design of programs flowing from new or amended policy directions. Includes all analysis associated with incorporating results of consultations/negotiations, client need surveys, environmental scanning, as well as details associated with the design of cost, risk, and performance measurement strategies and mechanisms needed to gauge performance of the new/renewed program.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.3 a), C.4 b), C.5 a) and C.6 a) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RG01.8380-01	Program Design - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the design of programs flowing from new or amended policy directions, etc. (identified in the RG01.8380 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Multiculturalism Grants and Contributions Program	SU						
			Community Historical Recognition Program (CHRP)	SU						
RG01.8390	Research - Information relating to the process of inquiry aimed at discovering, interpreting, and revising facts that will produce a greater knowledge of events, behaviors, theories, and laws and makes practical applications possible.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.3 a) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.3 of RDA 2011/003 .... For activities generated by <b>research and policy development</b> , transfer the following records:							
			Refer to C.3 a) ..... Final versions of unpublished research conducted by or on behalf of CIC.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG01.8390-01	Research - General	ACYR						
			Any file specific to information relating to the process of inquiry aimed at discovering, interpreting, and revising facts that will produce a greater knowledfw of events, behaviors, theories, etc. (identified in the RG01.8390 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Combatting Racism & Discrimination							
			International Multiculturalism Dialogues							
RG01.8400	Reporting - Information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement, statute or directive), and providing formal statements or findings of the results of the examination or investigation.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.9 d) and e) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the <b>governance</b> sub-function, transfer the following:							
			Refer to C.9 d) ..... The final reports of internal audit or evaluation of programs if they are not published.							
			Refer to C.9 e) ..... The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and from evaluations.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG01.8400-01	Reporting - General	ACYR						
			Any file specific to information relating to the activity of initiating or providing a formal response to a situation or request (either internal, external or as a requirement of an agreement, statute or directive) and providing formal statements, etc. (identified in the RG01.8400 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan</a> - <a href="#">Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Multiculturalism Annual Report 2010/11							
	<b>02 = Projects</b>									
	There were no project activities identified in the development phase of the functional file plan for the Multiculturalism Function. Should this change at any point in the future, whereby both an activity descriptor and sub-activity files are required under this 02 Projects sub-function, then please notify CIC File Plan - Plan de dossiers attention: R&D Unit.									
	<b>03 = Program Delivery Support</b>									
RG03.8430	Develop & Deliver Training - Information relating to activities of developing, maintaining and delivering program specific training and training materials, designed to promote knowledge and understanding of program tools, procedures and guidelines.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Training and Development undertaken by an Employee *	Retain for 2 years after completion of the particular training and development undertaken by an employee	98/005		DES			
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	98/005		DES
<b>* Note:</b> Participation and achievement records are placed on the Employee's Personnel File										
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG03.8430-01	Develop & Deliver Training - General	ACYR						
			Any file specific to information relating to activities of developing, maintaining and delivering program specific training and training materials, etc. (identified in the RG03.8430 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan</a> - <a href="#">Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Annual Report Training workshop							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
RG03.8435	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.6 a) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.6 of RDA 2011/003 .... For activities generated by <b>partnerships</b> , transfer the following:							
			Refer to C.6 a) ..... Records documenting the establishment and the parameters governing the National Historical Recognition Program and its implementation. This may include, amongst other things, policy records, guidelines and criteria for project evaluation, proceedings of committee and/or working groups responsible for the creation of the program or where there has been a decision to accept or reject a project, and documents related to that.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG03.8435-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations, etc. (identified in the RG03.8435 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Non-Governmental Organizations	AC						
			Federal Institutions	AC						
			Other Governments	AC						
RG03.8438	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.4 a), C.5 a) and C.6 a) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.4 of RDA 2011/003 .... For activities generated by the <b>support to civil society</b> , transfer the following records:							
			Refer to C.4 a) ..... Guidelines for grants and contributions programs, if they are not published and therefore transferred to LAC through legal deposit.							
			C.5 of RDA 2011/003 .... For materials generated by <b>public education</b> activities, transfer the following:							
			Refer to C.5 a) ..... All records related to the development and evolution of public participation activities (competition or otherwise), including policies, guidelines, eligibility and assessment criteria for these activities.							
			C.6 of RDA 2011/003 .... For activities generated by <b>partnerships</b> , transfer the following:							
			Refer to C.6 a) ..... Records documenting the establishment and the parameters governing the National Historical Recognition Program and its implementation. This may include, amongst other things, policy records, guidelines and criteria for project evaluation, proceedings of committee and/or working groups responsible for the creation of the program or where there has been a decision to accept or reject a project, and documents related to that.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG03.8438-01	Guidelines, Best Practices & Procedures Development - General	ACYS						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles, etc. (identified in the RG03.8438 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RG03.8440	Functional Guidance - Information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYS	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.4 a), C.5 a) and C.6 a) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.4 of RDA 2011/003 .... For activities generated by the <b>support to civil society</b> , transfer the following records:							
			Refer to C.4 a) ..... Guidelines for grants and contributions programs, if they are not published and therefore transferred to LAC through legal deposit.							
			C.5 of RDA 2011/003 .... For materials generated by <b>public education</b> activities, transfer the following:							
			Refer to C.5 a) ..... All records related to the development and evolution of public participation activities (competition or otherwise), including policies, guidelines, eligibility and assessment criteria for these activities.							
			C.6 of RDA 2011/003 .... For activities generated by <b>partnerships</b> , transfer the following:							
			Refer to C.6 a) ..... Records documenting the establishment and the parameters governing the National Historical Recognition Program and its implementation. This may include, amongst other things, policy records, guidelines and criteria for project evaluation, proceedings of committee and/or working groups responsible for the creation of the program or where there has been a decision to accept or reject a project, and documents related to that.							
			<i>about the policy file</i>							
			It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
			<i>about the general file</i>							
			Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG03.8440-01	Functional Guidance - General	ACYS						
			Any file specific to information relating to the provision of guidance to stakeholders on devising effective and efficient approaches, etc. (identified in the RG03.8440 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RG03.8445	Program Implementation - Information relating to defining and developing of operational goals, rollout strategies - methodologies - approaches, allocation of resources, service benchmarks and detailed costing required to implement programs.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYS	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.3 c), C.4 a) and b), C.5 a), C.6 a) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			C.3 of RDA 2011/003 .... For activities generated by <b>research and policy development</b> , transfer the following records: Refer to C.3 c) ..... Strategic objectives for the promotion of multiculturalism and documentation to support their development. This may include, amongst other things, proceedings of committees or working groups, briefing notes, presentation decks.							
			C.4 of RDA 2011/003 .... For activities generated by the <b>support to civil society</b> , transfer the following records: Refer to C.4 a) ..... Guidelines for grants and contributions programs, if they are not published and therefore transferred to LAC through legal deposit.							
			Refer to C.4 b) ..... Any documentation on the establishment, development and evolution of grants and contributions programs. This includes, amongst other things, policy records, proceedings of any committee responsible for the development of such programs and related documentation, significant drafts of TB submissions or Memoranda to Cabinet, delegations of authority and documents related to the development of priorities for calls for proposals.							
			C.5 of RDA 2011/003 .... For materials generated by <b>public education</b> activities, transfer the following: Refer to C.5 a) ..... All records related to the development and evolution of public participation activities (competition or otherwise), including policies, guidelines, eligibility and assessment criteria for these activities.							
			C.6 of RDA 2011/003 .... For activities generated by <b>partnerships</b> , transfer the following: Refer to C.6 a) ..... Records documenting the establishment and the parameters governing the National Historical Recognition Program and its implementation. This may include, amongst other things, policy records, guidelines and criteria for project evaluation, proceedings of committee and/or working groups responsible for the creation of the program or where there has been a decision to accept or reject a project, and documents related to that.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG03.8445-01	Program Implementation - General	ACYR						
			Any file specific to information relating to defining and developing of operational goals, rollout strategies - methodologies, approaches, etc. (identified in the RG03.8445 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Combatting Racism & Discrimination							
			International Multiculturalism Dialogues							
RG03.8450	Promotions - Information relating to the development of subject matter for the purpose of promoting programs via printed materials, website, videos, consultations, community events, various media sources.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.4 b) and c) below)	DSA	5 yrs	10 yrs	15 yrs	2010/009		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.4 of RDA 2010/009 (Communications) ..... For the Strategic Communications business line (for external communications only), CIC shall transfer records which document major programs or business processes and related activities as follows: Refer to C.4 b) ..... All communications strategies pertaining to legislative products and initiatives (such as new legislation and regulations) and/or the delivery of the immigration, refugee, citizenship and multiculturalism programs by CIC. Refer to C.4 c) ..... All strategic and project development records pertaining to marketing and outreach activities undertaken at CIC, and at least one copy of the final product where such activities result in the production of un-published materials.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG03.8450-01	Promotions - General	AC YR						
			Any file specific to information relating to the development of subject matter for the purpose of promoting programs via printed materials, website, videos, etc. (identified in the RG03.8450 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
			some examples of sub-activity files							
			Combatting Racism & Discrimination							
			International Multiculturalism Dialogues							
			<b>04 = Program Delivery</b>							
RG04.8470	Client Support - Information relating to the provision of assistance or responding to a request in an attempt to help the client understand or solve specific problems in relation to CIC programs and services.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	AC YR	5 yrs	10 yrs	15 yrs	2011/003		DES
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		RG04.8470-01	Client Support - General	AC YR						
			Any file specific to information relating to the provision of assistance or responding to a request in an attempt to help the client understand or solve specific problems in relation to CIC programs and services, etc. (identified in the RG04.8470 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
RG04.8480	Grants & Contributions Management - Information relating to the application for, and receipt, as well as the overall administering of Grants and Contributions.		Policy Files	SU	7 years		7 yrs	2011/003		DES
			General Files	AC YR	7 years		7 yrs	2011/003		DES
			Application Cases	AC	7 years		7 yrs	2011/003		DES
			Other Files (Refer to C.4 a) and b) below)	DSA	15 years		15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	7 years		7 yrs	2011/003		DES
				C.4 of RDA 2011/003 .... For activities generated by the <b>support to civil society</b> , transfer the following records:						
				Refer to C.4 a) ..... Guidelines for grants and contributions programs, if they are not published and therefore transferred to LAC through legal deposit.						
				Refer to C.4 b) ..... Any documentation on the establishment, development and evolution of grants and contributions programs. This includes, amongst other things, policy records, proceedings of any committee responsible for the development of such programs and related documentation, significant drafts of TB submissions or Memoranda to Cabinet, delegations of authority and documents related to the development of priorities for calls for proposals.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG04.8480-01	Grants & Contributions Management - General	ACYR						
		Any file specific to information relating to the application for and receipt, as well as the overall administering of Grants and Contributions, etc. (identified in the RG04.8480 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
	<b>05 = Monitoring &amp; Reporting</b>									
RG05.8482	Operational Assessment - Information relating to the activity of assessing the delivery, use and application of CIC programs, policies, guidelines and standards through monitoring, site visits, audits and performance measurement, and providing recommendations and implementing corrective actions.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.9 d), e) and f) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the <b>governance</b> sub-function, transfer the following:							
			Refer to C.9 d) ..... The final reports of internal audit or evaluation of programs if they are not published.							
			Refer to C.9 e) ..... The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and from evaluations.							
			Refer to C.9 f) ..... Documentation related to audit committees and evaluation. This includes, amongst other things, agendas, minutes, records of decisions, briefing notes and supporting documentation.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG05.8482-01	Operational Assessment - General	ACYR						
		Any file specific to information relating to the activity of assessing the delivery, use and application of CIC programs, policies, guidelines, etc. (identified in the RG05.8482 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
RG05.8485	Quality Assurance - Information relating to the process of measuring program delivery processes with the aim of establishing confidence among all concerned that the quality related activities are being performed effectively.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG05.8485-01	Quality Assurance - General	ACYR						
			Any file specific to information relating to the process of measuring program delivery processes with the aim of establishing confidence among all concerned, etc. (identified in the RG05.8485 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
RG05.8490	Statistics - Information relating to the gathering, analysis and reporting of statistical information relating to the program.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			Other Files (Refer to C.3 a) below)	DSA	5 yrs	10 yrs	15 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			C.3 of RDA 2011/003 .... For activities generated by <b>research and policy development</b> , transfer the following records:							
			Refer to C.3 a) ..... Final versions of unpublished research conducted by or on behalf of CIC.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (RG01.8370).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		RG05.8490-01	Statistics - General	ACYR						
			Any file specific to information relating to the gathering, analysis and reporting of statistical information, etc. (identified in the RG05.8490 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<b>SOME IMPORTANT NOTES</b>								
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.								
	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the IAC's governing disposition authority, specifically: Multi-								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	(5) after the loss of records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority, specifically: Multi-Institutional Disposition Authority No. 98/001.									
	LAC = Library & Archives Canada									
	<b>Finalized 23-February-2011; Validated 16-March-2011</b>									
	<b>Reviewed by:</b> Lee Armstrong, Legal Services. <b>Validation Team (NHQ):</b> Radostina Pavlova; Marylene Bernier; Ann Roberts; Lori Pineau (Grants & Contributions) <b>Validation Team (Regions):</b> Jacinthe Leveille/Josée Brousseau/Isabelle Chicoine (Quebec); Claude Marchand (Prairies); Margaret Prior (Ontario); Jerome Ruault (CPR); Andy Corrigan (B.C. & Yukon); Mike MacNeil / Marcel Arsenault (Atlantic)									
	As of <b>21-March-2011</b> , this R&D Schedule supersedes all other R&D Schedules for the Multiculturalism Function									

Legend:										
<b>Retention Trigger:</b> AC = After completion   conclusion; ACYR = After Calendar Year Review*; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be Determined; "+" = Multiple Component (CY + 1 yr)										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>A = Departmental Management</b>										
<b>01 = Strategic Corporate Management</b>										
A01.0100	Corporate Framework - Information relating to departmental vision, mission, goals and priorities, and define the framework for decisions or for securing support and/or approval. Corporate framework defines the foundation that stimulates change and becomes the building block for the next stage of detailed planning. Corporate Framework activities are used to explain the business of CIC in order to inform, motivate and involve.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003	DES	
			Policy Files (Refer to C.8 b) below)	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003	TRSF (H)	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003	DES	
			Other Files (Refer to C.9 a) and c) below)	DSA	2 yrs	3 yrs	5 yrs	2011/003	TRSF (H)	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003	DES	
			C.8 of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:							
			b) All final versions of strategic policies and records supporting their development.							
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			a) Documentation related to the development of reports and other accountability documents. This includes: agendas, minutes, records of decision, briefing notes and support documentation. These Reports and accountability documents include the <i>Report on Plans and Priorities</i> , <i>Departmental Performance Report</i> , <i>Program Activity Architecture (PAA)</i> and any other record relating to the management framework (e.g. required components of the Management, Resources and Results Structure (MRRS).							
			c) The final and significant drafts of CIC's business plan.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A01.0100-01	Corporate Framework - General	ACYR						
			Any file specific to information relating to departmental vision, mission, goals and priorities, and define the framework for decisions or for securing support and/or approval, etc. (identified in the A01.0100 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Reorganization	SU					
				Integrated Policy Framework	SU					
A01.0110	Corporate Committees - Information relating to decision-making bodies comprised of senior executives with the purpose of focusing on all strategic, policy and program issues as well as providing governance to the organization as a whole. This includes but is not limited to all strategic direction and planning in relation to audits, funding priorities and resource allocations as well as Human Resources strategies within the department.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003	DES	
			Policy Files (Refer to C8 b) below)	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003	TRSF (H)	
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003	DES	
			MAC - Management Accountability Committee	CY	2 yrs	3 yrs	5 yrs	2011/003	DES	
			Other Files (Refer to C.8 a) and b) below)	DSA	2 yrs	3 yrs	5 yrs	2011/003	TRSF (H)	

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.8 of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:							
			a) From the internal OPI, the records of decision-making committees responsible for strategic policy and overall management of the department for operational issues. This includes agendas, minutes, records of decision, briefing notes and support documentation. These committees include Executive Committee and Policy Committee.							
			b) All final versions of strategic policies and records documenting their development.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A01.0110-01	Corporate Committees - General	ACYR						
			Any file specific to information relating to decision-making bodies comprised of senior executives with the purpose of focusing on all strategic, policy and program issues as well as providing governance to the organization as a whole, etc. (identified in the A01.0110 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Audit Committee	CY					
				BRC--Budget Review Committee	CY					
				CSC--Client Service Committee	CY					
				DMC--Departmental Management Committee	CY					
				ExCom--Executive Committee	CY					
				ESM--Executive Staff Meeting	CY					
				MAC--Management Accountability Committee	CY					
				POC--Policy & Operations Committee	CY					
				Policy Committee	CY					
				DM Committee Support	CY					
A01.0115	Treasury Board Submissions - Information relating to the submission of an official document that a department prepares to seek spending authority from Treasury Board ministers to carry out an initiative for which it has already received Cabinet approval. This may include, but is not limited to, information on detailed program design and implementation plans; detailed costing; results measurement and accountability frameworks; opportunities for reallocation, etc.		Policy Files	SU	20 years		20 yrs	2011/003		DES
			General Files	ACYR	20 years		20 yrs	2011/003		DES
			All Other Files	DSA	20 years		20 yrs	2011/003		DES
	Published through Legal deposit (non-archival information)									
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A01.0115-01	Treasury Board Submissions - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the submission of an official document that a department prepares to seek spending authority from Treasury Board to carry out an initiative for which it has already received Cabinet approval, etc. (identified in the A01.01115 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number							
A01.0120	Client Service Improvement Framework - Information relating to the development of strategies, principles, guidelines, studies, actions and initiatives to improve service delivery and more effectively and coherently respond to the evolving needs and expectations of CIC clients.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			Policy Files (Refer to C8 b) below)	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Service Standards (internal and external)	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.8 of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:							
			b) All final versions of strategic policies and records supporting their development							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A01.0120-01	Client Service Improvement Framework - General	ACYR						
			Any file specific to information relating to the development of strategies, principles, guidelines, studies, actions and initiatives to improve service delivery, etc. (identified in the A01.0120 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Administrative Measures	AC						
			Communication & Engagement	AC						
			e-Channel/Tools	SU						
			Policy Directions	SU						
			Program Management	AC						
			Resources	AC						
			Service Standards	SU						
A01.0130	Enterprise Architecture - Information relating to the activity of analysing the fundamental organization of CIC; outlining its components, their relationships to each other and the environment, along with the principles governing its design and evolution. It is the means to achieve integrated and interoperable business processes that support service transformation.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			Policy Files (Refer to C8 b) below)	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			CBSA ISIS Workgroup	SU	3 yrs	5 yrs	8 yrs	2011/003		DES
			Business Architecture	SU	3 yrs	3 yrs	6 yrs	2011/003		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Business / Process Models	NV	3 yrs	7 yrs	NV + 10 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.8 of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:							
			b) All final versions of strategic policies and records supporting their development							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A01.0130-01	Enterprise Architecture - General	ACYR						
			Any file specific to information relating to the activity of analysing the fundamental organization of CIC, outlining its components, their relationships to each other and the environment, etc. (identified in the A01.0130 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Application Architecture	SU					
				CBSA ISIS Workgroup	SU					
				Conceptual Design	SU					
				Process & Procedures						
				Methodology						
				Application Portfolios						
				Business Architecture	SU					
				Process Models & Workflow	SU					
				Citizenship Process Models						
				Immigration Facilitation Process Models						
				Immigration Enforcement Process Models						
				Corporate Business Models						
A01.0145	<b>Horizontal Policy Development</b> - Information relating to short to medium term policy priorities including input to regular government-wide policy initiatives, such as the Speech from the Throne and the Federal Budget, and new or longer-term horizontal policy initiatives being explored by the department.		Policy Files	SU	5 yrs	5 yrs	SU + 10 yrs	2011/003		DES
			Policy Files (Refer to C8 b) below)	SU	5 yrs	5 yrs	SU + 10 yrs	2011/003		TRSF (H)
			General Files	ACYR	5 yrs	5 yrs	10 yrs	2011/003		DES
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	2011/003		DES
			C.8 of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:							
			b) All final versions of strategic policies and records supporting their development							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Horizontal Policy Development activity.						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A01.0145-01	Horizontal Policy Development - General	ACYR						
			Any file specific to information relating to short to medium term policy priorities including input to regular government-wide policy initiatives, such as the Speech from the Throne and the Federal Budget, and new or longer-term horizontal policy initiatives, etc. (identified in the A01.0145 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Federal Budget	AC						
			Medium Term Planning	AC						
			Speech From the Throne	AC						
			Admissibility	AC						
			Children & Minors	AC						
			Circular Migration	AC						
			Citizenship	AC						
			Demography	AC						
			Governance of International Organizations	AC						
			HRSDC Federal Family of Community Collaborators	AC						
			Human Rights of Migrants	AC						
			Integration & Diversity	AC						
			International Law	AC						
			Migration & Development	AC						
			Trafficking	AC						
			Urbanization	AC						
A01.0155	Sustainable Development - Information relating to the planning and implementation of strategies aimed at minimizing the negative environmental impact of departmental operations.		Policy Files	SU	5 yrs	10 yrs	SU + 15 yrs	2011/003		DES
			General Files	ACYR	5 yrs	10 yrs	15 yrs	2011/003		DES
			All Other Files	DSA	5 yrs	10 yrs	15 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A01.0155-01	Sustainable Development - General	ACYR						
			Any file specific to information relating to the planning and implementation of strategies aimed at minimizing the negative environmental impact, etc. (identified in the A01.0155 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Frameworks, Policies & Guidelines							
			Promotions							
			Promotions - Web site Content Development							
			Training & Awareness Development							
			Committees							
			IMTB Green Team							
			Committees - Sustainable Development							
			Vehicle Fleet Reports							
			Vehicle Fleet Reports 2005/06							
			Vehicle Fleet Reports 2006/07							
			Vehicle Fleet Reports 2007/08							
			<b>02 = Projects</b>							
A02.0001	GCWCC--GC Workplace Charitable Campaign - Information relating to the activities of defining, planning, and overall administration of GC Workplace Charitable Campaign.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	AC	2 yrs	0 yrs	2 yrs	2011/003		DES
			All Other Files	AC	2 yrs	0 yrs	2 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A02.0001-01	GCWCC - General	AC						
			Any file specific to information relating to the activities of defining, planning, and overall administration of GC Workplace Charitable Campaign 2008, etc. (identified in the A02.0001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	GCWCC--GC Workplace Charitable Campaign 2009/10							
A02.0002	Metropolis- Information relating to research and public policy development conducted by the Metropolis Project on population migration, cultural diversity and immigrant integration in Canada and around the world.		Policy Files	SU	5 yrs	3 yrs	SU + 8 yrs	2011/003		DES
			General Files	SU	5 yrs	3 yrs	SU + 8 yrs	2011/003		DES
			Other Files (Refer to C.10 a) and b) below)	SU	35 years		SU + 35 yrs	2011/003		TRSF (H)
			Other Files (Refer to C.10 b) below)	SU	5 yrs	3 yrs	SU + 8 yrs	2011/003		TRSF (H)
			All Other Files	SU	5 yrs	3 yrs	SU + 8 yrs	2011/003		DES
			C.10 of RDA 2011/003 .... For all activities generated by the liaison sub-function, transfer the following:							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			a) Any final agreement, treaty, memorandum of understanding or other type of agreement pertaining to CIC's operations.							
			b) Records of inter-organizational committees or working groups related to the mandate of CIC, when CIC is the OPI. This includes agendas, minutes, records of decision, briefing notes and supporting documentation. These committees include the National Metropolis Committee.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A02.0002-01	Metropolis - General	SU						
			Any file specific to information relating to research and public policy development conducted by the Metropolis Project on population migration, cultural diversity and immigrant integration in Canada, etc. (identified in the A02.0002 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A02.0003	Strategic Review - Information relating to the activities of defining, planning, and overall administration of the anticipated Strategic Review of CIC.		Policy Files	SU	10 years	10 years	2011/003			DES
			Policy Files (Refer to C.8 b) below)	SU	10 years	10 years	2011/003			TRSF (H)
			General Files	AC	10 years	10 years	2011/003			DES
			Other Files (Refer to C.8 a) below)	AC	10 years	10 years	2011/003			TRSF (H)
			All Other Files	AC	10 years	10 years	2011/003			DES
				C.8 of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:						
				a) From the internal OPI, the records of decision-making committees responsible for strategic policy and overall management of the department for operational issues. This includes agendas, minutes, records of decision, briefing notes and support documentation. These committees include Executive Committee and Policy Committee.						
				b) All final versions of strategic policies and records documenting their development.						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A02.0003-01	Strategic Review - General	AC						
			Any file specific to information relating to the activities of defining, planning, and overall administration of the anticipated Strategic Review, etc. (identified in the A02.0003 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Project Administration						
				Background Documents						
				Correspondence						
				Methodology						
				Reports						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<b>03 = Ministerial Services</b>									
A03.0200	Ministerial Enquiries for the Offices of the Minister and Deputy Minister - Information relating to the management and tracking of written enquiries (letter, facsimile and emails) addressed to the Minister and Deputy Minister, as well as verbal enquiries received from parliamentarians (Members of Parliament and Senators) and the responses produced.		Policy Files	SU	2 years		2 years	96/021		DES
			General Files	AC	2 years		2 years	96/021		DES
			Write-in campaigns /Petitions	CY	2 years		2 years	98/001		DES
			Case Files	CY	2 years		2 years	96/021		DES
			All Other Files (includes telephone enquiries)	AC	2 years		2 years	96/021		DES
			*As per MIDA 96/021 - Institutional Records in the Office of a Minister, records under the control of an institution in the Office of a Minister that are maintained in a distinct record-keeping system or series related to that Office are to be transferred to the Library and Archives Canada within 5 years of the Minister leaving office. The information collected/created/received in the MED is not considered part of the Minister's Office.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A03.0200-01	Ministerial Enquiries for the Offices of the Minister and Deputy Minister - General	ACYR						
			Any file specific to information relating to ministerial correspondence, the management and tracking of inquiries - general and public - received by the minister's office by letter, facsimile, telephone call and emails, etc. (identified in the A03.0200 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	General Inquiries	AC						
			General Inquiries 2007	AC						
			General Inquiries 2008							
			General Inquiries 2009							
A03.0220	Functional Guidance - Information relating to the provision of advice and guidance on various ministerial correspondence processes, guidelines, strategies or policies.		Policy Files	SU	N/A		N/A	96/021		DES
			General Files	ACYR	2 years		2 years	96/021		DES
			All Other Files	DSA	N/A		N/A	96/021		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A03.0220-01	Functional Guidance - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the provision of advice and guidance on various ministerial correspondence processes, guidelines, strategies or policies, etc. (identified in the A03.0220 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	CBSA							
			MOU							
A03.0230	<b>Briefing &amp; Parliamentary Documentation</b> - Information relating to the briefings developed for the minister and senior management and the parliamentary documentation required by them to perform their duties.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	96/021		TRSF (H)
			General Files	AC	2 yrs	3 yrs	5 yrs	96/021		TRSF (H)
			Briefings to the Minister	AC	2 yrs	3 yrs	5 yrs	96/021		TRSF (H)
			Briefings to the Deputy Minister	AC	2 yrs	3 yrs	5 yrs	96/022		TRSF (H)
			Responses (Petitions/Written Questions/Senate Questions)	AC	4 years		4 yrs	96/021		TRSF (H)
			Library of Parliament Requests	AC	2 years		2 yrs	2011/003		DES
			CIC Guide to Memoranda to Cabinet	AC*	5 years		5 yrs	2011/003		DES
			All Other Files	AC	2 yrs	3 yrs	5 yrs	96/021		TRSF (H)
			*Evergreen information - Before disposing, verify with functional authority to ensure action is completed							
			Note: While Briefings to the Minister or Deputy Minister are also reflected in Cabinet Docs, there is often some differences between the two. For this reason, the Library & Archives request departments transfer these Briefings within 5 years of the Minister or Deputy Minister leaving office.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A03.0230-01	Briefing & Parliamentary Documentation - General	AC						
			Any file specific to information relating to the briefings developed for the minister and senior management and the parliamentary documentation required by them to perform their duties, etc. (identified in the A03.0230 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Memorandum to Minister	AC						
			Memorandum to the Minister 2009							
			Recommendations to the Minister	CY						
			Petition Responses	CY						
			Memorandum to Deputy Minister	CY						
			Foreign Affairs & Security Committee							
			Library of Parliament Requests							
			Recommendations to the Deputy Minister							
			Memorandum to Parliamentary Secretary							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			C.10 of RDA 2011/003 .... For all activities generated by the liaison sub-function, transfer the following:							
			a) Any final agreement, treaty, memorandum of understanding or other type of agreement pertaining to CIC's operations.							
			b) Records of inter-organizational committees or working groups related to the mandate of CIC, when CIC is the OPI. This includes agendas, minutes, records of decision, briefing notes and supporting documentation. These committees include the National Metropolis Committee.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A04.0242-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations, etc. (identified in the A04.0242 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A04.0244	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	1 yr	1 yr	2 yrs	2011/003		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A04.0244-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles, etc. (identified in the A04.0244 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A04.0246	Functional Guidance - Information relating to the provision of advice and guidance to DoJ litigation counsel and the explanation of Court Orders and other obligations to departmental officials in regards to all overseas visa litigation and citizenship litigation arising from the respective Acts.		Policy Files	SU	5 yrs	10 yrs	15 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	1 yr	1 yr	2 yrs	2011/003		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A04.0246-01	Functional Guidance - General	ACYR						
			Any file specific to information relating to the provision of advice and guidance to DoJ litigation counsel and the explanation of Court Orders, etc. (identified in the A04.0246 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A04.0248	Monitoring & Reporting - Information relating to the provision of service monitoring through the gathering, analysis and synthesis of operational data, the preparation of reports and the dissemination of this information to the appropriate source(s).		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003 *		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003 *		DES
			All Other Files	DSA	1 yr	1 yr	2 yrs	2011/003 *		DES
			<b>* RDA 2011/003 can only be applied if this activity does not pertain to one specific function or another. If so, then the functional RDA for Immigration or Citizenship should be applied.</b>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A04.0248-01	Monitoring & Reporting - General	ACYR						
			Any file specific to information relating to the provision of service monitoring through the gathering, analysis and synthesis of operational data, etc. (identified in the A04.0248 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A04.0250	Immigration & Refugee Litigation Proceedings - Information relating to the initiation of and response to challenges on behalf of the responsible Minister in regards to decisions taken by the Immigration and Refugee Board members. This also includes actions for damages and all other significant challenges requiring national coordination arising out of applications for benefits or entitlements under the Immigration and Refugee Protection Act.		Policy Files	SU	5 yrs	10 yrs	SU + 15 yrs	2006/004		TRSF (H)
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2006/004		TRSF (H)
			Appeals, Court Procedure, Evidence	AC	2 yrs	5 yrs	7 yrs	2006/004		TRSF (H)
			Legal Advice	AC	10 years		10 yrs	2006/004		TRSF (H)
			Newspaper Clippings	AC	1 year		1 yr	2006/004		TRSF (H)
			Correspondence with litigators and interested parties on a case	AC	5 yrs	5 yrs	10 yrs	2006/004		TRSF (H)
			Briefing Notes and/or Memoranda to Senior CIC Officials	AC	5 yrs	10 yrs	15 yrs	2006/004		TRSF (H)
			All Other Files	DSA	1 yr	1 yr	2 yrs	2006/004		DES
			C.4 of RDA 2006/004 .... <b>Maintaining Canada's Humanitarian Tradition</b> business line							
	From the Archival Appraisal Report .....		Refer to C.4 e) ..... All records in any general and policy files relating to cooperation and liaison with the Immigration and Refugee Board.							
			Refer also to Archival Appraisal Report excerpts identified under the Activity ←							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method		
					Active	Inactive	Total					
	Cases - for which court decisions are rendered at the highest levels (Federal & Supreme Court) - document the individual's arrival to Canada, record the violation or action which resulted in legal action and include investigation reports, newspaper clippings, research reports, evidence, legal advice, correspondence with litigators and interested parties on the case itself and in some instances, memoranda and briefing notes to senior officials at CIC.  Cases appealed in court represent the end of the line for the immigration and refugee processes, the only other recourse being admission into the country based on humanitarian and compassionate grounds at the Minister's discretion. Consequently, these records are invaluable in documenting the whole gamut of the immigration process, including the removal process. Moreover, these records are unique - the material and information they contain is not replicated anywhere else in the system, including the Federal and Supreme Courts of Canada. This is because only relevant portions of the case file (pertaining directly to the decision being appealed ) are copied and forwarded to the courts. The fuller and more complete case file documenting an individual's experience is retained at CIC. The IRB selects its own precedent-setting and controversial case files but these do not necessarily relate directly to the cases handled at CIC. It is therefore recommended that records of all cases heard by the Federal Court or the supreme Court of Canada be transferred to the LAC upon expiry of their retention periods.											
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).									
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.									
		A04.0250-01	Immigration & Refugee Litigation Proceedings - General	ACYR								
			Any file specific to information relating to the initiation of and response to challenges on behalf of the responsible Minister, etc. (identified in the A04.0250 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
A04.0255	Citizenship Litigation Proceedings - Information relating to the initiation of, and response to, challenges on behalf of the responsible Minister in regards to decisions taken by the Citizenship Judges. This also includes actions for damages and all other significant challenges requiring national coordination arising out of applications for benefits or entitlements under the Citizenship Act.		Policy Files	SU	5 yrs	10 yrs	SU + 15 yrs	2002/004		TRSF (H)		
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2002/004		TRSF (H)		
			Appeals, Court Procedure, Evidence	AC	2 yrs	5 yrs	7 yrs	2002/004		TRSF (H)		
			Legal Advice	AC	10 years		10 yrs	2002/004		TRSF (H)		
			Newspaper Clippings	AC	1 year		1 yr	2002/004		TRSF (H)		
			Correspondence with litigators and interested parties on a case	AC	5 yrs	5 yrs	10 yrs	2002/004		TRSF (H)		
			Briefing Notes and/or Memoranda to Senior CIC Officials	AC	5 yrs	10 yrs	15 yrs	2002/004		TRSF (H)		
			All Other Files	DSA	1 yr	1 yr	2 yrs	2002/004		TRSF (H)		
			Refer to D.1 of RDA 2002/004 ..... Records pertaining to citizenship legislation (such as the <i>Citizenship Act</i> and its administration) including citizenship regulations, appeals, offences under the act, court procedure and evidence.									
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).									
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.									
		A04.0255-01	Citizenship Litigation Proceedings - General	ACYR								
			Any file specific to information relating to the initiation of, and response to, challenges on behalf of the responsible Minister in regards to decisions taken by the Citizenship Judges, etc. (identified in the A04.0255 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.									
<b>06 = Acts &amp; Regulations</b>												
A06.0260	Statutory Development - Information relating to developing and amending Acts of Parliament, flowing from new or amended policy directions. It also includes activities that support the passage of a proposed bill through the legislative process.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES		
			Policy Files (Refer to C.8 b) below)	SU	20 yrs	20 yrs	40 yrs	2011/003		TRSF (H)		
			General Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES		

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	the parliamentary approval process.		Other Files (Refer to C.8 a) below)	SU	20 yrs	20 yrs	40 yrs	2011/003		TRSF (H)
			All Other Files	SU	20 yrs	20 yrs	40 yrs	2011/003		DES
			C.8 of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:							
			a) From the internal OPI, the records of decision-making committees responsible for strategic policy and overall management of the department for operational issues. This includes agendas, minutes, records of decision, briefing notes and support documentation. These committees include Executive Committee and Policy Committee.							
			b) All final versions of strategic policies and records documenting their development.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A06.0260-01	Statutory Development - General	SU						
			Any file specific to information relating to developing and amending Acts of Parliament, flowing from new or amended policy directions, etc. (identified in the A06.0260 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Citizenship Act	SU					
				IRPA	SU					
A06.0262	Regulatory Development - Information relating to all aspects of the process, by which regulations are developed, drafted and approved in the Department.		Policy Files	SU	7 yrs	7 yrs	SU + 14 yrs	2011/003		DES
			Policy Files (Refer to C.8 b) below)	SU	7 yrs	7 yrs	SU + 14 yrs	2011/003		TRSF (H)
			General Files	ACYR	5 yrs	7 yrs	12 yrs	2011/003		DES
			Other Files (Refer to C.9 a) below)	DSA	5 yrs	7 yrs	12 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	7 yrs	12 yrs	2011/003		DES
			C.8 of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:							
			b) All final versions of strategic policies and records documenting their development.							
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			a) Documentation related to the development of reports and other accountability documents. This includes: agendas, minutes, records of decision, briefing notes and support documentation. These Reports and accountability documents include the <i>Report on Plans and Priorities</i> , <i>Departmental Performance Report</i> , Program Activity Architecture (PAA) and any other record relating to the management framework (e.g. required components of the Management, Resources and Results Structure (MRRS)).							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A06.0262-01	Regulatory Development - General	ACYR						
			Any file specific to information relating to all aspects of the process, by which regulations are developed, drafted and approved in the Department, etc. (identified in the A06.0262 activity descriptor) would be listed under this activity. Please refer to the							





Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
A07.0270	Coordination & Negotiation - Information relating to the integration or linking of organizations to accomplish a collective set of tasks through consultations, consensus building and/or formal or informal agreements.		Policy Files	SU	10 yrs	15 yrs	SU + 25 yrs	2006/004		DES
			Policy Files (Refer to C.4; C.5; C.6 below)	SU	10 yrs	15 yrs	SU + 25 yrs	2006/004		TRSF (H)
			Policy Files (Refer to C.8 below)	SU	10 yrs	15 yrs	SU + 25 yrs	2011/003		TRSF (H)
			General Files (Refer to C.4; C.5 and C.6 below)	ACYR	10 yrs	15 yrs	25 yrs	2006/004		TRSF (H)
			General Files	ACYR	10 yrs	15 yrs	25 yrs	2006/004		DES
			Federal/Provincial Agreements	AC *	35 years		35 yrs	2006/004		TRSF (H)
			Final Agreement, Treaty, MOU etc. (Refer to C.10 a) below)	AC *	35 years		35 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2006/004		DES
			* AC = After the Agreement has expired (or after superseded)							
			Refer to C.4 d) of RDA 2006/004 ..... All records in any general and policy files relating to co-operation and liaison with national and internal non-governmental organizations, including the UN High Commission for Refugees and the International Organization for Migration and the Canadian Council for Refugees.							
			Refer to C.5 g) of RDA 2006/004 ..... All records in any general and policy files relating to co-operation and liaison between CIC and law enforcement agencies, including correspondence and agreements.							
			Refer to C.5 h) of RDA 2006/004 ..... All records in any general and policy files documenting the relationship between CIC and transportation carrier companies, including correspondence, records of negotiation and agreements.							
			Refer to C.5 o) of RDA 2006/004 ..... All records in any general and policy files relating to Canadian-American partnerships such as pilot projects including pilot projects, agreements and Memorandums of Understanding.							
			Refer to C.5 r) of RDA 2006/004 ..... All records in any general and policy files pertaining to Federal-provincial/territorial co-operation and liaison on medical aspects of the immigration program including correspondence and agreements.							
			Refer to C.6 d) of RDA 2006/004 ..... All records in any general and policy files relating to federal-provincial/territorial co-operation and liaison in the delivery of settlement services including correspondence, agreements and program evaluations.							
			Refer to C.8 b) of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following: <i>All final versions of strategic policies and records documenting their development</i>							
			Refer to C.10 a) of RDA 2011/003 .... For all activities generated by the liaison sub-function, transfer the following: <i>Any final agreement, treaty, memorandum of understanding or other type of agreement pertaining to CIC's operations.</i>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A07.0270-01	Coordination & Negotiation - General	ACYR						
			Any file specific to information relating to the integration or linking of organizations to accomplish a collective set of tasks through consultations, consensus building and/or formal or informal agreements, etc. (identified in the A07.0270 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	OGD	AC						
			Canadian Heritage	AC						
			CBSA	AC						
			CIDA	AC						
			CSIS	AC						
			DFAIT	AC						
			HRSD	AC						
			OAG	AC						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Passport Canada	AC						
			RCMP	AC						
			Service Canada	AC						
			TBS	AC						
			Africa	AC						
			Asia	AC						
			China	AC						
			India	AC						
			Philippines	AC						
			Pakistan	AC						
			Europe	AC						
			Switzerland	AC						
			Germany	AC						
			Spain	AC						
			United Kingdom	AC						
			Ireland	AC						
			Netherlands	AC						
			Norway	AC						
			Portugal	AC						
			Russia	AC						
			Sweden	AC						
			Americas & the Caribbean	AC						
			Mexico	AC						
			United States	AC						
			Middle East	AC						
			Oceania	AC						
			Australia	AC						
			European Union	AC						
			FCC--Four Country Conference	AC						
			Global Forum on Migration & Development	AC						
			GMG--Global Migration Group							
			IGC--Inter-governmental Consultations on Asylum, Refugee & Migration Policies							
			IOM--International Organization for Migration							
			OAS--Organization of American States							
			OECD--Organization for Economic Cooperation & Development							
			OSCE--Organization for Security & Cooperation in Europe							
			Red Crescent / Red Cross							
			Regional Conference on Migration (Puebla Process)							
			Agreement for Canada-Alberta Cooperation on Immigration - TFW Annex							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Agreement for Canada-British Columbia Cooperation on Immigration							
			Agreement for Canada-Nova Scotia Cooperation on Immigration							
			Agreement for Canada-Yukon Cooperation on Immigration							
			Atlantic Population Strategy							
			Canada-Manitoba Immigration Agreement							
A07.0272	Functional Guidance - Information relating to the provision of advice and guidance to negotiators and administrators concerning specific frameworks and strategies to be used to facilitate the development, the establishment and the maintenance of partnerships.		Policy Files	SU	10 yrs	15 yrs	SU + 25 yrs	2011/003		DES
			General Files	ACYR	10 yrs	15 yrs	25 yrs	2011/003		DES
			All Other Files	DSA	10 yrs	15 yrs	25 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A07.0272-01	Functional Guidance - General	ACYR						
			Any file specific to information relating to the provision of advice and guidance to negotiators and administrators concerning specific frameworks and strategies to be used to facilitate the development, establishment and maintenance of partnerships, etc. (identified in the A07.0272 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	CIC-CBSA MOU Governance	CY						
			CIC-CBSA MOU Steering Committee 2007	CY						
			CIC-CBSA MOU Joint Consultative Committee 2007	CY						
			CIC-CBSA Joint Management Committee	CY						
			CIC-CBSA Regional Director General Committee	CY						
			LSC--Litigation Strategy Committee	CY						
			Joint Working Committee on Intelligence	CY						
			OGD							
			Canadian Heritage							
			CBSA							
			CIDA							
			DFAIT							
			HRSD							
			Africa							
			Asia							
			China							
			India							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Philippines							
			Pakistan							
			Europe							
			Switzerland							
			Germany							
			Spain							
			United Kingdom							
			Ireland							
			Netherlands							
			Norway							
			Portugal							
			Russia							
			Sweden							
			Americas & the Caribbean							
			Mexico							
			United States							
			Middle East							
			Oceania							
			Australia							
			APEC--Asia-Pacific Economic Cooperation							
			Asia-Pacific Consultation on Refugees, Displaced Persons & Migrants							
			CARICOM--Caribbean Community							
			CIC Working Group on US Issues							
			Commonwealth							
			Council of Europe							
			European Union							
			FCC--Four Country Conference							
			FOCAL--Canadian Foundation for the Americas							
			G8--Group of Eight							
			GMG--Global Migration Group							
			Global Forum on Migration & Development							
			IMG--Interdepartmental Migration Group							
			IOM--International Organization for Migration							
			MPI--Migration Policy Institute							
			OAS--Organization of American States							
			OECD--Organization for Economic Cooperation & Development							
			Regional Conference on Migration (Puebla Process)							
			UN--United Nations							
			UN Commission on Population & Development							
			UN General Assembly							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			UN High Commissioner for Refugees							
			UN Human Rights Council							
			WTO--World Trade Organization							
A07.0274	Guidelines, Best Practices & Procedures - Information relating to the development of frameworks, strategies, procedures, guidelines and other governance vehicles and instruments that will facilitate effective partnership organization and development.		Policy Files	SU	5 yrs	2 yrs	SU + 7 yrs	2011/003		DES
			General Files	ACYR	5 yrs	2 yrs	7 yrs	2011/003		DES
			All Other Files	DSA	5 yrs	2 yrs	7 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A07.0274-01	Guidelines, Best Practices & Procedures - General	ACYR						
			Any file specific to information relating to the development of frameworks, strategies, procedures, guidelines and other governance vehicles and instruments, etc. (identified in the A07.0274 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	International Policy Coordination							
A07.0276	Strategic Outputs - Information relating to projections or expectations resulting from the establishment of a partnership.		Policy Files	SU	10 yrs	15 yrs	SU + 25 yrs	2011/003		DES
			General Files	ACYR	10 yrs	15 yrs	25 yrs	2011/003		DES
			All Other Files	DSA	10 yrs	15 yrs	25 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A07.0276-01	Strategic Outputs - General	ACYR						
			Any file specific to information relating to projections or expectations resulting from the establishment of a partnership, etc. (identified in the A07.0276 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Canadian Bar Association							
			Conference Board of Canada							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			OGD							
			DFAIT							
			Public Policy Forum							
			Royal Bank of Canada							
			Security Partners							
			International Strategy							
			Partners / Stakeholders Relations Strategy							
			Provincial / Territorial Regionalization Initiatives							
A07.0278	<b>Relationship Management</b> - Information relating to the activities required to maintain relationships, with other governments or stakeholders, that are defined in formal agreements, memoranda of understanding or traditional practice. This may include maintaining accurate and current information profiles, maintaining alignment between program activities and agreement definitions, developing plans and strategies, forecasts and targets, and pursuing efforts to ensure the timely exchange of information.		Policy Files	SU	10 yrs	15 yrs	SU + 25 yrs	2011/003		DES
			General Files	ACYR	10 yrs	15 yrs	25 yrs	2011/003		DES
			Other Files (Refer to C.10 a) below)	AC or SU	35 years		35 yrs	2011/003		TRSF (H)
			All Other Files	DSA	10 yrs	15 yrs	25 yrs	2011/003		DES
			C.10 of RDA 2011/003 .... For all activities generated by the liaison sub-function, transfer the following:							
			a) Any final agreement, treaty, memorandum of understanding or other type of agreement pertaining to CIC's operations.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A07.0278-01	Relationship Management - General	ACYR						
			Any file specific to information relating to the activities required to maintain relationships with other governments or stakeholders, that are defined in formal agreements, memoranda of understanding or traditional practice, etc. (identified in the A07.0278 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	OGD						
				Canadian Heritage						
				CBSA						
				CIDA						
				DFAIT						
				HRSD						
				PCO						
				Asia						
				China						
				India						
				Japan						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Philippines							
			Bulgaria							
			Belarus							
			Switzerland	AC						
			Lithuania	AC						
			Montenegro	AC						
			Malta	AC						
			Netherlands	AC						
			Chile	AC						
			United States	AC						
			Venezuela	AC						
			Middle East							
			Oceania	AC						
			Australia	AC						
			Fiji	AC						
			New Zealand	AC						
			APEC--Asia-Pacific Economic Cooperation	AC						
			Asia-Pacific Consultation on Refugees, Displaced Persons & Migrants	AC						
			Bali Process	AC						
			Berne Process	AC						
			Budapest Group	AC						
			CARICOM--Caribbean Community	AC						
			CIC Working Group on US Issues	AC						
			Commonwealth	AC						
			Council of Europe	AC						
			Crans Montana Forum	AC						
			EU--European Union	AC						
			5N--Five Nation Passport Group	AC						
			FCC--Four Country Conference	AC						
			FOCAL--Canadian Foundation for the Americas	AC						
			G8--Group of Eight	AC						
			GCIM--Global Commission on International Migration	AC						
			ILO--International Labour Organization	AC						
			IMG--Interdepartmental Migration Group							
			IOM--International Organization for Migration	AC						
			Lyon-Roma Group							
			MPI--Migration Policy Institute	AC						
			OAS--Organization of American States	AC						
			OECD--Organization for Economic Cooperation & Development	AC						
			OECS--Organization of Eastern Caribbean States	AC						





Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			a) Documentation related to the development of reports and other accountability documents. This includes: agendas, minutes, records of decision, briefing notes and support documentation. These Reports and accountability documents include the Report on Plans and Priorities, Departmental Performance Report, Program Activity Architecture (PAA) and any other record relating to the management framework (e.g. required components of the Management, Resources and Results Structure (MRRS)).							
			c) The final and significant drafts of CIC's business plan.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A08.0300-01	Departmental Planning - General	ACYR						
			Any file specific to information relating to the business planning that is done at the Departmental level and which may include work plans, etc. (identified in the A08.0300 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
A08.0310	Branch Planning - Information relating to the business planning that is executed at the Branch level and which may include work plans, reviews and reports.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Other files (Refer to C.9 b) below)	DSA	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			b) The final business plans of the operational areas.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A08.0310-01	Branch Planning - General	ACYR						
			Any file specific to information relating to the business planning that is executed at the Branch level and which may include work plans, etc. (identified in the A08.0310 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <u>CIC File Plan - Plan de dossiers</u> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Ministerial Correspondence	FY						
			Research & Evaluation	FY						
			Access to Information & Privacy	FY						
			Priorities	FY						
			ASA--Administration, Security & Accommodation	FY						
			ASA 2009/10	FY						
			Priorities	FY						
			Communications	FY						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Communications 2004/05	FY						
			Communications 2005/06	FY						
			Communications 2008/09	FY						
			Communications 2009/10	FY						
			Information Management & Technologies	FY						
			Information Management & Technologies 2007/08	FY						
			Information Management & Technologies 2008/09	FY						
			Information Management & Technologies 2009/10	FY						
			Information Management & Technologies 2010/11	FY						
			Training & Tools	FY						
			IMTB Communication Plan	FY						
			Finance	FY						
			Finance 2008/09	FY						
			Internal Audit & Accountability	FY						
			Internal Audit & Accountability 2008/09	FY						
			Internal Audit & Accountability 2009/10	FY						
			Audit Charter	FY						
			Audit Manual	FY						
			Business Plans by Year	FY						
			Human Resources Plan	FY						
			Risk-Based Audit Plan	FY						
			Refugee Protection & Resettlement	FY						
			Refugee Protection & Resettlement 2005/06	FY						
			Refugee Protection & Resettlement 2006/07	FY						
			Integration	FY						
			Integration 2008/09	FY						
			Integrated Business & Resource Planning 2008-2011	FY						
			SIO	FY						
			Immigration	FY						
			OMC Directors Meetings	FY						
			Operational Management & Coordination	FY						
			Operational Management & Coordination 2009/10	FY						
			Strategic Policy	FY						
			Strategic Policy 2008/09	FY						
			International & Intergovernmental Relations	FY						
			Foreign Credentials Referral Office	FY						
			Foreign Credentials Referral Office 2007/08	FY						
			Foreign Credentials Referral Office 2008/09	FY						
			Risk Mitigation Branch	FY						
			Citizenship	FY						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Citizenship 2007/08	FY						
			Citizenship 2008/09	FY						
			Departmental Secretariat	FY						
			Departmental Secretariat 2008/09	FY						
			Citizenship Commission	FY						
			Citizenship Commission 2008/09	FY						
			International Region	FY						
			International Region 2008/09	FY						
			International Region 2009/10	FY						
			Human Resources Branch	FY						
			Human Resources Branch 2008/09	FY						
A08.0312	Regional Planning - Information relating to the business planning that is executed at the Regional level and which may include work plans, reviews and reports.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Other Files ( <i>Refer to C.9 b) below</i> )*	DSA	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			* C.9.b) applies only if the Regions are considered to be the Office of Primary Interest (OPI) for their planning ...							
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			b) The final business plans of the operational areas.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A08.0312-01	Regional Planning - General	ACYR						
			Any file specific to information relating to the business planning that is executed at the Regional level and which may include work plans, etc. (identified in the A08.0312 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Points of Service Abroad	FY					
				Québec	FY					
				Québec 2007/08	FY					
				Québec 2008/09	FY					
				Québec 2009/10	FY					
				Recognition Committee	FY					
				Recognition Committee 2008/09	FY					
				Regional Consultative Committee	FY					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Regional Consultative Committee 2008/09	FY						
			Regional Executive Committee	FY						
			Regional Executive Committee 2008/09	FY						
			Regional Management Committee	FY						
			Regional Management Committee 2008/09	FY						
			Central Processing Region	FY						
			Central Processing Region 2008/09	FY						
A08.0315	Sector Planning - Information relating to the business planning that is executed at the Sector level and which may include work plans, reviews and reports.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Other Files (Refer to C.9 b) below)	DSA	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			b) The final business plans of the operational areas.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A08.0315-01	Sector Planning - General	ACYR						
			Any file specific to information relating to the business planning that is executed at the Sector level and which may include work plans, etc. (identified in the A08.0315 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Strategic & Program Policy Committee - Sectorial Meeting	FY					
				Business Plan - Sector Input	FY					
				Client Service Modernization	FY					
				Client Service Modernization 2008/09	FY					
				Service Innovation & Technology 2009/10	FY					
				Operational Sector Regulatory Initiatives 2007/08	FY					
				Operational Sector Management Committee 2007/08	FY					
				Operational Sector Management Committee 2008/09	FY					
				Strategic & Program Policy	FY					
				Strategic & Program Policy 2008/09	FY					
				Senior Management Meeting Committee	FY					
				Corporate Services	FY					
				Corporate Services 2008/09	FY					

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			OCC--Operational Coordination Committee	FY						
			OCC--Operational Coordination Committee 2008/09	FY						
			Operations	FY						
			Operations 2009/10	FY						
			Finance	FY						
			Finance 2009/10	FY						
A08.0320	Performance Measurement - Information relating to gathering and researching information, analysing and providing recommendations and/or identifying gaps in relation to goals, objectives, long term plans and identified initiatives.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	99/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	99/004		DES
			Final Internal Audit and Program Evaluation Reports (Refer to C.9 d) and e) below)	DSA	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	99/004		DES
				Note: The MIDA 99/004 coverage of this activity includes internal audit and program evaluation records and working files documenting methodology, procedures, interdependent liaison, and interaction with central agencies but <b>does not include</b> final internal audit and program evaluation reports and files documenting management response, corrective action and follow-up.						
				C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:						
				d) The final reports of internal audit or evaluation of programs when they are not published.						
				e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and evaluation.						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A08.0320-01	Performance Measurement - General	ACYR						
			Any file specific to information relating to gathering and researching information, analysing and providing recommendations and/or identifying gaps in relation to goals, objectives, long term plans, etc. (identified in the A08.0320 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Performance Assessments	FY						
			OMC-Mid-year Review 2006/07	CY						
			OMC-Mid-year Review 2007/08	CY						
			Reports & Statistics   Rapports & Statistiques	CY						
			OMC-Monthly Performance Reports	CY						
			Quebec regional statistics	CY						
			Quebec regional statistics 2008/09	CY						
			Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
A08.0325	Risk Management - Information relating to the identification, analysis, and response to program risks.		General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A08.0325-01	Risk Management - General	ACYR						
			Any file specific to information relating to the identification, analysis and response to program risks, etc. (identified in the A08.0325 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Operational Management & Coordination	CY					
				Departmental Secretariat						
A08.0330	Strategic Planning - Information relating to strategic visioning, planning, and defining strategic directions and business line priorities that will enable CIC to achieve planned outcomes.		Policy Files	SU	5 yrs	5 yrs	SU + 10 yrs	2011/003		DES
			Policy Files (Refer to C.8 b) below)	SU	5 yrs	5 yrs	SU + 10 yrs	2011/003		TRSF (H)
			General Files	ACYR	5 yrs	5 yrs	10 yrs	2011/003		DES
			Strategic Plans and Reports for the Communication Function (Refer to C.7 c) below)	AC	5 yrs	5 yrs	10 yrs	2010/009		TRSF (H)
			CIC's Business Plan (Refer to C.9 c) below)	AC	5 yrs	5 yrs	10 yrs	2011/003		TRSF (H)
			All Other Files	DSA	5 yrs	5 yrs	10 yrs	2011/003		DES
				C.7 of RDA 2010/009 .... Communications Operations/Regional Headquarter Offices						
				c) ..... All records pertaining to communications strategies and products relating to regional pilot projects and unique regional programs (being distinct from those operating nationally, or in those operating in other regions).						
				C.8 Of RDA 2011/003 .... For activities generated by the strategic direction sub-function, transfer the following:						
				b) All final versions of strategic policies and records documenting their development.						
				C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:						
				c) The final and significant drafts of CIC's business plan.						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A08.0330-01	Strategic Planning - General	ACYR						
			Any file specific to information relating to strategic visioning, planning, and defining strategic directions and business line priorities, etc. plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Information Management & Technologies	CY						
			Information Management & Technologies 2007-2012							
			Information Management & Technologies 2009-2014							
			Departmental Secretariat							
A08.0360	Corporate Reporting - Information relating to input into corporate reports.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Other Files (Refer to C.9 a) and d) below)	DSA	2 yrs	3 yrs	5 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			a) Documentation related to the development of reports and other accountability documents. This includes: agendas, minutes, records of decision, briefing notes and support documentation. These Reports and accountability documents include the Report on Plans and Priorities, Departmental Performance Report, Program Activity Architecture (PAA) and any other record relating to the management framework (e.g. required components of the Management, Resources and Results Structure (MRRS).							
			d) The final reports of internal audit or evaluation of programs when they are not published. (activities of Internal Audit also)							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A08.0360-01	Corporate Reporting - General	ACYR						
			Any file specific to information relating to input into corporate reports, etc. (identified in the A08.0360 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CLC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Annual Report	FY						
			Annual Report 2008/09	FY						
			DPR--Departmental Performance Report	FY						
			DPR--Departmental Performance Report 2007/08	FY						
			DPR--Departmental Performance Report 2008/09	FY						
			RPP--Report on Plans & Priorities	FY						
			RPP--Report on Plans & Priorities 2006/07	FY						
			RPP--Report on Plans & Priorities 2007/08	FY						
			RPP--Report on Plans & Priorities 2008/09	FY						
			PAA-- Program Activity Architecture	FY						
			Public Accounts	FY						
			Public Accounts 2008/09	FY						
			Financial Statement	FY						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Financial Statement 2008/09	FY						
			<b>09 = Internal Audit</b>							
A09.0400	Planning - Information relating to the defining and establishment of audit priorities based upon recommendations in previous reports, TBS priorities, risk-ranking of different programs and activities and expectations mandated under CIC's legislation.		Policy Files	SU	2 yrs	5yrs	SU + 7 yrs *	2011/003		DES
			Policy Files (Refer to C.9 g) below)	SU	2 yrs	5yrs	SU + 7 yrs *	2011/003		TRSF (H)
			General Files	ACYR	2 yrs	5yrs	7 yrs *	2011/003		DES
			Audit and Evaluation Plans (Refer to C.9 g) below)	ACYR	2 yrs	5yrs	7 yrs *	2011/003		TRSF (H)
			All Other Files	ACYR	2 yrs	5yrs	7 yrs *	2011/003		DES
			<b>Retention Note (OCG)</b> →	* The Office of the Comptroller (OCG) General has advised that they will be issuing a File Retention Directive in 2011 which requires internal audit and advisory engagement working papers to be kept 7 years. Should a request for access to the working papers be made in the 6th year, another 3 years will be added to the retention period.						
				C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:						
				g) CIC's final policies and plans for audit and evaluation						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A09.0400-01	Planning - General	ACYR						
			Any file specific to information relating to the defining and establishment of audit priorities based upon recommendations in previous reports, TBS priorities, etc. (identified in the A09.0400 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email CIC File Plan - Plan de dossiers to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Risk-Based Audit Plan	AC					
				Risk-Based Audit Plan 2008/09	FY					
				Risk-Based Audit Plan 2010/11	FY					
A09.0405	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments to support the Audit process.		Policy Files	SU	2 yrs	5yrs	SU + 7 yrs *	2011/003		DES
			General Files	ACYR	2 yrs	5yrs	7 yrs *	2011/003		DES
			All Other Files	ACYR	2 yrs	5yrs	7 yrs *	2011/003		DES
			<b>Retention Note (OCG)</b> →	* The Office of the Comptroller (OCG) General has advised that they will be issuing a File Retention Directive in 2011 which requires internal audit and advisory engagement working papers to be kept 7 years. Should a request for access to the working papers be made in the 6th year, another 3 years will be added to the retention period.						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A09.0405-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles, etc. (identified in the A09.0405 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A09.0410	Audits - Information relating to both domestic and international audits which provide a 'second opinion' on the planning and management of operations that have been selected during the risk-based, audit planning process.		Policy Files	SU	2 yrs	5yrs	SU + 7 yrs *	99/004		DES
			General Files	ACYR	2 yrs	5yrs	7 yrs *	99/004		DES
			Internal Audits, Program Evaluation Records, etc. †	AC	2 yrs	5yrs	7 yrs *	99/004		DES
			Final Internal Audit and Program Evaluation Reports † (Refer to C.9 d) and e) below)	AC	2 yrs	5yrs	7 yrs *	2011/003		TRSF (H)
			External Audits and/or Program Evaluations ‡	AC	2 yrs	5yrs	7 yrs *	99/004		DES
			External Audits conducted by Private Sector Consultants ‡	AC	2 yrs	5yrs	7 yrs *	2011/003		DES
			All Other Files	ACYR	2 yrs	5yrs	7 yrs *	99/004		DES
			Sub-activities will be reviewed as program evaluation does not apply to Internal Audit							
			<b>Retention Note (OCG)</b> →	* The Office of the Comptroller (OCG) General has advised that they will be issuing a File Retention Directive in 2011 which requires internal audit and advisory engagement working papers to be kept 7 years. Should a request for access to the working papers be made in the 6th year, another 3 years will be added to the retention period.						
			<b>Disposition Note (LAC)</b> →	† The MIDA 99/004 coverage of this activity includes <b>internal</b> audit and program evaluation records and working files documenting methodology, procedures, interdependent liaison, & interaction with central agencies but <b>does not include</b> final internal audit and program evaluation reports and files documenting management response, corrective action and follow-up.						
			<b>Disposition Note (LAC)</b> →	‡ The MIDA 99/004 coverage of this activity includes <b>external</b> audits and/or program evaluations conducted by a central agency, common service agency or by the Auditor General. It <b>does not include</b> audits conducted by private sector consultants.						
				C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:						
				d) The final reports of internal audit or evaluation of programs when they are not published.						
				e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and evaluation.						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A09.0410-01	Audits - General	ACYR						
			Any file specific to information relating to both domestic and international audits which provide a 'second opinion' on the planning and management of operations, etc. (identified in the A09.0410 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	AC						
			Beijing 2008 - General							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			IM Governance	AC						
			Atlantic Governance	AC						
			External Assessment	AC						
			Damascus	AC						
			Ankara	AC						
			Citizenship	AC						
A09.0415	Advisory Engagements - Information relating to advisory and related client service activities intended to add value and improve an organization's governance, risk management, and control processes undertaken in accordance with the Risk-based Audit Plan or at Management's request.		Policy Files	SU	2 yrs	5 yrs	SU + 7 yrs *	2011/003		DES
			General Files	ACYR	2 yrs	5yrs	7 yrs *	2011/003		DES
			All Other Files	ACYR	2 yrs	5yrs	7 yrs *	2011/003		DES
			<b>Retention Note (OCG)</b> →	* The Office of the Comptroller (OCG) General has advised that they will be issuing a File Retention Directive in 2011 which requires internal audit and advisory engagement working papers to be kept 7 years. Should a request for access to the working papers be made in the 6th year, another 3 years will be added to the retention period.						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A09.0415-01	Advisory Engagements - General	ACYR						
			Any file specific to information relating to advisory and related client service activities intended to add value and improve an organization's governance, risk management, etc. (identified in the A09.0415 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email CIC File Plan - Plan de dossiers to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Learning & Development   Apprentissage et du perfectionnement	AC					
				Departmental Planning   Planification ministérielle	AC					
				Values & Ethics   Valeurs et Déontologie	AC					
				Follow-Up   Suivi	AC					
A09.0420	Liaison - Information relating to advice provided to OGD requests such as follow-up on past Office of the Auditor General (OAG) recommendations, developing a strategy to audit a joint-responsibility initiative, reviewing Memoranda of Understanding (MOU's), reviewing audits completed by OGD's that may have a bearing on CIC's operations, etc.		Policy Files	SU	2 yrs	5 yrs	SU + 7 yrs *	99/004		DES
			General Files	ACYR	2 yrs	5yrs	7 yrs *	99/004		DES
			All Other Files	ACYR	2 yrs	5yrs	7 yrs *	99/004		DES
			<b>Retention Note (OCG)</b> →	* The Office of the Comptroller (OCG) General has advised that they will be issuing a File Retention Directive in 2011 which requires internal audit and advisory engagement working papers to be kept 7 years. Should a request for access to the working papers be made in the 6th year, another 3 years will be added to the retention period.						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A09.0420-01	Liaison - General	ACYR						
			Any file specific to information relating to advice provided to OGD requests such as follow-up on past Office of the Auditor General (OAG) recommendations, developing a strategy to audit a joint-responsibility initiative, etc. (identified in the A09.0420 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	CBSA	AC						
			OAG	AC						
			OCG	AC						
			OBD	AC						
A09.0425	Monitoring & Reporting - Information relating to the provision of service monitoring through the gathering, analysis and synthesis of operational data, the preparation of reports and the dissemination of this information to the appropriate source(s).		Policy Files	SU	2 yrs	5 yrs	SU + 7 yrs *	2011/003		DES
			General Files	ACYR	2 yrs	5yrs	7 yrs *	2011/003		DES
			Other Files (Refer to C.9 e) below)	ACYR	2 yrs	5yrs	7 yrs *	2011/003		TRSF (H)
			All Other Files	ACYR	2 yrs	5yrs	7 yrs *	2011/003		DES
			<b>Retention Note (OCG)</b> →	* The Office of the Comptroller (OCG) General has advised that they will be issuing a File Retention Directive in 2011 which requires internal audit and advisory engagement working papers to be kept 7 years. Should a request for access to the working papers be made in the 6th year, another 3 years will be added to the retention period.						
				C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:						
				e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and evaluation.						
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A09.0425-01	Monitoring & Reporting - General	ACYR						
			Any file specific to information relating to the provision of service monitoring through the gathering, analysis and synthesis of operational data, etc. (identified in the A09.1001 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	CAE Report 2010/11	CY   ACI						
			Performance Management	CY   ACI						
			Follow-up	CY   ACI						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		A10.0450-01	Program Planning - General	ACYR						
			Any file specific to information relating to the planning and design of programs, setting of priorities, development of management frameworks and the establishment of appropriate criteria, etc. (identified in the A10.0450 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Evaluation Committee   Comité d'évaluation	AC						
			CIC Evaluation Plan 2007/08 - 2011/12	FY						
<b>A10.0460</b>	<b>Guidelines, Best Practices &amp; Procedures Development</b> - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	8 years	SU + 8 yrs	2011/003		DES	
			General Files	ACYR	8 years	8 yrs	2011/003		DES	
			All Other Files	DSA	8 years	8 yrs	2011/003		DES	
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A10.0460-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles, etc. (identified in the A10.0460 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Evaluation Charter	SU						
<b>A10.0470</b>	<b>Functional Guidance</b> - Information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives.		Policy Files	SU	8 years	SU + 8 yrs	2011/003		DES	
			General Files	ACYR	8 years	8 yrs	2011/003		DES	
			All Other Files	DSA	8 years	8 yrs	2011/003		DES	
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A10.0470-01	Functional Guidance - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the provision of guidance to stakeholders on devising effective and efficient approaches to achieve the program service objectives, etc. (identified in the A10.0470 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A10.0480	Monitoring & Reporting - Information relating to the provision of service monitoring through the gathering, analysis and synthesis of operational data, the preparation of reports and the dissemination of this information to the appropriate source(s).		Policy Files	SU	8 years	SU + 8 yrs	2011/003		DES	
			General Files	ACYR	8 years	8 yrs	2011/003		DES	
			Other Files (Refer to C.9 e) below)	DSA	8 years	8 yrs	2011/003		TRSF (H)	
			All Other Files	DSA	8 years	8 yrs	2011/003		DES	
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and evaluation.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A10.0480-01	Monitoring & Reporting - General	ACYR						
			Any file specific to information relating to the provision of service monitoring through the gathering, analysis and syntheses of operational data, etc. (identified in the A10.0480 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A10.0490	Evaluation - Information relating to determining the suitability, including business or cost benefit analysis, of potential or existing programs, services or systems, in relation to meeting the needs of the given situation. Also includes monitoring, re-evaluating and re-examining products, structures, processes, procedures, standards and systems and any recommendations and advice resulting from these activities.		Policy Files	SU	8 years	SU + 8 yrs	99/004		DES	
			Policy Files - Project Files (Study per each CIC program)	ACYR	10 years	10 yrs	99/004		DES	
			Final (Unpublished) Evaluation Reports (Refer to C.9 d) below)	SU	8 years	SU + 8 yrs	2011/003		TRSF (H)	
			Records that Document Management Response; Actions Taken and Monitoring (Refer to C.9 e) below)	SU	8 years	SU + 8 yrs	2011/003		TRSF (H)	
			General Files	ACYR	10 years	10 yrs	99/004		DES	
			All Other Files	DSA	10 years	10 yrs	99/004		DES	
			Note: Coverage of MIDA 99/004 includes <b>internal</b> audit and program evaluation records and working files documenting methodology, procedures, interdependent liaison, and interaction with central agencies but <b>does not include</b> final internal audit and program evaluation reports and files documenting management response, corrective action and follow-up.							
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			d) The final reports of internal audit or evaluation of programs when they are not published.							
			e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and evaluation.							





Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
A11.0500	development of management frameworks and the establishment of appropriate criteria and processes for measuring performance in the achievement of targets.		Research Plans (Refer to C.9 b) below)	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		TRSF (H)
			Communication Materials	AC	2 years		2 yrs	2011/003		DES
			Research Presentation Meetings	AC	2 years		2 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			C.9 of RDA 2011/003 .... For events generated by the governance sub-function, transfer the following:							
			b) The final business plans of the operational areas.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A11.0500-01	Program Planning - General	ACYR						
			Any file specific to information relating to the planning and design of programs, setting of priorities, development of management frameworks, etc. (identified in the A11.0500 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Communication Materials	AC						
			Communication Materials 2010	CY						
			Research Network Meeting 2006	AC						
			Research Plans	SU						
			Research Plans 2005/06	FY						
			Portal	AC						
			Reference Centre	AC						
			Research Frameworks	SU						
A11.0510	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Other Files (Refer to C.10 b) below) Refer to *Note below	AC or SU	35 years		35 yrs	2011/003		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<b>*Note:</b> If any final agreements are saved in this activity, then keep C.10 a) in mind. Specifically ..... <i>Any final agreement, treaty, memorandum of understanding or other type of agreement pertaining to CIC's operations</i> must be transferred to the Library and Archives Canada as archival.							
			C.10 of RDA 2011/003 .... For all activities generated by the liaison sub-function, transfer the following:							
			b) Records of inter-organizational committees or working groups related to the mandate of CIC, when CIC is the OPI. This includes agendas, minutes, records of decision, briefing notes and supporting documentation.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A11.0510-01	Develop & Maintain Partnerships - General	ACYR						
			Any file specific to information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals, etc. (identified in the A11.0510 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Federal-Provincial Working Group	SU						
			Enduring Federal Role	SU						
			Official Language Minority Communities	SU						
			Canada-Ontario Agreement	SU						
			Official Language Minority Communities	SU						
			Statistics Canada	SU						
			Inter-Governmental Consultations	SU						
			United Nations	SU						
			OECD Meetings	SU						
A11.0520	Guidelines, Best Practices & Procedures Development - Information relating to the development of procedures, guidelines and other governance vehicles and instruments.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Templates	SU	2 years		2 yrs	2011/003		DES
			Process Maps	SU	2 years		2 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A11.0520-01	Guidelines, Best Practices & Procedures Development - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles, etc. (identified in the A11.0520 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Templates	SU						
			Process Maps	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
A11.0530	Business Intelligence Technology - Information relating to the activities of defining and designing application software and other technologies to gather, store, analyze, and provide access to data, to aid in the analysis, and presentation of data.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 years *		2 yrs *	2011/003		DES
			Longitudinal Immigrant Database	SU	2 yrs	8 yrs	10 yrs	2011/003		DES
			Data Requests	AC	2 yrs *	3 yrs *	5 yrs *	2011/003		DES
			All Other Files	DSA	2 years *		2 yrs *	2011/003		DES
					*Retention period is under review - client requested 35 years; awaiting justification					
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A11.0530-01	Business Intelligence Technology - General	ACYR						
			Any file specific to information relating to the activities of defining and designing application software and other technologies to gather, store, analyze, and provide access to data, to aid in the analysis, etc. (identified in the A11.0530 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			<i>some examples of sub-activity files</i>	Data Requests	AC					
				Data Requests 2008	CY					
				Data Requests 2009	CY					
				Longitudinal Immigrant Database	SU					
				Data Requests	AC					
				Longitudinal Immigrant Database	SU					
A11.0540	Monitoring & Reporting - Information relating to the provision of service monitoring through the gathering, analysis and synthesis of operational data, the preparation of reports and the dissemination of this information to the appropriate source(s).		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A11.0540-01	Monitoring & Reporting - General	ACYR						
			Any file specific to information relating to the provision of service monitoring through the gathering, analysis and syntheses of operational data, etc. (identified in the A11.0540 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>some examples of sub-activity files</i>	Work in Progress	AC						
			Work in Progress 2006/07	FY						
			Levels Monitoring	SU						
			QADR	ACYR						
			Temporary Reporting by Special Request (Haiti, etc.)	ACYR						
A11.0580	Case Study - Information relating to an intensive analysis of an individual unit, such as a person, community, instance or event that stresses developmental factors in relation to environment. Includes the collection of data and evidence and reporting the results.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	8 yrs	10 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	8 yrs	10 yrs	2011/003		DES
	Archivist's comments .....  Does this activity refer to research in general? Or relative to a function? i.e. Immigration; Citizenship; or Multi. RDA 2011/003 is only to be used if it is CIC overall. Research is usually specific to a policy (Immigration / Citizenship/ Multi, etc.)  Attention!! Even if sometimes the business line seems to cross over, this type of research often comes out from one specific area, I have seen many of these in the Multiculturalism area and they are also present in the Settlement and integration of newcomers (Immigration RDA).	<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A11.0580-01	Case Study - General	ACYR						
			Any file specific to information relating to an intensive analysis of an individual unit, such as a person, community, instance or event that stresses developmental factors in relation to environment, etc. (identified in the A11.0580 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Organization for Economic Cooperation & Development	SU						
			LSIC--Longitudinal Survey of Immigrants to Canada	SU						
			LSIC Wave 1	AC						
			LSIC Wave 2	AC						
			LSIC Wave 3	AC						
			Profiles - Census CMA--Canada Metropolitan Area	SU						
			Profiles - Other (Prov & City)	AC						
			Profiles - Alberta	AC						
			Profiles - Atlantic	AC						
			Profiles - British Columbia	AC						
			Profiles - Ontario	AC						
			Academic Performance - McAndrew & Hebert	AC						
			Canada Metropolitan Area Comparison Profiles - Infometrica	AC						
			Earnings of Immigrant Women - Green & Worswick	AC						
			Health	AC						
			Report on low income and welfare dependency of immigrants	AC						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			New Canadian Children & Youth Study	AC						
			Population Ageing	AC						
			Statistical Analysis World Value Surveys	AC						
			Sustainable Development	AC						
			Case Studies - In house	AC						
			Case Studies - Contract	AC						
A11.0590	Research - Information relating to the gathering of data to gain a wider knowledge of theories and practices either for general interest purposes, or which may aid in the creation, updating or refining of current or proposed policies and programs.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			Research (in-house; contract, etc)	AC	2 yrs	8 yrs	10 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	13 yrs	15 yrs	2011/003		DES
	Archivist's comments .....		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
	Does this activity refer to research in general? Or relative to a function, i.e. Immigration; Citizenship; or Multi. RDA 2011/003 is only to be used if it is CIC overall. Research is usually specific to a policy (Immigration / Citizenship/ Multi, etc.)		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
	Attention!! Even if sometimes the business line seems to cross over, this type of research often comes out from one specific area, I have seen many of these in the Multiculturalism area and they are also present in the Settlement and integration of newcomers (Immigration RDA).	A11.0590-01	Research - General	ACYR						
			<i>some examples of sub-activity files</i>	Crime	AC					
				Business Immigrants	AC					
				Labour Market Research	AC					
				Metropolis	AC					
A11.0600	Statistics - Information relating to the gathering, analysis and reporting of statistical information relating to the program.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	8 yrs	10 yrs	2011/003		DES
			Census - Custom Tables	AC	2 yrs	48 yrs	50 yrs	2011/003		DES
			Facts & Figures	AC	2 yrs	48 yrs	50 yrs	2011/003		DES
			Reference Material	AC	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	8 yrs	10 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A11.0600-01	Statistics - General	ACYR						
			Any file specific to information relating to the gathering, analysis and reporting of statistical information, etc. (identified in the A11.0600 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Census	AC						
			Census 2001	AC						
			Census 2006	AC						
			Census 2011	AC						
			Facts & Figures	AC						
			Facts & Figures 2005	AC						
			Facts & Figures 2006	AC						
			International OECD SOPEMI--Continuous Reporting System on Migration	AC						
			International OECD SOPEMI--Continuous Reporting System on Migration 2006	AC						
			Monitor (The)	AC						
			Monitor (The) 2005	AC						
			Monitor (The) 2006	AC						
			Reference Material	AC						
			Reference Material - Program Documentation	AC						
			Reference Material - Statistics Canada	AC						
			Census - Custom Tables	AC						
			Census - Dissemination Products	AC						
			Reference Centre - Library	SU						
			<b>12 = Project Management</b>							
A12.0900	<b>Project Management</b> - Information relating to the activities of developing and maintaining project management disciplines to ensure the implementation of integrated, efficient and effective management tools and processes for all CIC projects.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	5 yrs	2 yrs	7 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		A12.0900-01	Project Management - General	ACYR						
			Any file specific to information relating to the activities of developing and maintaining project management disciplines to ensure the implementation of integrated, efficient and effective management tools, etc. (identified in the A12.0900 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Project Management Handbook							
			Project Management Support Material							
A12.0910	Project Management Portfolios - Information relating to the activity of grouping, reviewing, organizing and identifying project relationships, and tracking of project portfolios.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	5 yrs	2 yrs	7yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5yrs	2011/003		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A12.0910-01	Project Management Portfolios - General	ACYR						
			Any file specific to information relating to the activity of grouping, reviewing, organizing and identifying project relationships, etc. (identified in the A1 2.0910 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
A12.0920	Project Governance - Information relating to activities of developing and describing the course of action to follow for successful project delivery and team building, and specify the relationships between, and the distribution of rights and responsibilities among the main groups of participants.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	5 yrs	2 yrs	7yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5yrs	2011/003		DES
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		A12.0920-01	Project Governance - General	ACYR						
			Any file specific to information relating to activities of developing and describing the course of action to follow for successful project delivery and team building, etc. (identified in the A1 2.0920 activity descriptor) would be listed under this activity.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Develop Best Practices & Procedures							
A12.0930	Project Management Awareness & Training - Information relating to the activities of describing project management responsibilities and awareness of the project managers. Includes the publication and distribution of project management literature and the presentation of project management awareness briefings and training sessions to employees.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	98/005		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Training and Development undertaken by an Employee *	Retain for 2 years after completion of the particular training and development undertaken by an employee.			98/005		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			* Note: Participation and achievement records are placed on the Employee's Personnel File.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A12.0930-01	Project Management Awareness & Training - General	ACYR						
			Any file specific to information relating to the activities of describing project management responsibilities and awareness of the project managers, etc. (identified in the A1 2.0930 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Develop & Deliver Training Material							
A12.0940	Project Tracking & Oversight - Information relating to activities of ensuring and overseeing compliance and conformance to project management disciplines, best practices and procedures, and the collection of the appropriate documentation.		Policy Files	SU	2 yrs	3 yrs	SU + 5 yrs	2011/003		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2011/003		DES
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2011/003		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Horizontal Policy Development activity (A01.0145).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		A12.0940-01	Project Tracking & Oversight - General	ACYR						
			Any file specific to information relating to activities of ensuring and overseeing compliance and conformance to project management disciplines, best practices and procedures, etc. (identified in the A1 2.0940 activity descriptor) would be listed under							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			<p>this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.</p> <p><i>some examples of sub-activity files</i></p> <p>Publish Reports</p> <p>Monitor Project Schedules</p> <p>Risks &amp; Lessons Learned</p>							
	<b>SOME IMPORTANT NOTES</b>									
	(1)	Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.								
	(2)	This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.								
	(3)	When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.								
		LAC = Library & Archives Canada								
	<b>Finalized and Validated 30 May 2011</b>									
	Completed by: Lee Armstrong; <b>Validated With:</b> Elaine Cooke; Clay Wilson; Jean Bergeron; Mary Shanes; Melissa Lyonnais; Shelley McKay; Ann Dostaler, Julie Boyer, Marilyn Jodoin, Stanley Kustec; Shelley Borys; Marie-Noelle Roulin; André Baril; Angie Barrados; Maureen Tsai; Deborah Dulude									
	<b>As of 30 May 2011, this R&amp;D Schedule supersedes all other R&amp;D Schedules for the Departmental Management Function</b>									
<b>Updates:</b>	<b>16-May-2012</b>	RDA 2011/003 for the "Corporate Management" function has been applied to all Sub-Activities in this R&D Schedule, which represent the majority. In column K, the previously indicated "not covered" was replaced with the new RDA number (2011/003) and in column M, the previously indicated "DND" was replaced with either: DES (non-archival) or TRSF (H) (archival) as determined by the RDA. Wherever TRSF (H) is identified as the <i>Final Disposition Method</i> , the applicable RDA clauses are highlighted directly below the Sub-Activity groupings. <i>Lee Armstrong</i>								
	<b>24-July-2012</b>	As a result of a Client Request, Departmental Agreements/MOUs were located with the results identifying all had the same disposition method (transfer as archival), yet a variety of retention periods (from 2-25 years). Business requirements called for a standard retention period of 35 years. As a result, the following changes were made:								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<b>Activity A02.0002</b> - Metropolis (Projects Sub-Function) Sub-Activity - <b>Other Files (C.10 a) and b)</b> - The previous 8 year retention period was changed to 35 years Approved by: Dave Adamson, CIO, Information Management & Technologies; and Rodney Young (for Jason Reid, IM Director)									
	<b>Activity A04.0242</b> - Develop & Maintain Partnerships (Case Litigation Sub-Function) Sub-Activity - <b>Other Files (C.10 a) and b)</b> - The previous 2 year retention period was changed to 35 years Approved by: Karim Virani, Director, Litigation Management; and Rodney Young (for Jason Reid, IM Director)									
	<b>Activity A07.0270</b> - Co-ordination & Negotiation (Partnerships Sub-Function) Sub-Activity - <b>Federal / Provincial Agreements</b> - The previous 10 year retention period was changed to 35 years Sub-Activity - <b>Final Agreement, Treaty, MOU, etc. (C.10 a)</b> - The previous 10 year retention period was changed to 35 years Approved by: Natasha Parriag, A/Director, Intergovernmental & Stakeholder Relations; and Rodney Young (for Jason Reid, IM Director)									
	<b>Activity A07.0278</b> - Relationship Management (Partnerships Sub-Function) Sub-Activity - <b>Other Files (C.10 a)</b> - The previous 25 year retention period was changed to 35 years Approved by: Natasha Parriag, A/Director, Intergovernmental & Stakeholder Relations; and Rodney Young (for Jason Reid, IM Director)									
	<b>Activity A11.0510</b> - Develop & Maintain Partnerships (Research & Statistics Sub-Function) Sub-Activity - <b>Other Files (C.10 a)</b> - The previous 5 year retention period was changed to 35 years Approved by: B. Jamieson (for Umit Kiziltan, D.G. Research & Evaluation); and Rodney Young (for Jason Reid, IM Director)									
	<b>14-Feb-2013</b>									
	<b>Activity A11.0530</b> - Business Intelligence Technology (Research & Statistics Sub-Function) Sub-Activity - <b>General File</b> - The previous 2 year retention period was changed to 35 years Sub-Activity - <b>Data Requests</b> - The previous 5 year retention period was changed to 35 years Sub-Activity - <b>All Other Files</b> - The previous 2 year retention period was changed to 35 years Approved by: Daniel Dekoker, A/Director, Data Management & Reporting (R&E), and ( <b>pending</b> ) Jason Reid, IM Director ( <b>19-Feb-2013 under review - IM Director requests justification of lengthy retention before approving</b> )									
	<b>31-July-2013</b>									
	<b>Activity A09.0430 - Internal Disclosure</b> deleted from the HR RDS and moved to the Internal Audit sub-function (09) of the Departmental Management RDS as Internal Audit has assumed the role of functional authority for this information. As well, the retention period for "All Other Files" was adjusted as follows: <b>FROM:</b> Retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus 2 years <b>TO:</b> Retain for 5 years after the last administrative action and then destroy Approved by Gibby Armstrong, D.G. Internal Audit and Alain Jolicoeur, IM Director									

Legend:										
<b>Retention Trigger:</b> AC = After completion; ACYR = After Calendar Year Review; CON = Convenience Record; CY = Current Year; DSA = Determined By Sub-Activity; FY = Fiscal Year; NV = New Version; SU = Supersede; SO = System Obsolete; TBD = To Be										
<b>Disposition Method:</b> DES = Destroy; TRSF (A) = Transfer (Alienation); TRSF (H) = Transfer to LAC (Historical); DND = Do Not Destroy (Has not yet been appraised by LAC)										
*At the completion of each Calendar Year, the General File should be reviewed for repeated sub-activity information. This repetitive information should be removed from the General File and placed within its own sub-activity file.										
Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
<b>Q = Citizenship</b>										
<i>01 = Policy &amp; Program Development</i>										
Q01.4120	CIPi--Citizenship as an Integrated Policy Issue - Information related to activities in support of the broader policy development framework.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			Citizenship; Action Plan	SU	10 yrs	5 yrs	15 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			Other files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			<ul style="list-style-type: none"> <li>Records relating to the planning, organization, and administration of the citizenship program.</li> <li>Records detailing the planning and organization of citizenship promotion activities including citizenship ceremonies, education, citizenship judges, testing, publications, and citizenship courts (organization, jurisdiction and operations).</li> <li>Records corresponding to citizenship registration policy issues including the following subjects: certificates, oaths and declarations, natural born citizens, dual citizenship, naturalization, permanent residents, births abroad and birth dates, marriage, residence abroad, domicile and immigration status for citizenship eligibility (i.e. status of aliens) and citizenship issues pertaining to Newfoundland's entry into Confederation.</li> <li>Records documenting correspondence, analysis and decisions relating to policy on high-profile citizenship issues including, but not limited to: war criminals, agitators, enemy aliens, grants of citizenship, loss of citizenship, ethnic groups, offences under the Citizenship Act, prohibitions, resumption of citizenship, revocation of citizenship, deportations, fees, privacy information and security.</li> <li>Records of a policy-oriented nature detailing citizenship issues as they pertain to Canada's international relations and conventions to which it is a signatory, including, but not limited to: treaties, the United Nations, diplomatic relations and war criminals.</li> <li>Records supporting the development of policy for the citizenship program including research, reports, studies and surveys, committees, task forces, working groups, conferences, meetings and seminars.</li> </ul>							
			<b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a>							
			about the policy file	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).						
			about the general file	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		Q01.4120-01	CIPi--Citizenship as an Integrated Policy Issue - General	ACYR						
			Any file specific to information related to activities in support of the broader policy development framework, etc. (identified in the Q01.4120 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC File Plan - Plan de dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		some examples of sub-activity files	Citizenship Education	SU						
			Medium Term Planning	SU						
			Work Plan	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
Q01.4125	Consultation - Information relating to the seeking or provision of advice or opinion to an individual person, OGD, working group, committee or organization.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			Citizenship Commission Working Group	SU	10 yrs	5 yrs	15 yrs	2002/004		DES
			Provincial and Territorial Engagement	SU	10 yrs	5 yrs	15 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
	<p><b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a></p>		D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
		<ul style="list-style-type: none"> <li>• correspondence pertaining to the citizenship program including liaison with other departments and departmental branches and non-governmental organizations.</li> <li>• Records supporting the administration and execution of the citizenship program including subject files pertaining to inquiries and representations, fees, forms and kits, applications and notices, privacy, information and security and quality assurance programs for citizenship processing.</li> </ul>								
			about the policy file	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).						
			about the general file	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		Q01.4125-01	Consultation - General	ACYR						
			Any file specific to information relating to the seeking or provision of advice or opinion to an individual person, OGD, working group, committee, etc. (identified in the Q01.4125 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC File Plan - Plan de dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			some examples of sub-activity files	DLSU	CY					
				ATIP	CY					
				Legislation & Operations Standing Committee						
				CMT-CIC & Citizenship Commission Working Group						
				Standing Committee on Education & Promotion						
				Task Force on Enhanced Ceremonies						
Q01.4155	Policy Development - Information relating to the development and/or amendment of policies to support the Citizenship function. This is achieved through the identification of issues, problem analysis, cost analysis partnership coordination, options development and acquiring approval.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			General Files	ACYR	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Papers (unapproved)	retain for 30 years			2002/004		DES	
			Contributing Information relative to Citizenship Legislation/Regulations	retain for 40 years after Legislation/Regulations are superseded			2002/004		TRSF (H)	
			All Other Files	DSA	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
	<p><b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a></p>		Refer to D.1 of RDA 2002/004 (Updated August 2012 to stipulate "policy <b>and</b> operational files")							
		Library & Archives Canada (LAC) requested CIC transfer the entire series of files in this activity. Reference LAC's <i>Application Guide for Citizenship Function</i> .								

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed here under the Policy Development activity .							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		Q01.4155-01	Policy Development - General	ACYR						
		Any file specific to information relating to the development and/or amendment of policies to support the Citizenship function, etc. (identified in the Q01.4155 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Adoption	SU						
			Case Processing	SU						
			CIP--Citizenship as an Integrated Policy Issue	SU						
			Clearances	SU						
			Custody	SU						
			Decision Making	SU						
			DNA	SU						
			Dual Citizenship	SU						
			Establishing Identity	SU						
			Establishing Parentage	SU						
			Fees	SU						
			Knowledge Requirements	SU						
			Language Requirements	SU						
			Loss of Citizenship	SU						
			Names Policy	SU						
			Oath of Citizenship	SU						
			People In Canada Without Status-Anomalies	SU						
			Prohibitions	SU						
			Residence Requirement	SU						
			Special Grant 5(4)	SU						
			Waivers	SU						
			Citizenship Test	SU						
			Citizenship Commission Mandate	SU						
			Protocol Addressing Conduct Issues	SU						
Q01.4160	Program Design- Information relating to the development and/or redesigning of Citizenship programs flowing from new or amended policy directions. This is achieved through consultations, needs assessment, defining parameters, pilot testing and proof of concept. Also includes the design of cost risk and other performance measurement strategies and approval activities.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			<ul style="list-style-type: none"> <li>Records relating to the planning, organization and administration of the citizenship program.</li> <li>Records detailing the planning and organization of citizenship promotion activities including citizenship ceremonies, education, citizenship judges, testing, publications, and citizenship courts (organization, jurisdiction and operations).</li> <li>Records supporting the development of policy for the citizenship program including research, reports, studies and surveys, committees, task forces, working groups, conferences, meetings and seminars.</li> <li>Correspondence pertaining to the citizenship program including liaison with other departments and departmental branches and non-governmental organizations.</li> <li>Records supporting the administration and execution of the citizenship program including subject files pertaining to inquiries and representations, fees, forms and kits, applications and notices, privacy, information and security and quality assurance programs for citizenship processing.</li> </ul>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			Q01.4160-01	Program Design - General	ACYR					
			Any file specific to information relating to the development and/or redesigning of Citizenship programs flowing from new or amended policy directions, etc. (identified in the Q01.4160 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC File Plan">CIC File Plan</a> - Plan de dossiers to register your sub-activity file title and receive the sequential file number.							
Q01.4170	Research - Information relating to the gathering of data to gain a wider knowledge of theories and practices either for general interest purposes, or which may aid in the creation, updating or refining of current or proposed policies and programs.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			<ul style="list-style-type: none"> <li>Records supporting the development of policy for the citizenship program including research, reports, studies and surveys, committees, task forces, working groups, conferences, meetings and seminars.</li> </ul>							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
			Q01.4170-01	Research - General	ACYR					
			Any file specific to information relating to the gathering of data to gain a wider knowledge of theories and practices either for general interest purposes, updating or refining of current or proposed policies, etc. (identified in the Q01.4170 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC File Plan">CIC File Plan</a> - Plan de dossiers to register your sub-activity file title and receive the sequential file number.							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
Q03.4220	Develop & Deliver Training - Information relating to training in support of the Citizenship function, including updating and changing content of current training to accommodate new policies or change in program design.		General Files	ACYR	2 yrs	3 yrs	5 yrs	98/005		DES
			Training and Development undertaken by an Employee *	Retain for 2 years after completion of the particular training and development undertaken by an employee			98/005		DES	
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	98/005		DES
			* Note: Participation and achievement records are placed on the Employee's Personnel File.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		Q03.4220-01	Develop & Deliver Training - General	ACYR						
			Any file specific to information relating to training in support of the Citizenship function, etc. (identified in the Q03.4220 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC.File.Plan - Plan de dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Citizenship in a Nutshell	SU						
			Consular Officers	SU						
			Grant	SU						
			Immigration Officers	SU						
			Proof	SU						
			Hand Book	SU						
			Mentorship Program	SU						
			Ethics Training	SU						
Q03.4225	Develop & Maintain Partnerships - Information relating to the activity of identifying and establishing relationships with internal or external organizations that will result in a collaborative effort in meeting specific goals and objectives.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
			Cross-Reference - <i>Departmental Management R&amp;D Schedule for "Final Agreements, Treaties, MOUs or any other type of agreement pertaining to CICs operations"</i> . As per C.10 a) of RDA 2011/003 for the Corporate Management function, this archival information must be transferred once the 35 year retention period has been met.							
			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			• Records of a policy-oriented nature detailing citizenship issues as they pertain to Canada's international relations and conventions to which it is a signatory, including, but not limited to, treaties, the United Nations, diplomatic relations and war criminals.							
			• Correspondence pertaining to the citizenship program including liaison with other departments and departmental branches and non-governmental organizations.							
			<i>about the policy file</i> It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).							
			<i>about the general file</i> Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-							





Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a>									
			Records detailing the planning and organization of citizenship promotion activities including citizenship ceremonies, education, citizenship judges, testing, publications, and citizenship courts (organization, jurisdiction and operations).							
			Correspondence pertaining to the citizenship program including liaison with other departments and departmental branches and non-governmental organizations.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		Q03.4230-01	Enhanced Citizenship Ceremonies - General	ACYR						
			Any file specific to information relating to the planning and defining of requirements and the overall direction involved, etc. (identified in the Q03.4230 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC File Plan - Plan de dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Ceremony Rooms	CY						
			Ceremonies Calendar on Website	CY						
			Commemorative Items	CY						
			Corporate Sponsors & Partners	CY						
			Presiding Over Ceremonies	CY						
			RCMP & Local Police Partnerships	CY						
			Speeches	CY						
Q03.4235	<b>Kit Management</b> - Information relating to the development of forms, guides and generic materials, including the updating and changing of content to accommodate changes in program policies or design. Kits are derived by grouping a form(s), guide(s) and generic content.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	2 yrs	3 yrs	5 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	2 yrs	3 yrs	5 yrs	2002/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2002/004		DES
			<b>Note:</b> The retention and disposition of this activity applies strictly to the form itself and not to any form <b>content</b> .							
	<b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a>		D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			Records supporting the administration and execution of the citizenship program including subject files pertaining to inquiries and representations, fees, forms and kits, applications and notices, privacy, information and security and quality assurance programs for citizenship processing.							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		Q03.4235-01	Kits Management - General	ACYR						
			Any file specific to information relating to the development of forms, guides and generic materials, etc. (identified in the Q03.4235 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Forms	SU						
			Application for a Citizenship Certificate from Inside Canada	SU						
			Application for Canadian Citizenship - Adults	SU						
			Application for a Canadian Citizenship - Minors	SU						
			Application for a Citizenship Certificate from Outside Canada	SU						
			Citizenship Photograph Specifications	SU						
			Application for a Search of Citizenship Records	SU						
			Application to Register & Retain Canadian Citizenship	SU						
			Application to Resume Canadian Citizenship	SU						
			Application to Renounce Canadian Citizenship	SU						
			Document Checklist	SU						
			Document Checklist	SU						
			Document Checklist	SU						
			Document Checklist	SU						
			Guide	SU						
			Application for a Citizenship Certificate from Inside Canada — Under Section 3 Proof of Citizenship	SU						
			Application for Canadian Citizenship - Adults	SU						
			Application for a Canadian Citizenship - Minors	SU						
			Application for a Citizenship Certificate from Outside Canada	SU						
			Application for a Search of Citizenship Records	SU						
			Application to Register & Retain Canadian Citizenship	SU						
			Application to Resume Canadian Citizenship	SU						
			Application to Renounce Canadian Citizenship	SU						
<b>Q03.4240</b>	<b>Functional Guidance - Information relating to the provision of information and guidance to other units, branches, or sectors within CIC, including field staff (both domestic and international), to aid in the interpretation and implementation of citizenship legislation, policies and programs.</b>		Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			Legislation Interpretation - Former and Current	SU	15 yrs	25 yrs	40 yrs	2002/004		DES
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		Q03.4240-01	Functional Guidance - General	ACYR						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Any file specific to information relating to the provision of information and guidance to other units, branches, or sectors within CIC, etc. (identified in the Q03.4240 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Legislation Interpretation/Former & Current	SU						
			WebCart	CY						
			Enhanced Driver License QAIS Images							
			Enhanced Driver License QAIS Images 2009							
			Report on the QA exercise for the Enhanced Drivers License (EDL) Program							
			Report on the QA exercise for the Enhanced Drivers License (EDL) Program 2009/10							
Q03.4250	<b>Guidelines, Best Practices &amp; Procedures</b> - Information relating to the development of procedures, guidelines and other governance vehicles and instruments to support the Citizenship functions.		Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	20 yrs	20 yrs	40 yrs	2002/004		DES
			All Other Files	DSA	20 yrs	20 yrs	40 yrs	2002/004		DES
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		Q03.4250-01	Guidelines, Best Practices & Procedures - General	ACYR						
			Any file specific to information relating to the development of procedures, guidelines and other governance vehicles, etc. (identified in the Q03.4250 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Application Process	SU						
			Case Processing	SU						
			Citizenship Certificates	SU						
			Clearances	SU						
			Policy Manual	SU						
			Chapter 1 - Citizenship Lines of Business	SU						
			Chapter 2 - Decision Making	SU						
			Chapter 3 - Establishing Applicants's Identity	SU						
			Chapter 4 - Grants	SU						
			Chapter 5 - Residence	SU						
			Chapter 6 - Prohibitions	SU						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Chapter 7 - Waivers	SU						
			Chapter 8 - Appeals	SU						
			Chapter 9 - Loss, Resumption, Renunciation, Revocation	SU						
			Chapter 10 - Proof of Citizenship	SU						
			Chapter 11 - Search of Records	SU						
			Chapter 12 - Documents	SU						
			Chapter 13 - Administration	SU						
			Chapter 14 - Appendices	SU						
			Chapter 15 - Guide to Citizenship Ceremonies	SU						
			Decision Making	SU						
			DNA	SU						
			Establishing Identity	SU						
			Establishing Parentage	SU						
			File Directive	SU						
			Fingerprinting	SU						
			Interpreters	SU						
			Knowledge Requirements	SU						
			Language Requirements	SU						
			Loss of Citizenship	SU						
			Names Policy	SU						
			Oath of Citizenship	SU						
			OBs--Operational Bulletins	SU						
			Overseas Acknowledgement Letters	SU						
			People In Canada Without Status-Anomalies	SU						
			Prohibitions	SU						
			Residence Requirements	SU						
			Waivers	SU						
			WebCart	CY						
			Citizenship Judge Screening Guidelines	SU						
			Guidelines for Citizenship Judges							
			Citizenship Judge Information Memoranda							
			Conflict of Interest for Citizenship Judges							
			Media Guidelines							
			Conditional Sentence Orders & Residency							
			Work Schedules							
			Promotion Schedules							
			Knowledge of Canada Oral Testing							
			Third Party Unsolicited Information							
			Ceremonies							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
Q03.4270	Program Implementation - Information relating to defining and development of operational goals, rollout strategies - methodology - approach, allocation of resources, service benchmarks and detailed costing required to implement programs.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	10 yrs	20 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	10 yrs	10 yrs	20 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	10 yrs	20 yrs	2002/004		DES
	<b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a>		D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following policy and operational files ....							
		• Records relating to the planning, organization and administration of the citizenship program.								
		• Records supporting the development of policy for the citizenship program including research, reports, studies and surveys, committees, task forces, working groups, conferences, meetings and seminars.								
		• Records supporting the administration and execution of the citizenship program including subject files pertaining to inquiries and representations, fees, forms and kits, applications and notices, privacy, information and security and quality assurance programs for citizenship processing.								
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		Q03.4270-01	Program Implementation - General	ACYR						
			Any file specific to information relating to defining and development of operational goals, rollout strategies, etc. (identified in the Q03.4270 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC File Plan - Plan de dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Citizenship Commission Working Group	CY						
			COC--Citizenship Operations Committee	CY						
Q03.4275	Promotions - Information relating to the development of subject matter for the purpose of promoting programs (both externally and within the departments) via printed materials, website, videos, consultations, community events, and various media sources.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			Audio Visual Records - Headquarters (Refer to E.2, E.3 & E.4 below)	AC	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			Documentary Art - Headquarters (Refer to E.5 below)	AC	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			Regional Offices Media Records (Refer to E.6 below)	AC	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			Other Files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following policy and operational files .... Records detailing the planning and organization of citizenship promotion activities including citizenship ceremonies, education, citizenship judges, testing, publications, and citizenship courts (organization, jurisdiction and operations).							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method	
					Active	Inactive	Total				
	<p><b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a></p>		<b>E.2 of RDA 2002/004 Audio Visual Records -- Headquarters</b> .... CIC shall segregate every 5 years all audio-visual productions in the custody of the institution, made by or for CIC, which are no longer operational and which fall within the following categories: (a) all stock footage and wild footage on film support; and (b) all productions created and used by CIC for the purpose of citizenship promotion or education.								
			<b>E.3 of RDA 2002/004 Audio Visual Records -- Headquarters</b> .... CIC shall include an inventory description, in paper or electronic format, for each title segregated, including confirmation of Canada Communications Group as producer.								
			<b>E.4 of RDA 2002/004 Audio Visual Records -- Headquarters</b> .... CIC shall consult with the LAC prior to the transfer of any alternative media records.								
			<b>E.5 of RDA 2002/004 Documentary Art - Headquarters</b> .... CIC shall transfer to the LAC all original sketches, graphic design boards, or other documentary art elements, <u>except</u> camera-ready negatives for publication purposes.								
			<b>E.6 of RDA 2002/004 Regional Offices</b> .... CIC shall transfer to the LAC, upon the expiry of their retention periods, all original photographs, audio-visual materials and graphic design materials of CIC produced locally and kept in the regional offices, and the contractual and administrative files.								
			<b>Note:</b> CIC shall consult with the LAC (Library and Archives Canada) prior to all transfers of media records.								
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).								
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.								
		Q03.4275-01	Promotions - General	ACYR							
			Any file specific to information relating to the development of subject matter for the purposes of promoting programs via printed materials, website, videos, etc. (identified in the Q03.4275 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC File Plan - Plan de dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	A Look at Canada Publication	SU							
			A Look at Citizenship Newsletter	SU							
			Awards	SU							
			Congratulatory Letters	SU							
			Dual Citizenship Publication	SU							
			Guide for Members of the Order of Canada	SU							
			How to Become a Canadian Citizen Publication	SU							
			How to Host a Citizenship Ceremony Publication	SU							
			How to Obtain Proof of Citizenship	SU							
			Integration Services Publication	SU							
			Oath of Citizenship Publication	SU							
			O Canada Bookmark & Song Card	SU							
			Presiding at Citizenship Ceremonies	SU							
			Promotional Certificates	SU							
			Promotional Letters	SU							
			Reaffirmation Ceremony Publication	SU							
			Retention of Canadian Citizenship Publication	SU							
			Heritage Week	SU							
			Citizenship Week	SU							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
Q03.4280	Registrar - Information relating to activities specified in the Citizenship Act and Regulations as responsibilities of the Registrar, including the delegation of authority to perform various functions with respect to Grant & Proof applications, the delegation of authority to preside over Citizenship ceremonies to persons other than citizenship judges and the recall of citizenship certificates.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	15 yrs	25 yrs	40 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	15 yrs	25 yrs	40 yrs	2002/004		TRSF (H)
			All Other Files	DSA	15 yrs	25 yrs	40 yrs	2002/004		DES
	<b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a>		D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			<ul style="list-style-type: none"> <li>Records relating to the planning, organization, and administration of the citizenship program.</li> <li>Records pertaining to citizenship legislation (such as the <i>Citizenship Act</i> and its administration) including citizenship regulations, appeals, offences under the act, court procedure and evidence.</li> </ul>							
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		Q03.4280-01	Registrar - General	ACYR						
			Any file specific to information relating to activities specified in the Citizenship Act and Regulations as responsibilities of the Registrar, etc. (identified in the Q03.4280 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC.File.Plan-Plan.de.dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Delegation of Signing Authority	CY						
			Delegation of Ceremony Officiate & Administration of Oath	CY						
			Transfer of Jurisdiction	CY						
	<b>04 = Program Delivery</b>									
Q04.4320	Citizenship Processing - Information related to the implementation of departmental policies and programs to administer and interpret the Citizenship Act and manage the process of people becoming Canadian Citizens.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
	<b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a>		D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			<ul style="list-style-type: none"> <li>Records relating to the planning, organization and administration of the citizenship program.</li> <li>Records detailing the planning and organization of citizenship promotion activities including citizenship ceremonies, education, citizenship judges, testing, publications, and citizenship courts (organization, jurisdiction and operations).</li> <li>Correspondence pertaining to the citizenship program including liaison with other departments and departmental branches and non-governmental organizations.</li> <li>Records supporting the administration and execution of the citizenship program including subject files pertaining to inquiries and representations, fees, forms and kits, applications and notices, privacy, information and security and quality assurance programs for citizenship processing.</li> </ul>							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							
		Q04.4320-01	Citizenship Processing - General	ACYR						
			Any file specific to information related to the implementation of departmental policies and programs to administer and interpret the Citizenship Act, etc. (identified in the Q04.4320 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC File Plan - Plan de dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
			Citizenship Case Files	AC			150 yrs	2002/004		TRSF (H)
			<b>D.5 of RDA 2002/004</b> ..... CIC shall transfer to the LAC, upon the expiry of their retention periods, all the microfilm reels containing naturalization records and citizenship application, renunciation, revocation and retention case files. In the event that the preservation format of these files changes, the LAC should be contacted to determine the appropriate transfer provisions. Sufficient records from the Citizenship Registration System (CRS), or other electronic system used to manage these records, shall also be transferred to the LAC, to act as a finding aid for these records.							
Q04.4321	Citizenship Case Review - Information relating to the review and examination of high-profile or contentious citizenship applications and cases, and the provision of advice, recommendations and strategic and technical analysis to senior officials and field officers, in Canada and abroad to enable informed decision making and reduce litigation risk. Includes the granting of citizenship and revocation.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			All Case Management Case Files *	AC	150 years			2002/004		TRSF (H)
			Other Files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
			* Contentious or special category files are managed by the Case Review Unit in Ottawa. The paper files are located at the CIC's NHQ Records Office. It is recommended that once these files are completed, they be sent to CPC Sydney for microfilming. Refer to <b>D.5 of RDA 2002/004</b> ..... Same process as Case Files above, including the transfer of electronic systems to manage these records.							
			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
	<b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a>		• Records relating to the planning, organization, and administration of the citizenship program.							
		• Records pertaining to citizenship legislation (such as the Citizenship Act and its administration) including regulations, appeals, offences under the act, court procedure and evidence.								
		• Records corresponding to citizenship registration policy issues including the following subjects: certificates, oaths and declarations, natural born citizens, dual citizenship, naturalization, permanent residents, births abroad and birth dates, marriage, residence abroad, domicile and immigration status for citizenship eligibility (i.e. status of aliens), and citizenship issues pertaining to Newfoundland's entry into Confederation.								
		• Records documenting correspondence, analysis and decisions relating to policy on high-profile citizenship issues including, but not limited to, war criminals, agitators, enemy aliens, grants of citizenship, loss of citizenship, ethnic groups, offences under the Citizenship Act, prohibitions, resumption of citizenship, revocation of citizenship, deportations, fees, privacy information and security.								
		• Correspondence pertaining to the citizenship program including liaison with other departments and departmental branches and non-governmental organizations.								
		<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).							
		<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.							

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
		Q04.4321-01	Citizenship Case Review - General	ACYR						
		Any file specific to information relating to the review and examination of high-profile or contentious citizenship applications and cases and the provision of advice, recommendations and strategic and technical analysis, etc. (identified in the Q04.4321 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.								
		<i>some examples of sub-activity files</i>	Section 29 Investigations	AC						
			<i>Client File</i>	AC						
			Recall & Cancellation of Certificates	AC						
			<i>Client File</i>	AC						
			Revocation of Citizenship	AC						
			<i>Client File</i>	AC						
			Security Cases	AC						
			<i>Client File</i>	AC						
			Recommendations to Grant Citizenship 5(4)	AC						
			<i>Client File</i>	AC						
			Waivers by Minister on Compassionate Grounds 5(3)	AC						
			<i>Client File</i>	AC						
	<b>Regional Records</b> - Upon the expiry of their retention periods, CIC shall transfer to LAC, all operational regional records that are transferred to CIC Headquarters.			<b>It is NOT recommended to acquire</b> the records generated and retained by the regional service centres and their staff (citizenship officers, citizenship judges, etc.). However, <b>it is recommended to acquire the records generated by the regional service centres but stored at CIC headquarters in Ottawa.</b>						
	Upon expiry of their retention periods, CIC shall transfer to LAC, all records of a historic nature (pre-1945) that have been generated by other administrative units previously responsible for the citizenship function and deposited at the CIC Case Processing Centre in Sydney NS.			Regional case files are stored in Ottawa and other records, deemed of greatest importance, are transferred to Ottawa. These records offer greater insight into the operations and activities of the CIC's regional offices and their relationship to headquarters as opposed to those retained in the regions, which tend to be more administrative, and of no archival value. <i>LAC Archival Appraisal Report (2002)</i>						
Q04.4330	<b>Client Support</b> - Information relating to the provision of assistance or responding to a request in an attempt to help the client understand or solve specific problems in relation to CIC programs and services.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	2 years		2 yrs	2002/004		DES
			Other Files (Refer to D.1 below)	DSA	2 yrs	3 yrs	5 yrs	2002/004		TRSF (H)
			All Other Files	DSA	2 yrs	3 yrs	5 yrs	2002/004		DES
	<b>Note:</b> For paper records located in the old 3000-3500 Series, 4900 Series, 5000 Series and 8120 Series - refer to APPENDIX A of RDA 2002/004 (Citizenship Function) for a detailed listing of records to be transferred. Contact IM Helpdesk at <a href="mailto:Records-Front-Desk@cic.gc.ca">Records-Front-Desk@cic.gc.ca</a>			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational files</b> ....						
				<ul style="list-style-type: none"> <li>Records relating to the planning, organization and administration of the Citizenship program.</li> <li>Correspondence pertaining to the citizenship program including liaison with other departments and departmental branches and non-governmental organizations.</li> <li>Records supporting the administration and execution of the citizenship program including subject files pertaining to inquiries and representations, fees, forms and kits, applications and notices, privacy, information and security and quality assurance programs for citizenship processing.</li> </ul>						
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).						



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			Candidate Case File # 266	AC						
			Candidate Case File #269	AC						
			Candidate Case File #270	AC						
			Candidate Case File #271	AC						
			Candidate Case File #272	AC						
			Candidate Case File #273	AC						
			Candidate Case File #274	AC						
			Candidate Case File #275	AC						
			Candidate Case File #276	AC						
			Candidate Case File #277	AC						
			Candidate Case File #278	AC						
			Candidate Case File #279	AC						
			Candidate Case File #280	AC						
			Candidate Case File #281	AC						
			Candidate Case File #282	AC						
			Candidate Case File #283	AC						
			Candidate Case File #284	AC						
			Candidate Case File #285	AC						
			Candidate Case File #286	AC						
			Candidate Case File #287	AC						
			Candidate Case File #288	AC						
			Candidate Case File #289	AC						
			Candidate Case File #290	AC						
			Candidate Case File #291	AC						
			Candidate Case File #292	AC						
			Candidate Case File #293	AC						
			Candidate Case File #294	AC						
			Candidate Case File #295	AC						
			Candidate Case File #296	AC						
			Candidate Case File #297	AC						
			Candidate Case File #298	AC						
			Candidate Case File #299	AC						
			Candidate Case File #300	AC						
			Candidate Case File #301	AC						
			Candidate Case File #302	AC						
			Candidate Case File #303	AC						
			Candidate Case File #304	AC						
			Candidate Case File #305	AC						
			Candidate Case File #306	AC						

Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
	<b>05 = Monitoring &amp; Reporting</b>									
Q05.4450	Operational Assessment - Information relating to the activity of assessing the delivery, use, and application of CIC programs, policies, guidelines and standards through monitoring, site visits, audits and performance measurement, and providing recommendations and implementing corrective actions.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2011/003		DES
			Program Performance Measurement and Evaluations (Refer to C.9 a) and e) below)	SU	10 yrs	5 yrs	15 yrs	2011/003		TRSF (H)
			Other Files (Refer to C.9 a) and e) below)	DSA	10 yrs	5 yrs	15 yrs	2011/003		TRSF (H)
			Other Files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2011/003		DES
			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			• Records relating to the planning, organization and administration of the Citizenship program.							
			• Records supporting the administration and execution of the citizenship program including subject files pertaining to inquiries and representations, fees, forms and kits, applications and notices, privacy, information and security and quality assurance programs for citizenship processing.							
			<b>C.9 of RDA 2011/003 (Corporate Management)</b> stipulates that .... For events generated by the governance sub function, transfer the following:							
			C.9 a) Documentation related to the development of reports and other accountability documents. This includes agendas, minutes, records of decision, briefing notes and supporting documentation. Includes RPP, Departmental Performance Report, PAA and any other record relating to the management framework.							
			C.9 e) The records that document the response of management, actions taken and monitoring resulting from these internal audit reports and from evaluations.							
			<i>about the policy file</i>	It is not essential that a policy file exists, however, if/when they do, they would be placed under the Policy Development activity (Q01.4155).						
			<i>about the general file</i>	Because Classification structures always go from the general to the specific, each Activity will begin their listing of sub-activity files with a General File (-01). This General file is a "catch-all" sub-activity that is used for varied information - all relative to the activity descriptor - but not volume specific enough to require a sub-activity be opened. This sub-activity is not intended to contain a high volume of information, i.e. best practices dictates that when a topic is repeated 3-5 times, it is transferred from the General File and placed within its own sub-activity file.						
		Q05.4450-01	Operational Assessment - General	ACYR						
			Any file specific to information relating to the activity of assessing the delivery, use, and application of CIC programs, policies, guidelines and standards, etc. (identified in the Q05.4450 activity descriptor) would be listed under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="mailto:CIC.File.Plan@Plan.de.dossiers">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
Q05.4460	Quality Assurance - Information relating to the review of samples of citizenship case files for the purpose of identifying trends with respect to the reliability of information provided by clients and with respect to the integrity of the decision-making process.		Policy Files (Refer to D.1 below)	SU	20 yrs	20 yrs	40 yrs	2002/004		TRSF (H)
			Policy Files	SU	20 yrs	20 yrs	40 yrs	2002/004		DES
			General Files	ACYR	10 yrs	5 yrs	15 yrs	2002/004		DES
			QA Process to Monitor P/T decision-making relative to Enhanced Driver's License (EDL)	AC	2 years after the last administrative action			2005/006		DES
			Other files (Refer to D.1 below)	DSA	10 yrs	5 yrs	15 yrs	2002/004		TRSF (H)
			All Other Files	DSA	10 yrs	5 yrs	15 yrs	2002/004		DES
			D.1 of RDA 2002/004 stipulates that CIC shall transfer, upon expiry of their retention periods, the following <b>policy and operational</b> files ....							
			• Records relating to the planning, organization and administration of the citizenship program.							



Number	Activity Title and Description	Sub - Activity Number	Sub-Activity Title	Retention Trigger	Retention Period (Years)			Records Disposition Authority (RDA)	Essential Record	Final Disposition Method
					Active	Inactive	Total			
			under this activity. Please refer to the file plan to verify if the file you require already exists. If it does not, email <a href="#">CIC File Plan - Plan de dossiers</a> to register your sub-activity file title and receive the sequential file number.							
		<i>some examples of sub-activity files</i>	Citizenship Grants	CY						
			Citizenship Proofs	CY						
			Citizenship Searches	CY						
			Formal Reports	CY						
			Processing Times	CY						
			Work in Process	CY						
			<b>SOME IMPORTANT NOTES</b>							
	(1)		Records/Information is disposed of in one of three ways: (1) destruction; (2) transfer to the Library & Archives Canada (archival); or (3) alienation from the Government of Canada.							
	(2)		This R&D Schedule is intended to be used as a guide. Given our legal responsibility is to adhere to relevant legislation as well as protect the archival record, you are required to contact the R&D unit at <a href="#">CIC File Plan - Plan de dossiers</a> before disposing of any corporate records.							
	(3)		When disposing of records/information, all <i>Lists, Finding Aids, Indices, and Registers of Files or Records Destroyed</i> must be retained for 10 years after the files or records were destroyed. This Retention Guideline is identified in the LAC's governing disposition authority; specifically: Multi-Institutional Disposition Authority No. 98/001.							
			LAC = Library & Archives Canada							
			<b>Finalized 23-February-2011; Validated 16-March-2011</b>							
			<b>Review Committee:</b> Lee Armstrong, Legal Services <b>Validation Team (NHQ):</b> Justin Dumais; Celine Beauparlant; and James Simpson <b>Validation Team (Regions):</b> Andy Corrigan (BC & Yukon); Marcel Arsenault and Mike MacNeil (Atlantic); Karen Thompson (Ontario); Jerome Ruault (CPR); Claude Marchand (Prairies) and Jacinthe Leveille/Josée Brousseau/Isabelle Chicoine (Quebec)							
			As of <b>16-March-2011</b> , this R&D Schedule supersedes all other R&D Schedules for the Citizenship Function							